

2.8 Contractor Payments

SUBMISSION OF FINAL ESTIMATE TO THE CENTRAL OFFICE

The voucher, upon receipt by the Area Office, should be stamped with its received date. The voucher is then approved and signed by the Region or Area Operations Engineer. The final estimate data should be assembled into the original and four copied sets, each containing the following documents in the listed order unless otherwise noted:

1. Notarized Project Voucher Payable Form (Form 3)
2. Refund check from Contractor (if applicable)
3. Contract Payment Summary Report (CPSR)
4. Time Statement (Form SJ-120)
5. Summary of Time Charges (Form SJ-120-A-OE)
6. Analysis of Overruns and Underruns
7. Affidavit of Publication of Project Completion
 - a. Ad published after the maintenance acceptance date in each county the project was located
 - b. Specific requirements in Item 105.15(c)5.
8. Affidavit of Payment of Debts Incurred on Construction Projects (Form C-23)
9. For a non-resident Contractor, a "statement of good standing" from the State Department of Revenue and the appropriate County and/or City authority
10. For Federal-aid contracts, the DBE Status Summary Report and DBE-11 forms for all DBE subcontractors and haulers (*original set only*)
 - a. If the goal has not been met, please include the correspondence addressing the shortfall and any good faith efforts that may or may not have been required.
 - b. This is not required for state-funded projects.

The Certification of Materials & Tests (COM) does not have to be in the submittal packet, but must have been reviewed and accepted by the Materials & Tests Bureau and entered into CPMS.

The original and three copied sets shall be submitted to the Construction Bureau with the fourth set retained in the Area Office files. Once the estimate has been approved and the warrant issued, the Area shall forward a copy of the CPSR and Form 3 to the Contractor and Project Manager.