

Arkansas Department of Transportation (ARDOT)

Instructions for Completing the DBE Prime Payment Log

This form must be submitted when **all** of the following conditions are met.

1. The contract is a federally funded project.
2. The Prime Contractor is a Department approved Disadvantage Business Enterprise.
3. The Prime Contractor has earned money from contract items included in the estimate referenced on the report

Enter the following information to complete the DBE Prime Payment Log.

1. **Job Number** – Write or type in the contract number.
2. **DBE Prime Contractor** – Write or type in the name of the Prime Contractor.
3. **Estimate No.** – Write or type in the estimate number. The estimate number can be found on the first page of the estimate voucher in the upper left hand corner of the report.
4. **Estimate Ending Date** – Write or type in the estimate ending date. The estimate ending date can be found on the first page of the estimate voucher near the upper center of the report.
5. **Item Code** – Write or type in the item code for each item included in the estimate from which the DBE Prime Contractor earned money for work performed by their own forces or for work done by a Subcontractor at a unit price lower than the contract unit price. If an item was included in the estimate, but the DBE Prime Contractor did not earn any money from the item, it should not be included in the report. Item codes can be found beginning on page two of the estimate voucher.
6. **Item Description** – Write or type in the item description next to the corresponding item code. Item descriptions can be found next to the item codes beginning on page two of the estimate voucher.
7. **Contract Unit Price** – Write or type in the contract bid price for each item included in the report. Contract unit prices can be found beginning on page two of the estimate voucher.
8. **Sub Unit Price** – Write or type in the subcontract unit price for each item included in the report if the item has been subcontracted by the DBE Prime Contractor. If the item has not been subcontracted by the DBE Prime Contractor, write or type in a zero. The subcontract bid price can be found in the acknowledged subcontract between the DBE Prime Contractor and the Subcontractor.
9. **Quantity** – Write or type in the quantity for each item included in the report. The quantity listed for each item must be the quantity from which the DBE Prime Contractor earned their money.
10. **Value Earned by DBE Prime** – Write or type in the dollar amount from the following calculation for each item listed in the report.
(Contract Unit Price – Subcontract Unit Price) × Quantity
Note: If this calculation results in a negative number for an item, write or type in a zero for the item.
11. **Total This Estimate** – Write or type in the summation of the “Value Earned by DBE Prime” column.
12. **Previous Total** – Write or type in the total to date from the previously submitted Prime DBE Payment Log report.
13. **Total To Date** – Write or type in the total calculated by adding the “Total This Estimate” to the “Previous Total”.