



FINAL ESTIMATE CHECKLIST

Documentation to be sent to Field Reports, including:

- 1. Final Estimate (Original only, with Resident Engineer's signature. Semi-final required if balance due exceeds \$500.00).
- 2. Final Balance Report (Original only, with Resident Engineer's signature). Shall match the estimate amount.
- 3. Include all sections of the transaction detail log signed by the Resident Engineer.
- 4. Submit supporting documentation for all bituminous materials/price adjustments paid by the ton including:
 - lab reports and/or invoices
 - bituminous materials price adjustment recap(See Construction Manual Exhibit 4-5, Bituminous Material Price Adjustment Example).
- 5. Submit supporting documentation for all Mineral admixture in accordance with Construction Manual Method of Measurement and Basis of Payment. (See Construction Manual Exhibit 4-12, Daily Mineral Admixture Report Example and Blank Forms at the end of Chapter IV).
- 6. Supporting documentation for all incentives and disincentives paid.
- 7. Start and Completion Memo signed by Resident Engineer.
- 8. Acceptance Letter signed by District Engineer.
- 9. Time Reports, first and last, for each phase signed by the Resident Engineer.
- 10. Request for extension of time, liquidated damage letter and stop/resume work orders.
- 11. Diesel Fuel Recap sheet.

REMINDER OF OTHER SUBMITTALS

MAIL MATERIALS CHECKLIST DIRECTLY TO MATERIALS – 068R (see contract card for verification).

SUBMIT NOTICE OF TERMINATION OF INTENT TO DISCHARGE TO ROADSIDE DEVELOPMENT. (NOI/NOT-Notice of Intent/Notice of Termination).

SEND AS-BUILT PLANS TO PROJECT MANAGEMENT, ENGINEERING BUILDING, ROOM 295E, MAIL DROP 614E (see CCS-finance).

SEND DBE AFFIDAVITS AND TRAINING REPORTS TO CIVIL RIGHTS OFFICE.

WHEN FINAL ESTIMATE IS SUBMITTED TO FIELD REPORTS FOR FEDERAL PROJECTS, ALL FINAL PAYROLLS SHOULD HAVE BEEN RECEIVED BY FIELD REPORTS.