

FINALS COVER SHEET

FB to JK _____

CONTRACTOR: _____ ORG _____
 PROJECT NUMBER: _____ TRACS NUMBER: _____
 FINAL \$ _____ Circle one: WORKING OR CALENDAR OR FIXED DATE _____
 TIME: PH I: CONTRACT _____ EXTENDED _____ USED _____ PH II: CONTRACT _____ USED _____
 LD's: \$ _____ (enter comments) ENDING MP: _____ DBE CERT REC'D: _____
 ACCEPTANCE LETTER: _____ PAYROLLS CLOSED: _____ OPENED TO TRAFFIC: _____
 RED LINES: _____ RECORD DRAWINGS: _____ MATERIALS CLOSEOUT: _____

- Verify in Contract Card Subcontractor Index that all Subcontracts have been received and check for DBE's
- Verify that there are no Partial Payments Left in inventory
- Verify that there are no Duplicate Payments (CPE, Reports, Duplicate Payment Check)
- Verify that the previous amount on the final estimate is the same as accumulated amount on previous monthly estimate
- Is the final a negative amount? Is the Contractor's concurrence included with the Final?
- Verify Plans Quantity matches Revised Quantity on Final Estimate, and verify Supplemental Agreement quantities with Revised Quantities. If revised to a quantity of zero, there should be no quantity paid.
- Verify on each SA, that the proper FA/NFA is marked and paid in appropriate section. LOA's should match 9240101.
- Verify receipt of backup documentation on all 109 items
- Verify that items with a unit of EA are whole numbers (no decimals)
- Verify that all Lump Sum items are pd @ 100% ** Note: except, line item Force Accounts and MPT **
- Verify that 201 Clearing and Grubbing is paid to nearest tenth of an acre
- Verify that 203 (Borrow, Drainage Ex, Roadway Ex) are pd. @ 100%
- Verify that 2080001 Geotextile Fabric and 3060001 Geogrid Base Reinforcement SY quantities match
- Verify receipt of backup documentation on all 404 tack, chip seal cover materials and aggregates
- Verify that 4040116 Apply Tack Coat was pd only for Tack Coat (not Fog Coat nor 409 (pd to nearest hour)
- Verify quantities for Asphaltic materials paid in CPE match quantities on AC Forms per Lot
- Verify quantities in CPE vs BPA Report vs Oil quantities on AC Forms & Tack sheets per Lot
- Verify the total length of all 607 Sign Posts and 608 Sign Panels of the same size / type are rounded to the nearest Ft.
- Verify that the total of each 608 Warning, Regulatory and Marker Sign Panel is rounded to the nearest Sq. Ft.
- Verify there were no MPT payments for construction past Substantial Completion date per Stand. Spec. 701-4.03(F)
- Verify 805 Seeding is paid to the nearest one acre
- Verify that all L.Sum Structures are paid to 100% per Stand. Spec. 109.10 if indicated in the Special Provisions ** Note: except, driven piles, caissons, and drilled shafts, which will be paid for under their respective contract items **
- Verify that 923 OJT Trainee Hours are at a minimum of 90% if applicable
- Do the number of OJT hours paid in CPE match the number of OJT hours in LCP Tracker (Coord. w/Payroll Person)
- Verify that contract time was charged for the 45 calendar day seeding establishment period per the Spec. Prov. 805
- *** If corrections are needed, give possession back to CPE***
- *** Put possession back in Field Reports after corrections are received from Org***

ORDER OF DOCUMENTATION:

- Contract Card
- DBE Cert. (Also required if DBE(s) performs work on Project regardless of DBE goal requirement)
- Bituminous Price Adjustment
- Diesel Fuel Price Adjustment
- SAT's Log
- Final Estimates (2 extra copies for Org and Contractor)
- Final Balance (1 extra copy for Org)
- Supplemental Agreements
- Time Packet (Time /Liquidated Damage's Ltr., Start & Comp. Status Memos, Summary Time Rpt, Weekly Time Report's, Time Extensions, Stop/Resume Work Orders)
- Final Acceptance Letter
- Award Letter
- Agreement Estimate
- Special Provisions

EXTRA copies to be placed in back of package

- Final Acceptance Letters (marked FHWA)
- SATS Log, First page only
- Copy pages from Final Estimate with 109 Items
- Copy pages from Final Balance with 700 Items

LOGGING

- First review of final entered in G: Drive: Project Files by TRACS
- Logged on Finals Tracking (moved from top to bottom of log sheet)
- Update Final Remarks in Contract Card

Finals Specialist: _____
 Date to Irene: _____
 Field Reports Possession? _____