

Alabama Department of Transportation

ALDOT Form DBE 10 Instructions

Revised 5-2015

Block Number Instructions

1. ALDOT Project Number
2. County
3. Region
4. Prime Contractor For the Project
5. DBE for this Report
6. Date of Report
7. ALDOT Estimate Number
8. Work Period for this Estimate (Beginning Date - Ending Date)
9. Description of Work - Must include Pay Item No. and Description (Also denote if Partial such as Hauling, Stocking, Furnish & Tie, S.I.P. Forms, etc.)
10. Type of DBE, i.e. Contractor (C), Supplier (S), Manufacturer (M), or Brokerage/Fee (BF) work
11. Unit Price of Work
12. Units
13. Units of Work Accomplished this Period
14. Amount Performed for this Period (Block 11 times Block 13)
15. Units Performed to Date
16. Amount Performed to Date (Block 11 times Block 15)
17. Comments Pertinent to this DBE-10
18. Total of Amounts in Block 14
19. Total of Amounts in Block 16
20. Signature of Prime Contractor's Authorized Representative, Printed Name & Title and Date Signed

Submittals:

- 1) Invoices are required for all supplier and manufacturer credit.
- 2) Tickets are required for all "Stocking the Plant" hauling.
- 3) In lieu of completing the form, the prime contractor may note "See attached" on the form and attach a similar form (i.e. subcontractor estimate) provided it has the same data. If the contractor chooses to do this, he will have to adjust the credit on the actual DBE-10 if the DBE is a supplier.

Notes:

- 1) If data is entered electronically via Excel file, Blocks 14, 16, 18 and 19 will calculate amounts and totals based on unit entries.
- 2) The form format is for the contractor's convenience. Every effort is made to ensure accuracy, but the prime contractor is responsible for checking all calculations prior to submittal.
- 3) The worksheets in this workbook are protected (but not password protected) to allow you to tab through only the fields that require data entry. If you need to make changes to the worksheet you can unprotect the worksheets by going to the menu (Tools Protection UnProtect Sheet). Just remember if you unprotect a worksheet, you will need to check the accuracy of the calculations to make certain the formulas were not altered or that the formulas work correctly.