



FINALS COVER SHEET

CONTRACTOR: _____ ORG _____
 PROJECT NUMBER: _____ TRACS NUMBER: _____
 FINAL: \$ _____

TIME: CONTRACT _____ EXTENDED _____ USED _____
 PH II: CONTRACT _____ USED _____
 DBE: _____ ENDING MILE POST: _____ OPEN TO TRAFFIC: _____
 ACCEPTANCE LETTER: _____ PAYROLL STATUS: _____
 RED LINES: _____
 AS-BUILTS: _____ MATERIALS CLOSEOUT: _____

REMINDER:

- Take ownership of project back (If turned over to Org for corrections)
- Verify that all L.Sum Structures are paid to 100% per Stand. Spec. 109.10
Note: except, driven piles, caissons, and drilled shafts, which will be paid for under their respective contract items
- Verify in Contract Card that all Subcontracts have been received
- Verify that 203 (Borrow, Drainage Ex, Roadway Ex) are pd. @ 100%
- Verify that all Lump Sum items are pd @ 100%
Note: except, line item Force Accounts, and MPT
- Verify that 4040116 Apply Tack Coat was pd. only for Tack Coat and not Fog Coat
- Verify the total length of all 607 Breakaway, and Perforated Sign Posts of the same size / type are rounded to the nearest Ft.
- Verify that the total of each 608 Sign Panel is rounded to the nearest Sq. Ft.
- Verify that items with a unit of EA are whole numbers (no decimals)
- Verify there were no MPT pymnts. for construction past Subst. Compl. per Stand. Spec. 701-4.03(F)
- 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
- Verify that contract time was charged for the 45 calendar day seeding establishment period per the Spec. Prov. 80E
- Verify that 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)

ORDER OF DOCUMENTATION:

- Contract Card
- DBE Cert. (Also required if DBE(s) performs work on Project regardless of DBE goal requirement)
- Bit. Price Adjustment
- Diesel Fuel Price Adjustment
- SAT's Log
- Estimates
- Final Balance
- Supplemental Agreements
- Time Packet (Time / Liquidated Damage Ltr., Start & Compl. Status, Time Rpt, & WTR's)
- Final Acceptance Letter
- Award Letter
- Agreement Estimate
- Special Provisions
- Copy pages from Final Estimate with 109 Items
- Copy pages from Final Balance with 700 Items