

**GENERAL PROJECT INFORMATION**

\*DBA Project #:  
Design Professional:  
Project Name:  
Agency:

\*The Project Number assigned by DBA shall be utilized as your tracking number within AASIS. All capital improvement projects are lump sum, therefore the "Document Type" for purchase requisitions shall be noted as "NV". The "Quantity" shall be the dollar amount set aside for the Project and the "Value Price" should be \$1.

The Purchase Requisition #:  
Reporting Agencies or Service Bureau Agencies shall insert "Agency Type" as the purchase requisition #.

1. Indicate **current** ownership of the construction site:  Agency Owned  Lease  Other  
If "Leased or Other" please specify ownership: \_\_\_\_\_ \*\*

\*\* If Leased, please attach Space Action Request Form or a copy of the Lease.

2. Indicate ALL applicable source of the Project's funding:

State Funds  Federal Funds  State Funds with Federal Reimbursement  Prison Trust Funds

Unless exempted, Davis Bacon Wage rates apply to projects if \$2,000 or more of federal funding is used. If **any** federal funding is used, then please state or attach any law, code, rule, regulation, or order exempting the project from the federal prevailing wage rates: \_\_\_\_\_

3. All Projects are advertised in a statewide newspaper (The Arkansas Democrat Gazette). The rates for legal advertisements are lower on weekdays than weekends. Please state your preference (both may be checked):  
 Weekend  Weekday

Indicate any other newspapers or journals that you wish for the Project to be advertised in:

Name: \_\_\_\_\_  Weekend  Weekday

Name: \_\_\_\_\_  Weekend  Weekday

The above information is being submitted by:

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Signature Print Name Title Date

**PROJECT DISCLOSURE STATEMENT AND CERTIFICATION OF FUNDS  
(§ 19-4-1402(c) and § 22-9-203 (e))**

DBA Contract\* #

State Agency:

*\*Please use the assigned DBA Project Number as the Contract #.*

**Describe the scope of the Capital Improvement Project (include project location):**

**Description of the estimated timeline for project completion (including all phases):**

**Estimated cost of the total project (including all phases): \$**

**The Certified Amount\*\* for the Award of the Contract is \$**

\*\* The Certified Amount is the project amount of the funds available as determined by the agency prior to the bid opening. The Certified Amount is the amount that the bid may be awarded upon if within the certified amount or negotiated upon if the bid amount is within 25% of the certified amount. The certified amount does not include design fees nor property acquisition costs.

**My signature below signifies my disclosure statement on the project and my certification of the project contract amount pursuant to public works laws.**

**Signature:**

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Agency Official

Title

Date

Effective October 14, 2015