



Florida Department of Transportation

JEB BUSH
GOVERNOR

605 Suwannee Street
Tallahassee, Florida 32399-0450
April 30, 1999

THOMAS F. BARRY, JR.
SECRETARY

THIS MEMO IS EXPIRED

MEMORANDUM NO.: 14-99

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM:  Greg Xanders, State Construction Engineer

COPIES: Asst. Secretary of Transportation for District Operations, C. W. Goodman, Archie Montgomery, Area Construction Engineers, Sastry Putcha, Steve Plotkin, Bill Albaugh, Cecil Bragg

SUBJECT: SAMPLING AND TESTING OF MATERIALS ADDED BY SUPPLEMENTAL AGREEMENT OR WORK ORDER

The Auditor General's report for their Annual Federal Awards Audit (#98-24) for year 97-98, contained a deficiency relative to quality assurance of construction materials incorporated into Federal-aid highway construction projects. Title 23, Section 637-205, Code of Federal Regulations, requires the Department to establish a quality assurance program which will assure that the materials and workmanship are in conformity with the requirements of the approved plans and specifications, including approved changes.

The audit found that in some instances materials represented by pay items added during the life of the project had not been sampled and tested properly. This could have occurred as a result of some Supplemental Agreement adding new pay items accompanied by a delay in entering the data into the CRS system.

To assure compliance with the sampling and testing requirements for materials and workmanship incorporated into a highway construction project, CPAM 4-7, Contingency Supplemental Agreement is being revised to require all Work Orders, with attached work sheets itemizing the costs, be sent to the State Materials Office. Since these Work Orders are paid on a lump sum basis, the districts will be required to identify the materials associated with the lump sum pay item and consult the Department's Sampling and Testing Guide to establish the testing

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frequency.

Also, when Supplemental Agreements and Work Orders are initiated, the districts are to use standard pay items. Do not create nonstandard pay item numbers which have no accompanying sampling and testing requirements in the Department's Sampling and Testing Guide. If the use of any materials is required, which does not have standard pay item numbers, contact Gainesville so that they can establish a proper testing frequency.

Should you have any questions, please advise.

GAX/mw