

# Things to Check for on Finals

## **1. Balance Contract-**

The original contract amount plus or minus any change orders should match the amount on the final adjustment screen.

## **2. Liquidated Damages (Recap of Working Days)-**

The most common problem we find is that the liquidated damages are not charged as per the appropriate Standard Spec. Book (1990 or 2007). Liquidated damages should start the day immediately following the last working day or the calendar completion date unless this day is Sunday or a legal state holiday. Also the working days charged report should match the Contract Info 1 screen.

## **3. Construction Signs Paid During Liquidated Damages-**

Unless the traffic control signs are paid as LSUM, a letter from the Engineer stating and verifying that no traffic control was paid during the Liquidated Damages is required.

## **4. Subcontractor Approval-**

Verify that all subcontractors that were on the project were entered and approved in CMS.

## **5. Fuel Price Adjustment-**

Verify that a change order has been approved for this line item.

## **6. Asphalt Price Adjustment-**

Verify that a change order has been approved for this line item.

## **7. Deficient Pavement-**

On older projects (before QC/QA) this was for thickness pay adjustment verified through cores. A core report should be submitted to support the change order.

## **8. Concrete Pavement Smoothness-**

Verify that a change order has been approved for this line item.

## **9. HMA Pavement Smoothness-**

Verify that a change order has been approved for this line item.

## **10. Aggregate Price Adjustment (Form 292)-**

A 292 form shall be submitted to support the change order or with the final if there was no adjustment.

## **11. Pile Cut Off/Splices (Form 217)-**

Verify that a change order has been approved for this line item.

**12. Bond on Voucher-**

If the contract bond has been added to the contract it will need to be zeroed out on the final pay voucher.

**13. Non-Participating Items Recap-**

Verify that the non participating line item recap matches the Total Nonpart on the last page of the final pay voucher.

**14. DBE Affidavit (Form 270)-**

Submit 2 copies of this form with the final papers.

**15. Sales Tax Exemption (Form STD-77)-**

Confirm that the sales tax number is the same as the Sales Tax Exemption Memo in the contract and the contractor has signed the form. The STD-77 shall have a location for the project number, contract number, and county.

**Future training will be coming from Karen Rogers.**