

## 109 MEASUREMENT AND PAYMENT

In addition to ensuring that the quality of construction meets the standards set forth in the contract, project personnel are also required to measure work item quantities. Measurements are used to calculate the contractor's monthly and final payments and to help ensure that quality standards are met. Measurement of quantities, scope of payment, extra work, and force account work are addressed in ALDOT Standard Specifications for Highway Construction (SSHC) Section 109.

To promote consistency and uniformity, a list of pay items are provided in 100 SG-2 Project Office and Contract Administration. Suggestions concerning the collection, preparation, submission and checking of the necessary data on each pay item are provided along with the number of decimals to be used for computing and reporting quantities.

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### 109-1 MEASUREMENT OF QUANTITIES

The quantities of all completed items of work must be measured for payment. When a work item is relatively simple and can easily be counted (rather than measured) the unit of measure for the pay item may be shown in the contract as per "each." When a bulk payment is desired for a group of contractor activities and for pay items are intended to address activities and contractor costs over the duration of the project, the "lump sum" unit of measure may be used. Per each and lump sum payments are typically considered full payment for furnishing all materials, labor, tools, equipment and incidentals necessary to complete the related work.

Quantities for all other work items will be measured and documented in standard units for length/distance, weight/mass, area, volume (liquids or dry materials), or time. Measurement units on ALDOT contracts are typically in the U.S. Standard Measurement System. Occasionally,

a contract will require use of the Metric Measurement System, otherwise known as the International System of Units (SI).

When quantities and plan dimensions are shown in SI units, it is best for project personnel to measure and document in SI units. Measuring in US Standard Measurement and converting to document in SI increases the potential for error. Technical references and guidance for working in SI or using metric measurements are provided in several Metrics and Metric Conversion Guidelines in the ALDOT Guidelines for Operation. Use of these guidelines and references will help to ensure uniform and consistent conversion when necessary.

**Weighmasters and Weight Tickets.** It is the contractor's responsibility to utilize qualified and certified weighmasters to help ensure that legal load limits and maximum allowable weights are not exceeded by the contractor's haul vehicles. Weighmasters must be qualified annually through the Department of Agriculture and Industries. A copy of the Weighmaster's current certificate must be furnished to the Project Manager. A copy must also be conspicuously displayed in the vicinity of the weighing operation (typically in the scale house). See 105-12 for Oversize/Overweight Vehicle Permit and Load Restrictions information.

It is also the contractor's responsibility to ensure that weight tickets are delivered to the project with each load requiring a ticket. Weight tickets may be physical, paper tickets or in an electronic format. Weight tickets should not be accepted after a truck has left the jobsite. Weight tickets must be reviewed immediately upon receipt by project personnel to ensure all information required by the specifications is included on the ticket. Required weight ticket information includes:

- ▼ Name of the contractor and material producer
- ▼ Project number and county
- ▼ Truck number
- ▼ Contract item number and item name
- ▼ Date and time of loading
- ▼ Gross, tare, and net weights (gross and tare weights may not be required if measurement systems are available that measure net weight directly from the hopper).
- ▼ Weighmaster's signature
  - The signature may be electronically generated and printed on paper tickets.
  - A signature may not be shown on e-tickets. Only the name of the weighmaster is required.
- ▼ Load Count
- ▼ Daily Running Total

- ▼ Any additional information required due to the contractor or material producer being a Qualified Source and as shown in the Department's "Materials, Sources and Devices with Special Acceptance Requirements" manual, unless furnished on a separate applicable BMT Certificate of Compliance.

Electronic tickets (eTickets) may be required by the contract for certain types of materials. When required, eTickets are sent by the material supplier to ALDOT's Electronic Ticketing Portal as they are generated. Electronic Ticketing is described in 113 and SSHC 113.

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### 109-2 MEASUREMENT OF ASPHALTIC MATERIAL.

Asphaltic materials will be measured by weight or volume as stated in the contract. The weight of materials will be the difference between the loaded delivery vehicle's weight when it arrives at the project and immediately after emptying. If this method isn't feasible, alternative accurate measuring methods can be used with the Engineer's permission.

The volume of bituminous material will be measured in gallons in delivery vehicles such as railroad cars, tank trucks, drums, or distributor trucks. For determination of material quantities applied by a distributor truck, it is acceptable to use before and after-shot readings from the recording device in the truck cab. The volumetric measurement of bituminous material will be adjusted to a temperature of 60°F using the correction factors below. Since liquid bituminous materials are applied at high temperatures, this adjustment takes into account the expansion of liquid when heated so that the volume to be paid is accurate.

- ▼ Petroleum oils having a specific gravity above 0.966 at 60 °F : 0.00035 per degree F (this factor applies to PG graded bituminous materials)
- ▼ Petroleum oils having a specific gravity between 0.850 and 0.966 at 60 °F: 0.00040 per degree F (this factor typically does not apply to bituminous products used on ALDOT projects due to most petroleum oils supplied not being within this specific gravity range)
- ▼ Emulsified asphalts: 0.00025 per degree F (this factor applies to all emulsions)

**EXAMPLE of VOLUMETRIC CORRECTION TO 60°F**

*A distributor truck recorded a tack coat application volume of 350 gallons of emulsified asphalt. The application temperature was 190°F. How many gallons should be recorded for payment for 405A Tack Coat on the monthly estimate?*

SSHC 109.02 states that volumetric measurements of bituminous material is based on a temperature of 60°F. Since asphalt material expands when it is heated, the measured volume at 190°F must be “corrected” down to its theoretical volume at 60°F. The sub article provides a temperature correction for emulsified asphalt as 0.00025 per degree of difference between the temperature and volume measurement and 60°. The following steps are taken to determine the number of gallons that should be recorded for payment.

- 1) Temperature difference:  $190^{\circ}\text{F} - 60^{\circ}\text{F} = 130^{\circ}\text{F}$
- 2) Temp correction factor:  $130^{\circ} \times 0.00025 = 0.0325$
- 3) Volume reduction<sup>1</sup>:  $350 \text{ gal} \times 0.0325 = 11.4 \text{ gal}$
- 4) Corrected volume for payment:  $350 \text{ gal} - 11.4 \text{ gal} = 338.6 \text{ gal}$  (round to 339 gal)

Gallons paid on estimate = 339 gallons

<sup>2</sup>Gallons reported at 60°F = 339 gallons

<sup>1</sup> Volume reduction may also be referred to as “gallons lost” or “gallons expanded”

<sup>2</sup> Gallons reported at 60°F is recorded on forms BMT-4 Plant mix Daily Placement Report and BMT-36 Bituminous Distributor Daily Report

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**109-3 SCOPE OF PAYMENT.**

Monthly estimate and final payments to the contractor should only be made for actual quantities of work completed as directed and in accordance with quality and payment provisions of the contract. Actual quantities of work performed and measured for final payment typically do not match exactly those shown in the bid proposal and contract. In these cases, the

contract unit prices will remain as-bid unless they are changed by supplemental agreement or modified in accordance with SSHC 104. See 104-2 and 104-3 for additional guidance regarding alterations of plans or character of work and extra work.

The method of measurement and unit price coverage are typically provided in the specification section describing the work associated with each pay item. Payment is typically made in full for furnishing all materials, labor, tools, equipment and incidentals necessary to complete the required work. Where payment for materials is specifically stated as being included in the payment for a certain item, additional payment for those materials is not made under other items of work. For example, the unit price for 524-A, Culvert Concrete includes the construction of cofferdams and temporary diversion channels (SSHC 524.05). Materials chosen by the contractor for use during culvert construction for these purposes (sheet piling, riprap, geotextile, etc.) should not be paid for separately, even if pay items for these types of materials are included in the contract.

Payment for repair or replacement of damaged or defective work is the responsibility of the contractor unless specifically addressed in SSHC 107.17. See also 107-17 Contractor's Responsibility for work.

**Bituminous Material and Construction Fuel for HMA Production Price Adjustments.** Often contractors will inflate the bid price for an item to mitigate the risk of market fluctuations in various material costs. For bituminous materials used in the production of bituminous plant mixes, surface treatments, and tack coats, ALDOT publishes a monthly Asphalt Index and allows price adjustments for the quantity of these materials used each month. These adjustments mitigate the monetary risk of fluctuating market costs for contractors. They also promote more consistent bidding, which is of benefit to ALDOT. Similarly, fuel indices are also published by ALDOT monthly to mitigate contractor risk associated with fluctuations in fuel costs. Fuel costs associated with hot mix asphalt (HMA) production are addressed below. Fluctuations in fuel used for other purposes are addressed in 698 Construction Fuel Cost.

Price adjustments for bituminous material cost fluctuations and HMA production fuel cost fluctuations are calculated and applied to contractor payments monthly as line item adjustments. The cost adjustments are based on the difference between the index for the current month and a base index. The base index is the index value for the month of the contract letting. The differences between the base and monthly indices are applied to the volume of bituminous materials or fuel used in the production of the HMA. The price adjustment may be positive (monthly index is greater than the base index), resulting in a payment to the

contractor, or negative (monthly index is lower than the base), with payment being deducted from the estimate.

Adjustments are calculated differently after contract time expires. Prior to time expiration, the adjustment equals the difference between the monthly index and the base index multiplied by the volume of bituminous material or volume of HMA production fuel used during the month. After the contract period ends, two calculations are performed. The first calculates an adjustment based on the month of contract time expiration. The other is based on the current month. The monthly adjustment after the end of contract time is the least of the calculated adjustments. The comparison of these two calculations ensures that ALDOT's costs are not increased due to a contractor's failure to complete the work on time.

The volume of bituminous material used during the month will be calculated as follows:

- ▼ Bituminous Plant Mix Bases and Pavements - the number of gallons of new bituminous material required by the approved job mix formula. A conversion factor of 8.51 pounds per gallon will be used for determining quantities. No measurement for adjustment will be made for the amount of asphalt rejuvenator used or for the amount of bituminous material recovered and used in surface recycling operations.
- ▼ Surface Treatments - actual gallons of asphalt used within specification requirements with volumetric correction to 60 °F (see 109-2). Surface Treatments include products such as Slurry Seal Coat, Micro-Surfacing Seal Coat, and High-Density Mineral Bond, along with any other surface treatment that includes bituminous material as a mix design component.
- ▼ Tack Coat - actual gallons of asphalt used within specification requirements with volumetric correction to 60 °F (see 109-2).

The volume of fuel required to produce the HMA will be calculated using an assumed 2.0 gallons per ton of HMA produced during the estimate period. Adjustments will be made for the number of tons of HMA placed and paid for under the following SSHC sections:

- ▼ Section 327, Plant Mix Bituminous Base
- ▼ Section 404, Paver-Laid Surface Treatment
- ▼ Section 420, Polymer Modified Open Graded Friction Course
- ▼ Section 423, Stone Matrix Asphalt
- ▼ Section 424, Superpave Bituminous Concrete Base, Binder, and Wearing Surface Layers

Form C-28 Fuel Index for HMA Production Cost Adjustment Worksheet Adjustments is available to help with calculating adjustments for fuel used in HMA production. Other worksheets are also available to assist with calculation of the monthly Asphalt Cost Adjustment.

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#### 109-4 EXTRA AND FORCE ACCOUNT WORK.

When extra work becomes necessary, it is important to promptly establish a payment mechanism, whether by force account or supplemental agreement. When the scope and duration of the extra work are unknown and when an immediate start of work is required, extra work should be tracked initially as force account. Once unit prices for the extra work are agreed upon, the payment mechanism may be converted to supplemental agreement to reduce the cumbersome data tracking. The initial force account records may be used as a basis for the agreed upon prices.

If prices cannot be agreed upon, the extra work should be documented and payment made by force account. Detailed daily records including labor, equipment, and materials should be kept for each day force account work is performed. Equipment use tracking includes the model year, type, and size of the equipment. Notes should be kept regarding the actual operating hours versus standby hours. Both used and recovered materials will be documented. Quantities and material descriptions must also be tracked.

Personnel documentation will include names, classifications, and hours worked. Personnel travel time, when directly connected to the work of the force account may be included with the documentation. Recorded hours should be checked against payroll hours and notes should clearly state whether the hours recorded include travel time or not. Personnel travel expenses, including per diem or actual costs for daily subsistence, if applicable to the force account, should be documented and added to each week's cost summary.

The Change Orders sub-process of CAMMS allows the Area Construction Manager to enter Supplemental Agreements, Force Accounts, Time Extensions, etc. as Change Orders. The purposes of this process are to add items to allow field personnel to record work item quantities associated with change orders, to adjust contract time, and/or to create an electronic version of the ALDOT Supplemental Agreement.

Creating a Change Order will consist of several processes to be performed by the Area Construction Manager and Office Engineer Bureau:

- ▼ Complete the functional areas of the Change Order section
- ▼ Submit the change order

- ▼ Print the Supplemental Agreement Form OE-02 for signature
- ▼ Approve the Change Order

CAMMS Policies and Procedures documentation should be referenced for additional guidance. Extra work is more fully described in 104-3.

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#### 109-5 COMPENSATION FOR ALTERED QUANTITIES.

Actual quantities of work items often differ from those shown in the original proposal and contract. Quantity overruns and underruns are inherent to the work and the contractor is contractually bound to accept payment at contract unit prices unless the increase or decrease in quantity significantly alters or changes the character of work as described in SSHC 104.02. See also 104-2 and 104-3.

**Overruns.** The Project Manager should monitor item quantities and communicate concerns to the Area Construction Engineer. When the potential for quantity overrun is anticipated, the Project Manager should discuss the matter with the Area Construction Engineer and secure approval of the overrun of existing items prior to authorizing the work to proceed.

The Region Engineer is authorized to approve overruns of up to \$150,000. How this authority is delegated within each region is at the discretion of the Region Engineer. For overruns exceeding \$150,000, approval by the Deputy Director for Operations and Transportation Director is required. The State Construction Engineer secures front office overrun approvals. These approval limits apply to a particular occasion of additional, related items of work, not numerous items of unrelated work or the cumulative total of all overruns. Additional overrun and other approval authorities and guidance for managing contract changes are provided in 104-2. FHWA approval is also addressed there.

Projected contract overruns are reported to the Bureau of Finance and Audits automatically through the monthly estimate process utilizing figures reported in the "percent complete" and "quantity to date" fields for each contract item. It is important for the Project Manager to estimate the percent complete per contract item monthly as accurately as possible considering the projected final quantity.

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#### 109-6 OMITTED ITEMS AND CANCELLED WORK.

Work items may be eliminated from the contract by ALDOT for various reasons. When work items are eliminated, payment is made only for actual work performed, materials purchased, and equipment costs incurred prior to notification of the decision to eliminate the items.

Payment for purchased but unused materials intended for the eliminated work is provided to the contractor at the actual cost plus 15%. These materials become the property of the State. However, if the unused material will be of no benefit to the State, or if storage of the materials on State property is not possible, consideration should be given to paying the contractor for restocking the materials or disposing of the material in another manner.

Payment for unused materials should not be made prior to the fulfillment of shop and working drawing submittal requirements.

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### 109-7 PARTIAL PAYMENT.

**Monthly Estimate Payments.** ALDOT provides monthly payment to the contractor based on an estimate of the work performed during the estimate period. These partial payments may be made based on measured quantities or an estimated or contract-prescribed portion of completed work. Monthly estimate payments are processed through CAMMS. No monthly estimate payment is required when the work performed since the last estimate amounts to less than \$2,500. Work items with prescribed partial payments include mobilization, geometric controls, and construction fuel. See 108-4 and SSHC 600, 680, and 698.

**Stored Materials.** When requested by the contractor and approved by the project manager, non-perishable materials purchased for use on the project and stored by the contractor may be included on the estimate as “stored materials.” Form C-21 must be used to document proper storage condition and location of these materials. All materials acceptance requirements, including shop drawings and working drawings must be fulfilled prior to payment for stored materials for related items.

**Payment for Items of Work Requiring Samples/Test Reports/Certifications.** No payment will be made for work or stored materials requiring samples, test reports, or certifications until these items have been submitted by the contractor and accepted. Form C-30 is used to track pay item quantities and the quantities of materials covered by sampling, test reports, and certifications. Under rare circumstances, Region Engineers or the State Construction Engineer may allow payment without meeting these conditions.

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### 109-8 PAYMENTS TO SUBCONTRACTORS.

The prime contractor is required to make payment to subcontractors within 14 calendar days (including Saturdays, Sundays, and Holidays) from the time the prime contractor receives payment from ALDOT. The prime contractor is required to furnish a signed, notarized statement

to the project manager documenting this payment within 60 days of the close of the associated estimate period. No retainage is allowed to be held on subcontractors. Copies of pay estimates are provided to subcontractors when requested.

Project managers are required to check subcontractor payment compliance. At least one review will be required for every six months of a project's life. Timing of reviews is at the discretion of the project manager. Projects of six months or less duration will have at least one review. Reviews shall include the contractor's monthly estimate, a breakdown of the subcontractor's pay items and monthly quantities, a copy of the cancelled check, and a copy of the required notarized certification statement.

Compliance review findings are submitted to the Area Construction Engineer. Findings of non-compliance findings are forwarded to the Region Engineer and the Construction Bureau for review and further handling.

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#### **109-9 PAYMENT FOR WORK.**

Payment to the contractor for work performed is made by the State of Alabama in accordance with the contract. Project personnel play a key role in the processing of contractor payments by ensuring and documenting the quality and quantity of accepted work and by initiating the payment process.

Project personnel also play a key role in helping to ensure that the contractor is paying its employees and subcontractors in accordance with state and federal requirements. Special Provision FH0001 is included in all contracts with federal funding. The special provision provides federal requirements related to non-discrimination, worker payment and safety, subletting, and others. Compliance with the Davis-Bacon Act is a requirement of the special provision. The Davis-Bacon Act addresses minimum wages and overtime pay for certain types of employees (laborers, mechanics, apprentices, trainees, watchmen, helpers, and guards working at the site of the work).

The prime contractor is required to submit weekly Contractor Labor Reports (payrolls) for its employees and all subcontractor employees to the project manager. Project staff review submitted payrolls to ensure compliance with the Davis-Bacon Act. Payroll documents are sent to the Bureau of Office Engineer after project review.

Forms AL-150 and AL-100 are used to verify and certify contractor compliance with federal labor laws. Both forms and certified payrolls are prepared and submitted weekly by the prime contractor for each contract when subcontractors are performing work. Form AL-150 is not

required to be submitted when all work is performed by the prime contractor (no subcontractors). Subcontractors should not be listed on AL-150 after their work is completed and they have submitted their final report.

All submitted forms are checked by project personnel for completeness, accuracy, and reasonableness when compared with ALDOT project contractor activity records.

Documentation elements to verify include the following for all payroll documents:

- Certified payroll documents, including AL-100, AL-150, and affidavits are submitted by the prime contractor.
- One original and one copy of paper documents are submitted.
- The correct project number and county are provided on the documents.
- The correct week ending date is clearly shown.
- Documents cover each contractor and subcontractor working on the project.
- The working status of each contractor and subcontractor is shown (active/inactive).
- Includes worker employer (contract or subcontractor).
- Provides worker sex, race, and last four digits of social security number (or employee number).
- Shows worker classification as listed in the contract.
- Shows worker minimum pay rate.
- Details any payroll deductions.
- Documents are submitted within 7 days after payment of wages.
- Documents cover the entire period from the Begin Work date through the Acceptance for Maintenance date (submitted the first week of work for the contractor and each subcontractor).
- Authorized title/signatures are provided.
- The contractor is notified of all deficiencies noted during the review.
- Corrections are made prior to final area construction office review.
- Authorized contractor titles and signatures are provided.
- Contractor corrections are made in blue ink.
- Contractor authorization to make corrections is documented in writing (email is appropriate).
- Authorized corrections made by project staff are made in red ink and initialed.
- Documents revised or corrected by the contractor or project staff are clearly marked as revised or corrected.
- Reviewed documents are signed by the project manager.

Additional labor-related documentation requirements are provided in 100 SG-2. Federal civil rights requirements are discussed in 100 SG-6. Disadvantaged Business Enterprise (DBE) requirements are addressed in 111. 108-1 addresses subletting and assignment.

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#### **109-10 DISPUTED CLAIMS FOR EXTRA COMPENSATION.**

See 110, Claims.

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#### **109-11 TIME LIMIT FOR FINAL ADJUSTMENT.**

The contractor has 30 calendar days from receipt of the final pay estimate to identify errors and make requests for corrections. No consideration for adjustment is required by ALDOT after this period or after the contractor accepts the final estimate as indicated by signature. This limitation also applies to requests for correction or reconsideration of assessed liquidated damages.

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#### **109-12 FINAL PAYMENTS.**

##### **FINAL QUANTITIES**

A list of final quantities must be prepared and sent to the contractor within 60 calendar days of the Construction Acceptance Inspection (see 105-15). The list of quantities is sent by certified letter, return receipt requested by the Area Construction Engineer. The contractor must submit a written concurrence of the final quantities or a written statement of disagreement within 45 calendar days of receipt of the final quantities. If the contractor fails to provide this response, the final quantities will be considered accepted by the contractor and the opportunity for any further changes or discussion is waived. If the contractor disagrees with the final quantities, each party should exchange responses in a timely manner to promptly resolve the issues and reach final agreement.

Final quantity disputes are most often resolved by the Area Construction Engineer. If this is not possible, the matter should be referred to the Transportation Director through the State Construction Engineer's office. The Construction Bureau may review the dispute and provide a written summary of the issues to the Transportation Director. When needed, the Transportation Director may request the Claims Committee to provide a recommendation before making a final decision. If requested by the contractor, the Transportation Director may also allow a resurvey to confirm final quantities. The contractor and ALDOT will share the cost

of the resurvey, with the contractor's share being deducted from the final pay estimate. Any claims for additional compensation are addressed in 110 Claims.

### **FINAL ESTIMATE DOCUMENTATION (COMPILED BY THE PROJECT MANAGER)**

In order to prepare a complete and accurate list of final quantities to send to the contractor, the area construction engineer reviews and checks data submitted by the project manager. Due to the timelines obligating ALDOT to send final estimate data to the contractor, it is imperative that the project manager compile final estimate data as the project proceeds. Area construction engineers may allow partial submittal of final estimate data for review and checking as items of work are completed.

Area, District, and project personnel should work closely together to completely and accurately justify all quantities for payment prior to submitting final estimate information to the contractor. Final estimate data types, formatting, and timeframes may vary among area offices. The project manager should confirm submittal requirements prior to the start of construction.

Information required to be submitted to the area construction engineer (potentially through the district manager) may include the following items.

- ▼ **"As-built," "as constructed," or "final plan assembly" plan set** showing corrected and updated project data conforming to the as-built project conditions. The required scale of the plan set may vary among area offices and based on the complexity of the project.
- ▼ **Summary of quantities and box sheets** listing all contract pay items with both the plan quantity and the final quantity for each item. Quantities are provided for items either added or deleted by supplemental agreement and those where no work was performed, in which case, the quantity is zero. Reference is provided for the location of supporting data for each pay item. Box sheets help ensure that no structure or associated pay item is omitted, which can happen when quantities are documented across multiple records.
- ▼ **Borrow pit layout and cross-section sheets** with original/final sections and calculated quantities.
- ▼ **Special drawings** provided in the plan set and standard drawings that have been modified for the project. Drawing details should be annotated with enough detail so that quantities may be calculated and verified for payment justification. Station and offset and other identifying information should be provided with each drawing.

- ▼ **Drainage sheets** showing as-built conditions for all minor structures and pipes with quantities for payment for each structure shown.
- ▼ **Cross-section sheets** showing original and final cross sections with enough scale and orientation information to calculate and verify payment quantities. Earthwork quantities are shown on or provided with the cross-section sheets.
- ▼ **Shop and Working Drawings** used on the project.
- ▼ **Field books** with calculations and data supporting quantities for payment.
- ▼ **Other documentation** supporting quantities for payment. Documentation required may include the following information.
  - Supplemental agreements and change requests
  - Overrun letters
  - Bituminous price adjustments
  - HMA fuel cost adjustments
  - Progress reports
  - Asphalt design mix
  - Concrete design mix
  - Structure excavation
  - Foundation backfill
  - Smoothness testing
  - QC/QA adjustments
  - Weight tickets

#### **FINAL ESTIMATE DOCUMENTATION (PROVIDED BY THE CONTRACTOR)**

Once final quantities are agreed upon, the contractor is required to submit certain documentation prior to receiving the final estimate voucher from the Area Construction Engineer. Failure to furnish all of the following information may cause the contractor to be declared in default as described in 108-12.

- ▼ For a non-resident contractor, a certified Statement of Good Standing from the State Department of Revenue and the appropriate County and/or City authority where the work is performed. This statement certifies that the non-resident contractor has paid all

taxes due and payable to the State of Alabama or any political subdivision thereof. Reference Section 39-2-12 of the Alabama Code.

- ▼ Proof of publication of advertisement of project completion by affidavit of the newspaper publisher. See 105-15.
- ▼ An affidavit attesting that all known debts for labor and materials used on the project and all approved subcontractual obligations associated with the construction of the project have been paid or will be paid within 5 days after final payment (Form C-23).
- ▼ A final Form DBE-10 and Form DBE-11 (see 111-9).

### **FINAL ESTIMATE SUBMITTAL TO THE STATE CONSTRUCTION ENGINEER**

The area construction engineer sends the final estimate voucher to the contractor for signatures after receiving the required documentation listed above. The final estimate voucher should be marked with its received date when returned by the contractor.

The following documentation should be assembled with the final estimate voucher approved and signed by the Region Engineer or Area Operations Engineer. The final estimate data should be assembled into the following order and submitted to the State Construction Engineer. The original and four copied sets should be submitted.

1. Notarized Project Voucher Payable Form (Form 3)
2. Refund check from Contractor (if applicable)
3. Contract Payment Summary Report
4. Contract Time Summary (Form SJ-120)
5. Affidavit of Publication of Project Completion (advertisement is published in each county the project was located after the date of maintenance acceptance as per SSHC 105.15).
6. Affidavit of Payment of Debts Incurred on Construction Projects (Form C-23)
7. For a non-resident contractor, a “statement of good standing” from the State Department of Revenue and the appropriate county and/or city authority
8. For Federal-aid contracts, the DBE Status Summary Report and DBE-11 forms for all DBE subcontractors and haulers (if the goal has not been met, correspondence addressing the shortfall is included with any good faith efforts that may or may not have been required).

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 Construction Engineer forwards copies of the Contract Payment Summary Report and Project Voucher Payable Form to the contractor and project manager.