

Arkansas Department of Transportation (ARDOT)

Instructions for Completing the DBE Subcontractor Payment Log

A separate form must be submitted for each DBE Subcontractor when **all** of the following conditions are met.

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

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

1. **Job Number** – Write or type in the contract number.
2. **Prime Contractor** – Write or type in the name of the Prime Contractor.
3. **DBE Subcontractor** – Write or type in the name of the DBE Subcontractor.
4. **Estimate No.** – Write or type in the estimate number. The estimate number can be found on the estimate voucher in the upper left hand corner of the report.
5. **Estimate Ending Date** – Write or type in the estimate ending date. The estimate ending date can be found on the estimate voucher near the upper center of the report.
6. **Item Code** – Write or type in the item code for each item included in the estimate from which the DBE Subcontractor earned money. If an item was included in the estimate, but the DBE Subcontractor 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.
7. **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.
8. **Subcontract Unit Price** – Write or type in the subcontract unit price for each item included in the report. The subcontract unit price can be found in the acknowledged subcontract between the Prime Contractor and the DBE Subcontractor.
9. **2nd Tier Unit Price** – Write or type in the 2nd tier subcontract bid price for each item included in the report if the item has been subcontracted out by the DBE Subcontractor. The 2nd tier subcontract unit price can be found in the acknowledged subcontract between the Prime Contractor, DBE Subcontractor and the 2nd tier Subcontractor.
10. **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 Subcontractor earned their money.
11. **Value Earned by DBE Subcontractor** – Write or type in the dollar amount from the following calculation for each item listed in the report.
(Subcontract Unit Price – 2nd Tier Unit Price) × Quantity
Note: If this calculation results in a negative number for an item, write or type in zero for the item.
12. **Total This Estimate** – Write or type in the summation of the “Value Earned by DBE Subcontractor” column.
13. **Retainage Withheld This Estimate** – Write or type in the total amount withheld as retainage for this estimate period if allowed by the acknowledged subcontract.
14. **% Retainage** – Write or type in the percentage of allowable retainage as specified in the acknowledged subcontract between the Prime Contractor and the DBE Subcontractor.

15. **Net Total This Estimate** – Write or type in the difference between the “Total This Estimate” and the “Retainage Withheld This Estimate”.
16. **Previous Total** – Write or type in the total to date from the previously submitted DBE Subcontractor Payment Log report for the DBE Subcontractor listed near the top of this report.
17. **Total To Date** – Write or type in the total calculated by adding the “Net Total This Estimate” to the “Previous Total”.