

SCDOT - PROFESSIONAL SERVICES DBE QUARTERLY REPORT FORM

PROJECT TYPE: *(Check all that apply)* ☐ Federal ☐ State/County ☐ LPA ☐ Regular ☐ Design Build

PROJECT IDENTIFICATION

S.C. File #: _____ County: _____ RCE/Gov't Project Manager/Engineer: _____
 Project Name: _____

PRIME INFORMATION

Name: _____ FEIN Number: _____
 Contact Person: _____ Telephone Number: _____

1ST TIER SUBCONTRACTOR INFORMATION (When Applicable)

Name: _____ FEIN Number: _____
 Contact Person: _____ Telephone Number: _____

DBE SUBCONTRACTOR INFORMATION

Name: _____ FEIN Number: _____
 Contact Person: _____ Telephone Number: _____ DBE Commitment Amount: \$ _____
 Subcontract Amount: \$ _____ Item(s) of Work: _____

Quarter	Total Payments This Period	* Trucker's Report Line 4 OR Allowable DBE Credit	Total Allowable DBE Credit To Date	(1) Prime Signature & Date	(2) 1 st Tier Sub Signature & Date	(3) DBE/WBE Signature & Date
Amount carried forward →						
1 st Quarter 20__						
2 nd Quarter 20__						
3 rd Quarter 20__						
4 th Quarter 20__						
1 st Quarter 20__						
2 nd Quarter 20__						
3 rd Quarter 20__						
4 th Quarter 20__						

- (1) By signing **ORIGINAL and DATE**, Prime certifies that they have paid DBE for services performed in accordance with SCDOT Policies and Specifications.
- * (2) See SCDOT Supplemental Specifications Section 4 for the amount of payment that can be counted toward the DBE goal. If this amount includes trucking, you must submit a DBE Trucker's Report. You may obtain a copy of the Trucker's Report at <https://www.scdot.org/business/bus-development-reporting.aspx>.
- (3) By signing **ORIGINAL and DATE**, DBE certifies that they have performed and received payment for the above work, even if there is **NO** goal on the project. Do not include payments for special arrangements, such as Retainage, Bonds, etc.
- (4) Incomplete or illegible reports will not be accepted; reports due on the 15th day of January, April, July, and October.

Program Manager/RCE/Consultant: (Signature/Title): _____ **Date:** _____

NOTE: The **Authorized Signee (SCDOT PM/RCE, etc.)** will be the custodian of all original documents. All information provided in this report by any subject to audit/review by SCDOT/FHWA or any of their authorized representatives. Records and copies are to be made available upon request.

FAXED OR E-MAILED SIGNATURES ON QUARTERLY REPORTS ARE BINDING. AN ENTITY FAXING OR E-MAILING SIGNED QUARTERLY REPORTS WAIVES ANY CLAIM THAT THE SIGNATURE THEREON IS NOT AUTHENTIC AND SHALL BE BOUND BY EVIDENCE THAT THE DOCUMENT WAS RECEIVED FROM THE ENTITY BY FAX OR E-MAIL.

South Carolina Department of Transportation
DBE Quarterly Report - Committal Information Section
Allowable Credit Toward DBE Goal Summary for SCDOT Projects

- (1) Work performed by **DBE** with its own employees (to include cost of materials, cost of leasing equipment, and cost of supplies associated with performance of the work): 100%
- (2) Materials or supplies from regular **DBE** manufacturer: 100%
- (3) Materials or supplies obtained from regular **DBE** dealer: 60%
- (4) **DBE** Subcontracting portion of work (other than hauler):
 - a. To another DBE: 100%
 - b. To a non-DBE: 0%

Note: **DBE** must perform at least 30% of work with its own forces to meet commercially useful function criteria. (49CFR26.55)

- (5) **DBE** Hauler (49CFR26.55):
 - a. 100% when services are provided by the **DBE**, using trucks it owns, insures, and operates using drivers it employs.
 - b. 100% when subcontracted to another **DBE** hauler.
 - c. When subcontracted to a non-**DBE** hauler; 100% of the value of the services provided by non-**DBE**'s haulers not to exceed the service amount performed by the DBE owned trucks.
 - d. Enter only the allowable amount paid for DBE participation from Trucker's Report in the "Trucker RPT Line 4/Allowable DBE Credit" section of the Quarterly Report. This "Trucker RPT Line 4/ Allowable DBE Credit" amount should also be the figure shown on the DBE Status Spreadsheet. Place the actual amount paid to the DBE under "Total Payments This Period".
- (6) **DBE** participation as a partner in a joint venture: portion of the total dollar amount of contract equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces.
- (7) When a listed **DBE** is decertified or removed from the DBE Directory after execution of a valid subcontract agreement with the Contractor:
 - a. The Contractor may continue to utilize the decertified DBE on the contract and receive credit toward the DBE contract goal for the DBE's work unless the Contractor is implicated in the DBE decertification. However, the Contractor is encouraged to replace the decertified DBE with a certified DBE where feasible, to assist SCDOT in meeting the overall statewide DBE goal.
 - b. If a listed DBE is removed from the DBE Directory due to graduation from the DBE program, the Contractor may continue to utilize the graduated DBE on the contract and receive credit toward the DBE contract goal for the DBE's work.

NOTE: Credit towards **DBE** goal can only be claimed after the amount being claimed towards the goal has been paid to the **DBE**.

SCDOT'S DBE TRUCKER'S REPORT

File No. _____ Date: _____ Calendar Quarter: 1st 20____ 2nd 20____ 3rd 20____ 4th 20____

Federal Regulations (49 CFR 26.55) allow DBE haulers to sub-contract with non-DBE haulers and account for the value of the non-DBE haulers for DBE participation. However, the value of the non-DBE hauler services (payments) cannot exceed the total value of payments for DBE owned trucks. A DBE hauler may lease non-DBE trucks as long as the DBE controls the use and operation of the non-DBE owned truck(s).

Payments made for services rendered by DBE owned trucks you subcontracted with.

_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	

Payments made for services rendered by non-DBE owned trucks you subcontracted with.

_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	
_____	\$ _____
Firm's Name	

Total payments received from prime this quarter \$ _____
Line 1

Total payments made to DBE owned trucks \$ _____
Line 2

Total payments made to Non-DBE owned trucks \$ _____
Line 3

Add line 3 to line 2 for amount counted towards DBE goal; if line 3 is greater than line 2, multiply line 2 by 2 to determine total counted toward DBE goal. If commission/fees are counted, add them in on line below.

Add total commission/fees earned by DBE hauler (attach documentation) \$ _____

Total payments/commission that can be reported toward DBE goal: \$ _____
Line 4

I certify that the amounts reported above are true and correct.

Prime Contractor

Signature: _____

Reviewed by RCE: _____

DBE Trucking Company

Signature: _____

Date: _____