

# PRIME CONTRACTOR BI-WEEKLY STATEMENT OF SUBCONTRACTOR/SUPPLIER PAYMENTS

DISTRIBUTION: Resident / Project Engineer Office of Business Development.

*Portions of the information required in accordance with 49 CFR part 26.37 (as detailed in the prompt payment provisions to monitor the progress of the prime contractor in meeting contractual DBE obligations.)*

**SEE INSTRUCTIONS ON REVERSE**

PRIME CONTRACTOR

CONTRACT ID

BI-WEEKLY PERIOD ENDING:

PROJECT COMPLETION

SUBCONTRACTOR, DBE SUBCONTRACTOR, DBE TRUCKER, DBE SUPPLIER OR SERVICE PROVIDER	SERVICES/WORK CLASSIFICATION	TOTAL SUB CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	DBE AUTHORIZED SIGNATURE AT PROJECT COMPLETION ONLY	DATE

*As the authorized representative of the above prime contractor, I certify that all payments to non-DBE truckers, and non-DBE suppliers that have performed work or supplied materials to the prime during the reporting period have been made, and I certify that this information is true and accurate.*

CONTRACTORS AUTHORIZED REPRESENTATIVE (Signature)

TITLE

DATE

**FOR THE MICHIGAN DEPARTMENT OF TRANSPORTATION USE ONLY**

COMMENTS

RESIDENT/PROJECT ENGINEER (Signature)

DATE

# INSTRUCTIONS

## PRIME CONTRACTOR or AUTHORIZED REPRESENTATIVE:

This statement reports the actual dollar amounts of the project cost earned by and paid to all subcontractors, DBE subcontractors, DBE suppliers, and DBE truckers. Complete and submit to the Resident/Project Engineer on a bi-weekly basis during the course of the project using the MERS database. This submittal is required prior to release of the second and subsequent estimates per FUSP 109(A). A hard copy of this form must also be submitted 30 days after project completion with actual DBE signatures (not using MERS).

For “Control Section” and “Job No.” Use the numbers assigned by MDOT.

For *Services/Work Classification*,” report services/work performed by DBE subcontractors, DBE suppliers, DBE truckers, and DBE consultants listed by work classification code. If they are performing work in more than one classification, report the code with the largest dollar value. A list of work classification codes is available at [www.Michigan.gov/mucp](http://www.Michigan.gov/mucp).

For “*Total Subcontract Amount*”, report total amount of the contract between the prime contractor and the subcontractor.

For “*Deductions*”, report deductions made by the prime contractor to the subcontractor’s “*Cumulative Dollar Value of Services Completed*” for bond or other fees, materials, services or equipment provided to the subcontractor according to mutual, prior agreement (documentation of such agreement may be required by MDOT).

For “*Actual Amount Paid to Date*”, report cumulative actual payments made to the subcontractor for services completed.

Provide “*DBE Authorized Signature*” on the project completion report.

Be sure to sign, title and date the project completion report.

## MDOT RESIDENT / PROJECT ENGINEER:

Please complete the “*Comments*” area, date and submit within the MERS database within 7 days of receipt from prime. Please complete the “*Comments*” area, sign, date, and fax the **project completion report** only to 517-335-0945 or e-mail to [MDOT-Paymentstatements@Michigan.gov](mailto:MDOT-Paymentstatements@Michigan.gov) within 7 days of receipt from prime.

MDOT Office of Business Development  
P.O. Box 30050  
Lansing, Michigan 48909  
Questions about this form? Call Toll-free, 1-866-DBE-1264