CHAPTER 6
FIELD RECORDS

6.1 PURPOSE

This procedure reiterates the prescribed methods of maintaining the various field records, which the Department is required to procure in order to substantiate final estimates quantities. The methods outlined are generally applicable to any field notes, but they are particularly pertinent to those used in the calculation or verification of final pay quantities.

6.2 STANDARD/NON-STANDARD BOUND FIELD BOOKS

Standard/non-standard Bound Field Book notes are site source documents. Many times these records will be referred to by persons with little field experience or engineering background. It is important when preparing records of this type to assume that all persons who will use your notes have no familiarity at all with the work you are recording.

Standard/non-standard Bound Field Books are extremely important as site source records for establishing pay quantities. They may be required as evidence in any arbitration or lawsuit. They should be tracked carefully to avoid loss and provide a measure of accountability for those project personnel to whom they are issued. One method for accomplishing this objective is the use of the Field Book Log, Form No. 700-060-60. **(See Figure No. 6-1)** The Project Administrator (PA) should store these forms at the office, preferably in a file cabinet with the ***Standard/non-standard Bound Field Book.*** Whenever a ***Standard/non-standard Bound Field Book*** is issued, the Project Administrator /Project Manager (PM) will record the book number, date, and name of the individual the book is issued to. The individual will then initial the log. In this way, the project personnel who are issued ***Standard/non-standard Bound Field Books*** will be made aware of its importance.

The PA shall use a good quality ***Standard Bound Field Book*** for recording all survey data. A ***Non-Standard Bound Field Book*** can be used to record other field measured items such as data recorded on Latitude and Departure forms, or input can be done manually or electronically on the Latitude and Departure form itself. All ***Non-Standard Bound Field Books*** shall meet the same requirements as stated in section 6.2.

6.2.1 General Instruction

(A) ***Standard/non-standard Bound Field Books*** with a hard cover will be used.

(B) The front cover of each ***Standard/non-standard Bound Field Book*** shall be identified with bold letters to show The theFederal Aid Project Number, Financial Project ID Number, Contract Number, ***Standard/non-standard Bound Field Book*** Number, State Road Number, and the general contents of that book. The ***Standard/non-standard Bound Field Book*** Numbers, and the Financial Project ID Number, should also be shown on the back binding (spine) of each ***Field Book***. **(See Figure No. 6-2)**

(C) Each ***Standard/non-standard Bound Field Book*** shall be clearly indexed with a complete list of the contents beginning on the first lined page, which is to be numbered page one. All following pages that are used to record notes shall be numbered sequentially in the upper right corner of each page.

(D) The date, weather conditions, and the name(s) of the field party shall be shown on the ***Standard/non-standard Bound Field Book*** page at the beginning of each day's notes. Well-documented field records are indispensable when the Department is involved in litigation. ***Standard Bound Field Books*** should also identify pay item numbers, original/final x-sections etc.

(E) Never erase in any ***Standard/non-standard Bound Field Book***. Corrections shall be made by striking through the incorrect data and inserting the correct data. All such corrections shall be initialed and dated by the person making the correction.

(F) Do not cut or otherwise remove pages from any ***Standard/non-standard Bound Field Book***. If an entire page is found in error, mark the original page **VOID** and make a note referring to the page where that item of work was corrected.

(G) Keeping notes on loose-leaf or scratch pads and transferring them to the ***Standard/non-standard Bound Field Books*** is prohibited. Field notes shall be entered directly into the ***Standard/non-standard Bound Field Book*** at the time and the place the work is originally done. The exception to this rule is measurements entered directly on Latitude and Departure Sheets or directly on the ***Final Computation Book Forms***. In all cases, erasures as detailed in (E) above, is prohibited.

(H) Field records shall always be legible with sufficient sketches and explanatory notes to convey the intent to a person who is not familiar with the job. Good sketches are most important when recording final measurements. The details of the sketches do not need to be elaborate, but shall be sufficient to clearly show the extent of the work as well as any exceptions.

(I) Use standard symbols and abbreviations. Keep the notes simple and avoid making ambiguous statements.

(J) Show all of the pertinent measurements and observations. Use a degree of accuracy that will be consistent with operations. If there is any doubt about the need for data, record it. Review the data for accuracy and completeness before leaving the field.

(K) When practical, record all the notes for one item in the same book and in the same place in the book. This may necessitate the use of a few more additional ***Standard/non-standard Bound Field Books***, but it will avoid confusion and transposition errors.

(L) A complete summary shall be made for each item at the end of its field notes. This item summary total will then be checked by those persons doing the final estimate and entered on the summary sheet of the ***Computation Book***. At this time, the summary and the ***Standard/non-standard Bound Field Book*** shall be properly cross-referenced.

(M) Keep the calculations and measurements for Federal Aid participating and non-participating items separated in the ***Standard/non-standard Bound Field Book***. This also applies to Utility Agreements known as Joint Participation Agreements items (JPAs) and Locally Funded Agreements (LFAs).

(N) When more than one job project(state or federal) is constructed under the same contract, separate ***Standard/non-standard Bound Field Book*** shall be set up for each job project and the measurements and other data shall be kept separate for each jobproject.

(O) Field records for projects let under separate contracts shall never be recorded in the same ***Standard/non-standard Bound Field Book***. ***Standard/non-standard Bound Field Books*** shall contain only records related to a single contract.

(P) All ***Standard/non-standard Bound Field Books*** will become the property of the Department, and shall have a unique six-digit number assigned.

(Q) Preprinted ***Pile Field Books*** for recording individual pile records by bent or pier numbers can be obtained through your District Construction Engineer's Office. **(See Figure 6-3 and 6- 4)**

(R) Neatness and legibility give credence to the accuracy of field notes and the calculations which they support.

(S) ***Standard Bound Field Books*** used for alignments shall be submitted with the Final Estimate Package. It shall contain all the necessary information for horizontal control for new construction projects and major widening projects.

(T) ***Standard Bound Field Books*** used for recording alignment and pile driving data are to be retained until the structure that they were incorporated in is removed. Special care shall be exercised in labeling alignment and ***Piling Field Books*** as a permanent record. Separate ***Standard Bound Field Books*** shall be kept for these purposes, with front outside covers labeled with a large red letter "P" and circled in red to indicate a permanent record.

6.3 TABULATION FORMS

Tabulation Forms are site source records for establishing pay quantities.

6.3.1 Daily Report of Truck Measured Material ***Form No. 700-050-54*** – This form is used to record truck quantities. This Tabulation Form shall be summarized in the ***Computation Book***. When the final quantities are determined by certification/measurements of loose volume in truck bodies, the following procedures used will generally satisfy the requirements for final pay records. **(See Figure No. 6-5)**

(A) All trucks shall have an assigned unique number, along with the manufacturer's certification, or permanent decal, showing the truck capacity rounded to the nearest tenth of a cubic yard and placed on both sides of the truck. This capacity will include the truck body capacity only and any sideboards added will not be included in the certified truck body capacity provided by the contractor. Trucks used on Department projects shall be checked for permanent decals or manufacturer's certification showing the capacity on both sides of the truck. The PA will randomly check the certified capacity on a selective number of trucks for accuracy and provide this information with the Final Estimate Package. This

process could be done by using either case I or II. **(See figure Nos. 6-6 and 6-6a)** This will not require the field personnel to climb into the body of the truck. Provided in each example when sideboards are added these measurements will be transposed on these sheets and added to the certified capacity.

(B) If sideboards are added it will be the PA's responsibility to measure this addition and add this volume to the certified capacity. Sketches, calculations, and dimensions of the sideboards will provide the documentation needed to support this change and must accompany the Final Estimate Package. **(See figure Nos. 6-6 and 6-6a)**

(C) After the trucks have been assigned a number and their capacities shown, the ***Tabulation Form*** is used to record the quantity established for each truck as it delivers a load of the material to the project.

(D) The volume entered on a ***Tabulation Form*** for borrow material shall reflect the struck measured volume (the dry measure having the contents leveled off and not heaped). The use of the struck measured capacity shall apply to trucks, pans, or any other means of transport that are used. Documentations on loose volume bases, as measured in other hauling equipment, shall be made at the point of dumping on the construction site.

(E) At the preconstruction meeting ~~T~~the PA shall request ~~at the preconstruction meeting~~ that the contractor provide a list of trucks that will be used on DOT projects, along with their assigned numbers and their certified capacity. This list shall be submitted with the Final Estimate Package.

(F) A separate line on the ***Tabulation Form*** for Borrow will be used for each truck showing:

(1) Hauling Company;

(2) Truck Number;

(3) Capacity Certified;

(4) Load Count & Time Recorded;

(5) Total volume for that truck that day;

(6) Inspector's signature and title at the bottom of the page.

(G) Typical materials paid for by volume and recorded on the ***Tabulation Form*** include:

~~(1) Commercial materials for driveway maintenance~~

(2) Borrow material;

(3) Stabilizing material;

(4) Cover material;

6.3.2 Daily Log Sheet for Grassing Items, Form No. 700-050-55 is issued to record the quantities to be paid for grassing. This ***Tabulation Form*** shall be used to record grass seed (permanent and quick grow), fertilizer, mulch (hay or straw), and water. This form shall be summarized in the ***Computation Books***. The following procedures for this form will generally satisfy the requirements for final pay records. **(See Figure No. 6-7)**

(A) Show the item number for the material that is being used.

(B) For grass seed (permanent & quick grow), show the number of bags or the bulk weight. Weight Tickets used should be kept in the project file.

(C) Records for water measurements need to show beginning and ending meter reading or that the water tank has been certified by the Department. A copy of the certification shall be attached to the ***Tabulation Form*** or placed in the ***Computation Book***.

(D) Mulch shall be shown as gross tare, and net weights, or it can be shown as an average of ten bales. (Show these weights in the inspector's remarks column.) If the bulk weight is used, place the tickets in the project file.

(E) The Department representatives shall sign their name on each day the grassing items are used (no initials).

(F) For fertilizer show the type of fertilizer used **(See Figure No. 6-8)**. The amount used for each day's operation shall be shown in a separate column and be recorded as number of bags x weight per bag = total lbs.

For example: 27 bags x 100lbs/bag = 2,700 lbs

(G)~~(G) For grass seed show a breakdown for each different kind of grass seed used for each day's operation.~~

Note: For all Contracts let January 2007 and forward, this form will not be needed. Performance Turf is a Plan Quantity Item.

6.3.3 Daily Log Sheet Miscellaneous Tabulation, Form No. 700-050-56 is used when material is paid by weight and volume. The field records are also kept for each truck load of material hauled. **(See Figure No. 6-9)**

(1.) Weight Measurements: Each line of the ***Miscellaneous Tabulations Form*** shall include:

(A) ~~Date &~~ item number;

(B) Date, Gross, tare, & net weight;

(C) The inspector's signature;

Note: The gross, tare, and net weights are recorded in each column on the ***Tabulation Form***. However, when box beam scales are used and the net weight is given automatically, the net weight would be the only one required.

Other materials paid for by weight and documented by use of this form shall include:

(A) Mulch material;

~~(B) Hydrated lime~~;

(2.) Volume Measurements:

RipRap – The ***Miscellaneous Tabulation Forms*** for riprap shall reflect quantities used and approved in each day's operation, as well as the station, offset, and structure number of the placement location which will be shown in the remarks column. Document the number of cubic yards~~.~~ of sand and cement per batch and the number of batches per day or for each location. **(See Figure No. 6-10)** Delivery tickets shall be submitted showing the batch weights of sand and cement used. **(See Figure No. 6-11)**

Payment for riprap shall not be made solely on the quantity delivered by truck and placed by the contractor. Refer to ***Roadway and Traffic Design Standards Index Number 258*** for an example. The quantity of riprap for a triple concrete pipe 84" in diameter is 31.1 cubic. yards. and this quantity shall be adhered to as maximum payment. If the contractor places material beyond the neat lines shown in the index, no compensation will be made, provided this material was unauthorized. A sketch of the riprap structure must be submitted with authorized dimensions and volume calculations if not constructed according to the ***Standard Index*** and placed in a ***Field Book***. **(See Figure Nos. 6-12 and 6-13)**

In order to achieve this objective the PA must maintain and exercise control of the riprap placement operation as follows:

If, during the course of riprap placement, the PA feels the contractor is placing the material too thick or beyond required limits, the PA must notify the contractor in writing. A hand written letter will be acceptable for this purpose. In addition, the inspector shall write the station, offset structure, and the words **Partial Pay** or **NO PAY** on the ***Tabulation Form*** collected for materials which are either partially or completely placed outside the limits authorized by the PA.

6.4 CONTRACTOR'S CERTIFICATION OF QUANTITY FOR MAINTENANCE OF TRAFFIC (MOT) FORMS

6.4.1 ***Contractor Certification of Quantities*** **(MOT) (Signs, etc.),** ***Form No. 700-050-62*** This form is provided for the Contractor to document and certify all 102 pay items. The first two (2) sets of columns will accommodate most of the each day items. The other two sets of columns are provided for specific MOT pay items such as Traffic Control Officers, Panels and Advanced Warning Arrows. As of July 2006, the five (5) day minimum requirements for Panels and Advanced Warning Arrows will no longer be required. The last set of columns on this form is for Cubic Yards and Linear Feet Items such as (Temporary Guardrail). The daily total is automatically generated. This form shall be signed by the Contractor (AUTHORIZED AGENT (such as Subcontractor.)aand Work Site Traffic Supervisor and turned in monthly to the Project Administrator/Manager for payment. The PA will include this certification in the Final Estimates Package. **(See Figure No. 6-14 and 6-15)**

6.4.2 Painted Pavement Markings (MOT) Daily Worksheet and Painted Pavement Markings (MOT) Contractors Certifications of Quantities

These forms are designed to be used by the Contractor for MOT Pavement Markings (all 710 pay items). The Contractor is now responsible to maintain measurements/counts for these items.

MOT Painted Pavement Markings Daily Worksheet, Form No. 700-050-67 *This* form is used for all 710 pay items, their quantities, their location, and to provide remarks when necessary. Under "Other" these items are provided since the Contractor placing the striping in most cases placed these 102 items also, this will eliminate filling out two different MOT ***Certification Forms***.

This daily work sheet is to be completed daily by the Contractor performing the work. The Contractor is responsible for providing a summary of quantities for that month using the monthly certification form. All daily work sheets (pertaining to the time table for that month) shall be attached to the monthly certification sheet ***Form No. 700-050-68*****, *MOT Contractors Monthly Certification of Quantities.*** **(See Figure No. 6-16)**

Note: See ***Chapter 11 section 11.8*** and ***11.9*** of the ***Preparation and Documentation Manual*** for the requirements for Design Build and Lump Sum Projects.

MOT Painted Pavement Markings, Monthly, Certification Of Quantities, Form No. 700-050-68 This monthly form provides all the 710 pay items plus the 102 Temporary Pavement Marker Pay Items mentioned above. The Contractor will only fill out the total quantities used for each pay item, and as shown on the ***Daily Work Sheet*** which will also be attached to the ***Contractor Monthly Certification of Quantities*** sheet. This form shall be signed by the Contractor and Work Site Supervisor, and turned in to the Project Administrator/Manager for the month showing the period that the certification represents for payment. **(See Figure No. 6-17)**

Initial Retro Reflectivity Reading Certification (Worksheet) Form No. 700-050-70 is used for recording Initial Retro-Reflectivity Reading of White and Yellow Pavement Markings in accordance with Florida method ***FM-5-579*** ~~A~~as required by ***Section 710 Specifications~~)~~***.

The Contractor will have the responsibility to measure, record and certify the ~~R~~retroreflectivity on the Department's approved form and submit to the PA/PM. After 3 days of the receipt of the Contractor's Certification, the Department reserves the right to test the markings. Failure to allow the Department to complete this task will result in a

non-payment to the contractor. This form will be signed by the Contractor or his representative and the Work Site Supervisor. **(See Figure No. 6-18)**

This form should be utilized on Lump Sum and Design Build Projects.

> **Note:** The Department's representative will not have the task of checking or recording MOT quantities on a daily basis. During the invoice period, random spot checks need to be made and documented. These checks could be achieved in a combined effort with the Contractor. This approach should minimize disputed quantities. The Contractor will be responsible for supplying the Department with accurate documentation of quantities. These forms are to be submitted with the Final Estimate Package.

6.4.3 DOCUMENTATION FOR MULTIPLE FINANCIAL IDENTIFICATION NUMBERS (FIN) UNDER ONE CONTRACT INCLUDING NON-FEDERAL AID (NFA) PARTICIPATING

All ***Certification of Quantities*** (102 and 710 items) shall be reported on the Lead Financial Identification Number (FIN) for Fin projects under one contract. This also includes Non-Federal Aid (NFA) participating projects. The quantities for each FIN number will be determined by the PA, as the prorated amount determined from the Trn*port Estimated System (TES) pay item breakout. This will be done by taking the total quantity of Signs, Lights, Barricades, etc; shown on the TES for each FIN number and dividing it by the total quantity for the Contract, then multiplying this amount by the total Number placed. This shall be done monthly, the day of the estimate cutoff, based on the ***Contractor's Certification of Quantities***.

Example

Type II Barricades

Project "A" TES shows 10,543 each Federal Aid (FA) participating and 4,589 each NFA participating

Project "B" TES shows 64,940 each Federal Aid participating
Total TES for contract = 80.072 each

Total placed this month = 23,455 each

Project “A” (FA) would be determined by dividing 10,543 (FA) by 80,072 and multiplying by 23,455.
(FA) 10,543 ÷ 80,072 = .13 X 23,455 = 3,049.2 or 3,049 each

Project "A" (NFA) would be determined by dividing 4,589 (NFA) by 80,072 and multiplying by 23,455.
(NFA) 4,589 ÷ 80,072 = .06 X 23,455 = 1,407.3 or 1,407 each.

Project “B” would be determined by dividing 64,940 by 80,072 and multiplying by 23,455.
(FA) 64,940 ÷ 80,072 = .81 X 23,455 = 18,998.6 or 18,999 each.

And to confirm the total placed for this month, just add the three outcomes together:

3,049 + 1,407 + 18,999 = 23,455 each

6.5 PAYMENT

The Contractor will request payment by submitting a Certification of Quantities no later than twelve o’ clock noon Monday after the estimate cutoff as directed by the PA/PM. This will be in accordance with ***Section 102 and 710*** of the ***Specifications*** for each Contract. The Contractor’s submitted quantities must be approved by the PA/PM. Any disputed quantities needs to be reconciled as soon as possible.

6.6 BULK-WEIGHT FINAL PAY RECORDS

Certified weight tickets for certain bulk weight shipments are acceptable as final payment records under the following conditions:

(A) All weighing is done on state certified scales and the ticket indicates gross, tare, and net weight.

(B) The State of Florida will recognize any scale that has been certified by a state agency outside Florida using traceable standards. All 50 states have adopted and use the same laws as Florida ***(NIST Handbook-44)***.

(C) Project personnel will record each truck number and time of loading, on a ***Daily Log Sheet Miscellaneous Tabulation Form Site Source Record, Form No. 700-050-56*** at the rail head site.

(D) All cars are visually inspected to insure that all material has been unloaded.

(E) Material remaining in cars after job completion is to be hauled by truck to state certified scales and gross, tare, and net weights determined in order to make appropriate deductions from the car weights.

(F) Hauling will be done in covered trucks in order to minimize loss of material. The single car weight is more accurate than weighing numerous trucks and with the ***Miscellaneous Tabulation Form*** system as outlined above. All requirements for pay records will be fulfilled.

6.7 DOCUMENTATION

Documentation is considered complete only when the material represented by each ***Tabulation Form*** is reconciled at the point of actual incorporation into the project. Multiple trucks may be recorded on one form as long as each individual truck is identified by number and company name.

The Financial Project Number, Pay Item Numbers and Date shall be shown in each column or row for the type of ***Tabulation Form*** used.

Department ***Tabulation Forms*** shall be cross checked with the contractor or subcontractor's records on a regular basis (daily or weekly). Any differences that may exist in pay quantities will then be reconciled immediately. This systematic comparison of source records will help create fewer misinterpretations concerning final pay quantities.

(A) Unless the number of ***Tabulation Forms*** justifies the use of the computer to summarize the material, a manual summary shall be made by ***Tabulation Form*** totals in the ***Final Estimates Computation Book***.

(B) When the computer is used, the output shall be included as part of the estimate computations and shall be cross-referenced in the ***Computation Book***.

(C) A complete tabulation, as a packing list, of all types of ***Tabulation Forms*** shall be shown in the transmittal data when the final estimate package is submitted.

6.8 FUEL AND BITUMINOUS ADJUSTMENTS

6.8.1 Fuel Adjustments

Conventional projects will receive a fuel adjustment on Contracts with an **original** Contract time in excess of 120 calendar days. The Department will make price adjustments on each applicable monthly/progress estimate to reflect either increases or decreases in the price of gasoline or diesel from those in effect for the month in which bids were received. When an estimate is generated, Fuel Adjustments will be automatically calculated per specifications using pre-determined fuel factors for applicable pay items and the Price Index Tables. Items that require fuel adjustments can be found on the Department's Construction Web site at **www.dot.state.fl.us/Construction/fuel&bit/fuel&bit.htm.**

Note: Effective on all Contracts let in January 2007 forward, the new list of pay items receiving a fuel adjustment can be found at the above website. This new fuel list will be generated automatically in site manager.

Note: Lump Sum and Optional Base items will require a manual adjustment and entered into Site Manager as a line item adjustment.

6.8.2 Manual Adjustments for Lump Sum Items

There are new items that have been added to the fuel list that will require a Manual Adjustment within Site Manager. This new list of items will be in effect with the January 2007, letting. These items are Clearing and Grubbing, and Lump Sum Structural Steel Items. Also, Site Manager will calculate the Optional Base, but when Black Base is the only option, you will need to add the additional amount shown on the spreadsheet to the total. Below is a step by step example of how to incorporate these manual adjustments.

DIESEL ADJUSTMENT

Line #	Item Code	Est. Qty.	Unit	Secondary Qty.	Secondary Unit	Adj. %	Index Diff.	Adj. Amount
0540	0110 1 1	0.200	LS			45.6400	1.42880	
0580	285709	11,353.00	SY			0.4359	1.42880	$ 7,071.13
*** If Asphalt Base Used - Adjust SiteManager Adjustment by $ 18,881.59 ***								
0585	0327 70 6	8,444.00	SY			0.0912	1.42880	$ 1,100.18
0600	0334 1 12	390.00	TN			4.6220	1.42880	$ 9,180.04
0740	460 2	0.40	LBS			0.00165	1.42880	

Total Diesel Adjustment Amount: $17,351.35
Adjusted amount for Diesel:

Steps 1

From the example above Site Manager calculated $17,351.35 for the Diesel Adjustment Amount but, there are Lump Sum items and the Contract Plans specify a Black Base Option.

In the example below, this project has Clearing and Grubbing in the contract. This is a Lump Sum Item and Site Manager does not know what the secondary units are. For this example let's say there are 10 acres to be cleared. On your project you should find the secondary units in the Computation Book or Plans. For item 110-1- apparently there were 0.200 % of the work completed on this progress estimate. So, .20 multiplied by 10 acres multiplied by 45.64 (which is the Diesel Factor). Then, round your quantity to the nearest gallon, and then multiply that quantity by (1.42880 Index Difference) provided by Site Manager. So, the amount for this item would be $130.02. So, let's look at line number 0540 (outline in red) of the Clearing and Grubbing printout in Site Manager provided below.

.20 % of Lump Sum	2.0 Gallons of Diesel	91 gallons
x 10 acres	x 45.64 Diesel Factor	x 1.42880 Index Difference
2.0 Estimated Quantity	91.28 gallons	$130.02
	91 (rounded to the nearest gallon)	

This amount needs to be added to the spread sheet.

DIESEL ADJUSTMENT

Line #	Item Code	Est. Qty.	Unit	Secondary Qty.	Secondary Unit	Adj. %	Index Diff.	Adj. Amount
0540	0110 1 1	0.200	LS	10	2	45.6400	1.42880	$ 130.02
0580	285709	11,353.00	SY			0.4359	1.42880	$ 7,071.13
*** If Asphalt Base Used - Adjust SiteManager Adjustment by $ 18,881.59 ***								
0585	0327 70 6	8,444.00	SY			0.0912	1.42880	$ 1,100.18
0600	0334 1 12	390.00	TN			4.6220	1.42880	$ 9,180.04
0740	460 2	0.40	LBS			0.00165	1.42880	

Total Diesel Adjustment Amount: $17,351.35
Adjusted amount for Diesel:

Step 2

Since item number 460-2 Structural Steel is a Lump Sum Item, it is to be treated the same as Clearing and Grubbing, but there are differences in the units. Structural Steel units are in Pounds. Let's say the Plans show a weight of 25,000 lbs for this item. As we can see from the Site Manager report that .40 % of the steel quantity was completed on this progress estimate. So, the process will be .40 multiplied by 25, 000 lbs multiplied by .001650 (which is the structural steel diesel factor). Then round this quantity to the nearest gallon and then multiply the Index Difference of 1.42880, which is calculated by Site Manager. The amount for this item would be $24.29. Line number 0740 (outline in blue) needs to be completed.

.40 % of Lump Sum	10,000 lbs	17 gallons
x 25,000 lbs	x .00165 Diesel factor	x 1.42880 Index difference
10, 000 lbs	16.5 gallons	$24.29
	17 gallon (rounded to the nearest gallon)	

This amount needs to be added to the spread sheet. See example below.

DIESEL ADJUSTMENT

Line #	Item Code	Est. Qty.	Unit	Secondary Qty.	Secondary Unit	Adj. %	Index Diff.	Adj. Amount
0540	0110 1 1	0.200	LS	10	Z	45.6400	1.42880	$ 130.02
0580	285709	11,353.00	SY			0.4359	1.42880	$ 7,071.13
*** If Asphalt Base Used -- Adjust SiteManager Adjustment by $ 18,881.59 ***								
0585	0327 70 6	8,444.00	SY			0.0912	1.42880	$ 1,100.18
0600	0334 1 12	390.00	TN			4.6220	1.42880	$ 9,180.04
0740	460 2	0.40	LBS	25,000		0.00165	1.42880	$ 24.29

Total Diesel Adjustment Amount: $17,351.35
Adjusted amount for Diesel:

Step 3

Now, the Option Base mix options are automatically calculated, but the example below is a Black Base Item. The Contract shows a quantity of 136,000 square yards of optional base item number 285709 to be constructed on this project. Site Manager shows a quantity of 11,353 square yards was completed on this progress estimate. This is calculated automatically for the mix option. See line number 0580 (outline in green).

DIESEL ADJUSTMENT

Line #	Item Code	Est. Qty.	Unit	Secondary Qty.	Secondary Unit	Adj. %	Index Diff.	Adj. Amount
0540	0110 1 1	0.200	LS	10	Z	45.6400	1.42880	$ 130.02
0580	285709	11,353.00	SY			0.4359	1.42880	$ 7,071.13
*** If Asphalt Base Used -- Adjust SiteManager Adjustment by $ 18,881.59 ***								
0585	0327 70 6	8,444.00	SY			0.0912	1.42880	$ 1,100.18
0600	0334 1 12	390.00	TN			4.6220	1.42880	$ 9,180.04
0740	460 2	0.40	LBS	25,000		0.00165	1.42880	$ 24.29

Total Diesel Adjustment Amount: $17,351.35
Adjusted amount for Diesel:

So, Site Manger will calculate the adjustment between the mix options and the all black base on the report. Look at line number 0580 in the above example. The $18,881.59 will need to be added to the total because this is a Black Base Option being placed. If, a Black and White Option had been specified, only the $7071.13 would automatically be added by Site Manager. No further adjustment will be needed.

Once the additional amount has been calculated, the $19,035.90 will be added to the Site Manager Total Diesel Adjustment Amount of $17,351.35. The Grand total of $36,387.25 will be the Total Adjustment Amount for Diesel to be paid on this estimate. Also, a line item adjusted for the Diesel Fuel will need to be made to add the additional $19,035.90 amount due. The spreadsheet needs to be completed as shown below, and then the completed fuel sheet will be posted on the File Transfer Protocol (FTP) Website with the estimate.

DIESEL ADJUSTMENT

Line #	Item Code	Est. Qty.	Unit	Secondary Qty.	Secondary Unit	Adj. %	Index Diff.	Adj. Amount
0540	0110 1 1	0.200	LS	10	Z	45.6400	1.42880	$ 130.02
0580	285709	11,353.00	SY			0.4359	1.42880	$ 7,071.13
*** If Asphalt Base Used -- Adjust SiteManager Adjustment by $ 18,881.59 ***								
0585	0327 70 6	8,444.00	SY			0.0912	1.42880	$ 1,100.18
0600	0334 1 12	390.00	TN			4.6220	1.42880	$ 9,180.04
0740	460 2	0.40	LBS	25,000		0.00165	1.42880	$ 24.29

Site Manager Total Diesel Adjustment Amount: $17,351.35
Adjusted amount for Diesel: $ +19,035.90
Total Adjusted amount for Diesel: $ 36,387.25

Remember: In the above example the line item adjustment will be made on the $19,035.90 amount, because Site Manager has already added the $17,351.35 automatically.

Note: Gasoline Adjustments will receive the same Manual Adjustments as the Diesel. See the examples in steps 1 thru 3.

FOR INFORMATIONAL PURPOSES ONLY:

The example below describes how $18,881.59 was generated. Also, the example shows how the adjustments are calculated within Site Manager.

Take the quantity on this progress estimate of 11,353 square yards multiplied by 1.599957 diesel factor for Black Base Option (which is automatically incorporated into Site Manager). Then multiply 18,164 gallons of diesel by 1.42880 Index Difference for the dollar amount.

11353.0 Quantity (Estimated Quantity) 18,164 Gallons of Diesel
x1.599957 Diesel Factor (fuel list Asphalt Only) x1.42880 Index Difference (Price index)
18,164 Gallons of Diesel $25,952.72 Total Asphalt Base Amount

$ 25,952.72 Total Asphalt Base Amount
(-)7,071.13 Mix Optional Base amount automatically calculated in Site Manager
$ 18,881.59 Asphalt Base Amount difference provided on report to be added for Black Base **ONLY**

Site Manger automatically calculates the mix option, as shown on line 580. Site Manager then takes the difference for the Black Base and provides this amount.

The amount of $18, 881.59 will need to be added to the total diesel amount.

6.8.23 Bituminous Adjustment

Conventional projects will receive a bituminous adjustment if the contract has an original contract time of more than 365 calendar days or more than 5000 tons [5000 metric tons] of asphalt concrete. The Department will adjust the price for bituminous material, excluding cutback and emulsified asphalt to reflect either increases or decreases in the Asphalt Price Index (API) of bituminous material from that in effect during the month in which bids were received. The Department will determine the API for each month and place it on the Construction website. When an estimate is generated, Bituminous Adjustments must be calculated per specifications using the Asphalt Price Index Table and a line contract item adjustment added to the estimate. ***Asphalt Price Indexes*** can be found on the Department's Construction Website at **www.dot.state.fl.us/Construction/fuel&bit/fuel&bit.htm** Fuel Bituminous Adjustments on Contracts let prior to June 2004; will need to follow the previous process.

Note: The Department will make a Bituminous Adjustment for Polymer PG76-22 Binder on all Contracts let January 2007 forward. The Criteria for Polymer PG76-22 will be as stated above. The Contractor will utilize an updated form for projects that include Polymer PG76-22 let in January 2007 forward. For projects let before January 2007, the Contractor will continue to use the existing forms. These revised forms can be found on the Construction Website.

Note: When a Composite Base item(s) is specified in the Plans, a price adjustment for bituminous material will apply to that asphalt portion of the base **only**, according to Section **9-2.1.2** of the **Specifications.**

Note: Refer to ***Chapter 11, Alternative Contracts*** of the ***Preparation and Documentation Manual*** for Fuel and Bituminous Material Adjustments on Lump Sum and Design Build Projects. The Average Price indexes for Fuel and Bituminous will be posted on the State Construction Office Web site before the 15th of each month.

6.10 6.9RESIDENT OFFICE PERSONNEL RESPONSIBILITY

It is the responsibility of the Resident Office (RO) personnel to adjust the fuel and bituminous material monthly on projects assigned them that meet the criteria specified in ***Section 9*** of the ***Specifications***.

Note: Refer to ***Chapter 11, Alternative Contracts*** of this manual for Fuel and Bituminous Material Adjustments on Lump Sum and Design Build Projects. As of January 2007 forward, a new list of items will be posted and added to the Contractor's Estimated Fuel worksheet. The new list for fuel will be utilized and can be found on the Construction website. The existing list of items will continue to be available for projects let prior to January 2007. The Average Price indexes for Fuel, Bituminous and Polymer PG76-22 will be posted on the State Construction Office Web site before the 15th of each month.

6.10 LIST OF FIGURES FOLLOWING THIS CHAPTER

Figure 6-1 ..... Field Book Log
Figure 6-2 ..... Note Book Spine
Figure 6-3 ..... Preprinted Pile Field Books – Data
Figure 6-4 ..... Preprinted Pile Field Books – Record of Drives
Figure 6-5 ..... Daily Report of Truck Measured Material
Figure 6-6 ..... Truck Measured Sketch
Figure 6-6a ..... Truck Measured Sketch
Figure 6-7 ..... Daily Log Sheet for Grassing Items
Figure 6-8 ..... Daily Log sheet for Grassing Items
Figure 6-9 ..... Daily Log Sheet for Miscellaneous Tabulation Form
Figure 6-10 ..... Daily Log Sheet for Miscellaneous Tabulation Items
Figure 6-11 ..... Delivery Ticket
Figure 6-12 ..... Sample Sketch of Riprap Structure
Figure 6-13 ..... Sand Cement Riprap Pay Analysis
Figure 6-14..... Contractors Certified Invoice MOT Sheet
Figure 6-15..... Contractor Certification of Quantities (MOT) (Signs, etc)
Figure 6-16..... Daily Work Sheet Form (MOT)
Figure 6-17..... Contractors Monthly Certification of Quantities Form
Figure 6-18..... Initial Retroreflectivity Reading certification (Worksheet)

Figure 6-1
FIELD BOOK LOG

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FIELD BOOK LOG
SITE SOURCE RECORD

FORM 700-050-60
CONSTRUCTION
10/01

Date: ______________________ **Sheet No.** ________ **of** ________ **Sheets**

Financial Project ID: ______________ **Contract No.** ______________________

Book No.	Issued to	Date Issued	Initials	Purpose	Date Returned	Initials

1.) Record the DATE ISSUED and the person ISSUED TO in the spaces provided. Have the individual receiving the Field Book initial the column beside ISSUED TO.
2.) Record the Pay item to be documented in the space marked PURPOSE.
3.) Have the person returning the Field Book record the DATE RETURNED and his INITIALS in the column beside the date.
4.) Attach this completed form to the inside front cover of the Computation Book when submitting the Final Estimate Package.

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Figure 6-2
NOTEBOOK SPINE

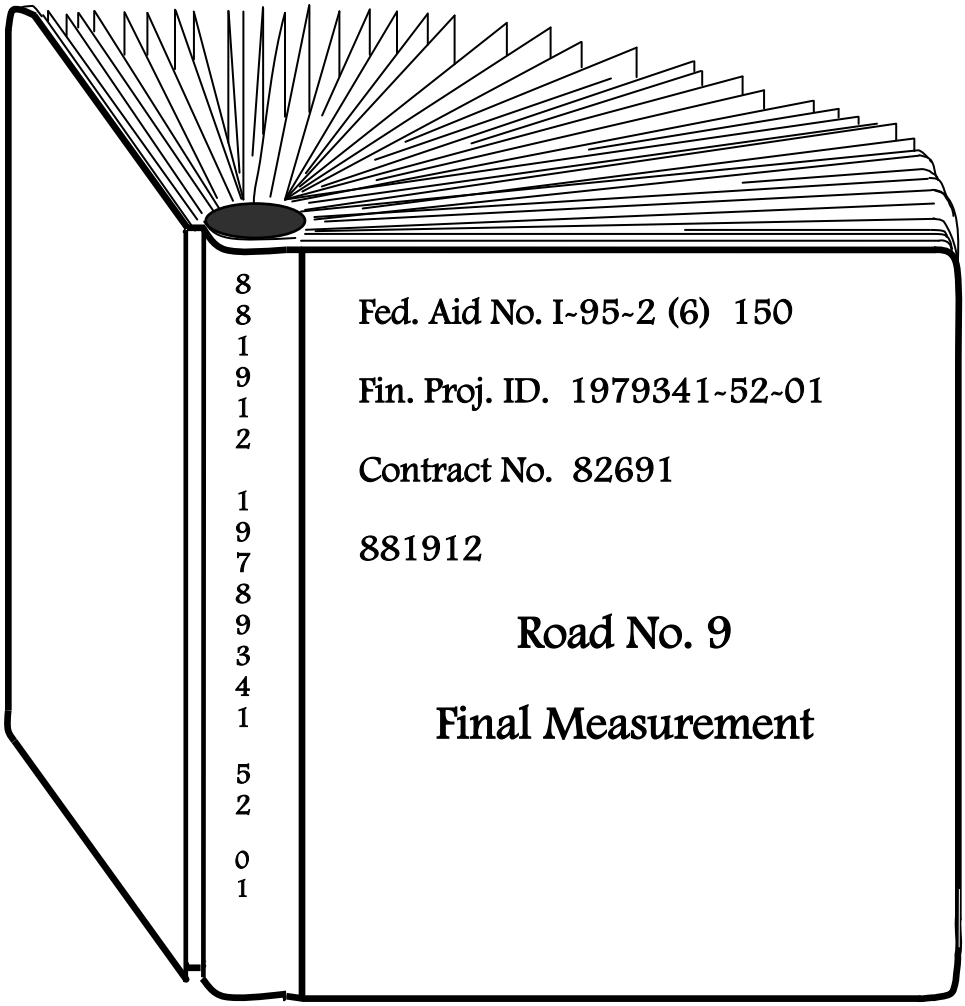

Figure 6-3
PREPRINTED PILE FIELD BOOK - DATA

PILE DRIVING INFORMATION

FIN PROJ. ID # _____ DATE _____ STATION NO. _____
PILE SIZE _____ LENGTH _____ BENT/PIERNO. _____ PILE NO. _____
HAMMER TYPE _____ RATED ENERGY _____ OPERATING RATE _____
TEMPLATE ELEV _____ MIN TIP ELEV _____ PILE CUTOFF ELEV _____
DRIVING CRITERIA _____

PILE CUSHION THICKNESS AND MATERIAL _____
HAMMER CUSHION THICKNESS AND MATERIAL _____
WEATHER _____ TEMP _____ START TIME _____ STOP TIME _____

PILE DATA

PAY ITEM NO. _____ WORK ORDER NO. _____
MANUFACTURED BY _____ B.M. ELEV _____ GROUND ROD READ _____
DATE CAST _____ ROD READ. _____ PILE HEAD ROD READ. _____
MANUFACTURER'S PILE NO. _____ H. I. _____ PILE HEAD ELEV. _____
PILE HEAD CHAMFER _____ PILE TIP ELEV. _____
PILE TIP CHAMFER _____ GOUND ELEV. _____
PILE DRIVING INSPECTOR _____

	CUTOFF TYPE CODE	POINT PROTECTOR	PREFORMED HOLE	PDA	PILE REDRIVEN	ISOLATED DRIVING	EXTRACTION	30 % SPLICE	PILE TYPE CODE	BATTER	TOTAL / PILE		PENETRA – TION	BUILD UP	
											FURNISHED	DRIVEN		AUTHORIZED	ACTUAL
x	x	x	x	x	x	x	x	x	x	XXX.XXX	XXX.XXX	XXX.XXX	XXX.XXX	XXX.XXX	XXX.XXX

NOTES : _____

SIGNATURE OF INSPECTOR : _____

Figure 6-4
PREPRINTED PILE FIELD BOOK - RECORD OF DRIVES

Pile Driving Log

Depth	Blows	Stroke/ Pressure	Note No.	Depth	Blows	Stroke/ Pressure	Note No.	Depth	Blows	Stroke/ Pressure	Note No.	Depth	Blows	Stroke/ Pressure	Note No.

FIGURE 6-5
Daily Report of Truck Measured Material

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

DAILY REPORT OF TRUCK - MEASURED MATERIAL SITE SOURCE RECORD

PAGE NO. ______
FORM 700-050-54
CONSTRUCTION
06/98

Contractor Code: Designate Trucking Contractor/Sub Name

A ______________________ FIN. PROJ ID.: ______________________
B ______________________ PAY ITEM NO. ______________________
C ______________________ DATE: ______________________
D ______________________

Contr. Code **A - D**	TRUCK NO.	TRUCK CAPACITY (CF), (CM)	NOTE: Circle the next consecutive number for every truck as each load is received and note the time of dump under load number. If loads are not used for a truck, line through the remaining load counts. **LOADS**													TOTAL VOLUME (CF), (CM)
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
			1	2	3	4	5	6	7	8	9	10	11	12	13	
											TOTAL VOLUME FOR DAY					______

Comments: ____

COPY TO CONTRACTOR UPON REQUEST

INSPECTOR'S SIGNATURE AND RATING

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Sheet ______ of ______

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Figure 6-6
TRUCK MEASURED SKETCH

TRUCK NO. _____ FIN. PROJECT ID _____

CONTRACTOR _____

CHECKED BY _____ DATE _____

MEASURED BY _____ DATE _____

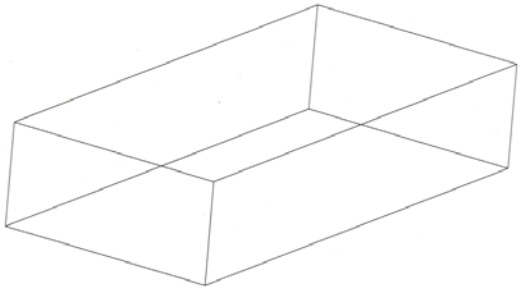
A. Certified Capacity provided by Contractor Subarticle (9-1.5)
B. The example below is for verification purposes of the truck body capacity **only**.
C. Sideboards Added
D. Compare B to A

CASE I

A. Certified Capacity _____

Verification practice by field staff

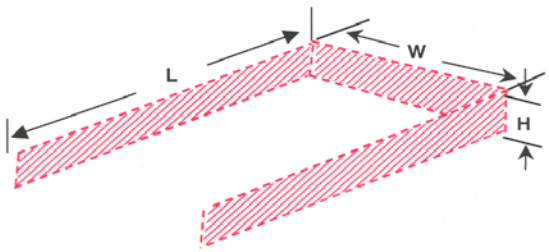
B. Truck Body Measure (L x W x H) x .98 = _____



D. Acceptable

YES NO

C. Sideboard Added (L x W x H) = _____



A + C = NEW TRUCK CAPACITY _____

Figure 6-6a
TRUCK MEASURED SKETCH

TRUCK NO. _____ FIN. PROJECT ID _____
CONTRACTOR _____
CHECKED BY _____ DATE _____
MEASURED BY _____ DATE _____

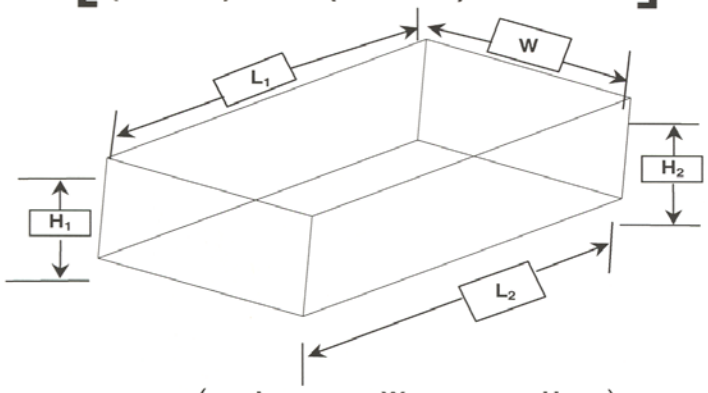
A. Certified Capacity provided by Contractor Subarticle(9-1.5)
B. The example below is for verification purposes of the truck body capacity **only**.
C. Sideboards Added
D. Compare B to A

CASE II

A. Certified Capacity _____

Verification practice by field staff

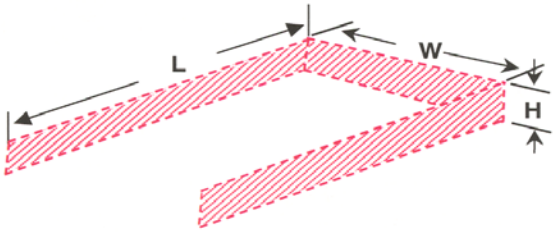
B. Truck Body Measure $\left[\left(\frac{L_1 + L_2}{2}\right) \times \left(\frac{H_1 + H_2}{2}\right) \times W\right] \times .98 =$ _____



D. Acceptable

Yes **No**

C. Sideboard Measure (L x W x H) = _____



A + C = NEW TRUCK CAPACITY _____

Figure 6-7
Daily Log Sheet for Grassing Item

PAGE NO. ____

FORM 700-050-55
CONSTRUCTION
06/98

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DAILY LOG SHEET
GRASSING ITEMS
SITE SOURCE RECORD

FINANCIAL PROJECT ID: ____________

DATE	ITEM: QUICK GROW	ITEM: PERMANENT	ITEM : FERTILIZER	ITEM: MULCH	ITEM: WATER	DOT Inspector's Signature (not initials)	INSPECTORS REMARKS AND/OR SHOW WEIGHT OF TEN HAY BALES AND CALCULATE AVERAGE FOR WEIGHT PER BALE
	Item No.	Item No.	Item No.	Item No.	Item No.		
	Quantity	Quantity	Quantity	Quantity	Quantity		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALES	END METER READING		
	Wt. PER BAG:	Wt. PER BAG:	Wt. PER BAG:	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL LBS./KGS (BALES)*	TOTAL GALS/Liters*		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALES	END METER READING		
	Wt. PER BAG:	Wt. PER BAG:	Wt. PER BAG:	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL LBS./KGS (BALES)*	TOTAL GALS/Liters*		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALES	END METER READING		
	Wt. PER BAG:	Wt. PER BAG:	Wt. PER BAG:	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL LBS./KGS (BALES)*	TOTAL GALS/Liters*		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALES	END METER READING		
	Wt. PER BAG:	Wt. PER BAG:	Wt. PER BAG:	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL LBS./KGS (BALES)*	TOTAL GALS/Liters*		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALES	END METER READING		
	Wt. PER BAG:	Wt. PER BAG:	Wt. PER BAG:	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL LBS./KGS (BALES)*	TOTAL GALS/Liters*		
PAGE TOTALS							

* CIRCLE PROPER UNIT OF MEASURE

Sheet ___ Of ___

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Figure 6-8
Daily Log Sheet for Grassing Items

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DAILY LOG SHEET
GRASSING ITEMS
SITE SOURCE RECORD

PAGE NO. ____
FORM 700-050-55
CONSTRUCTION
06/98

FINANCIAL PROJECT ID: 199999-1-52-01

DATE	ITEM: QUICK GROW Item No. 570 - 10	ITEM: PERMANENT Item No. 570 - 3	ITEM: FERTILIZER Item No. 570 - 5	ITEM: MULCH Item No. 570 - 4	ITEM: WATER Item No. 570 - 9	DOT Inspector's Signature (not initials)	INSPECTORS REMARKS AND/OR SHOW WEIGHT OF TEN HAY BALES AND CALCULATE AVERAGE FOR WEIGHT PER BALE
	Quantity	Quantity	Quantity	Quantity	Quantity		
5 - 17 - 98	No.BAGS 2	No.BAGS 3	No.BAGS 10	GROSS WT or No of BALES 52 BALES	END METER READING 79,325	Will E. Doit	Weight per Bale lbs/Bale ① 40.3 ⑦ 39.6 ② 42.1 ⑧ 41.7 ③ 40.3 ⑨ 39.6 ④ 42.1 ⑩ 41.7 ⑤ 43.0 411.5 ÷ 10 = 41.15 lbs/Bale ⑥ 40.3
	Wt. PER BAG 50 lbs	Wt. PER BAG 50 lbs	Wt. PER BAG 50 lbs	TARE WT or WT PER BALE 41.15 lbs/Bale	BEG METER READING 71,010		
	TOTAL 100 lbs	TOTAL 150 lbs	TOTAL 500 lbs	NET WT or TOTAL LBS/KGS (BALES) 2,139.8 lbs = 1.07 tn	TOTAL GALS/L. 8,315 Gals		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALES	END METER READING		
	Wt. PER BAG	Wt. PER BAG	Wt. PER BAG	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL LBS./KGS (BALES)	TOTAL GALS/L.		
7 - 24 - 98	No.BAGS 1	No.BAGS 4	No.BAGS 25	GROSS WT or No of BALES 4.58 TN	END METER READING 87,531	Betty Dont	See Baled Hay ticket
	Wt. PER BAG: 50 lbs	Wt. PER BAG: 50 lbs	Wt. PER BAG: 50 lbs	TARE WT or WT PER BALE 3.53 TN	BEG METER READING 79,325		
	TOTAL 50 lbs	TOTAL 200 lbs	TOTAL 1250 lbs	NET WT or TOTAL (LBS)/KGS (BALES) 1.05 TN	TOTAL GALS/L. 8,206		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALES	END METER READING		
	Wt. PER BAG	Wt. PER BAG	Wt. PER BAG	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL (LBS)/KGS (BALES)	TOTAL GALS/L.		
	No.BAGS	No.BAGS	No.BAGS	GROSS WT or No of BALE	END METER READING		
	Wt. PER BAG:	Wt. PER BAG:	Wt. PER BAG:	TARE WT or WT PER BALE	BEG METER READING		
	TOTAL	TOTAL	TOTAL	NET WT or TOTAL (LBS)/KGS (BALES)	TOTAL GALS/L.		
	150 lbs	350 lbs	1750 lbs/0.875TN	2.119 TNS	16,521 Gal ÷1,000 = 16.5 MG		

* CIRCLE PROPER UNIT OF MEASURE

Sheet _1_ Of _1_

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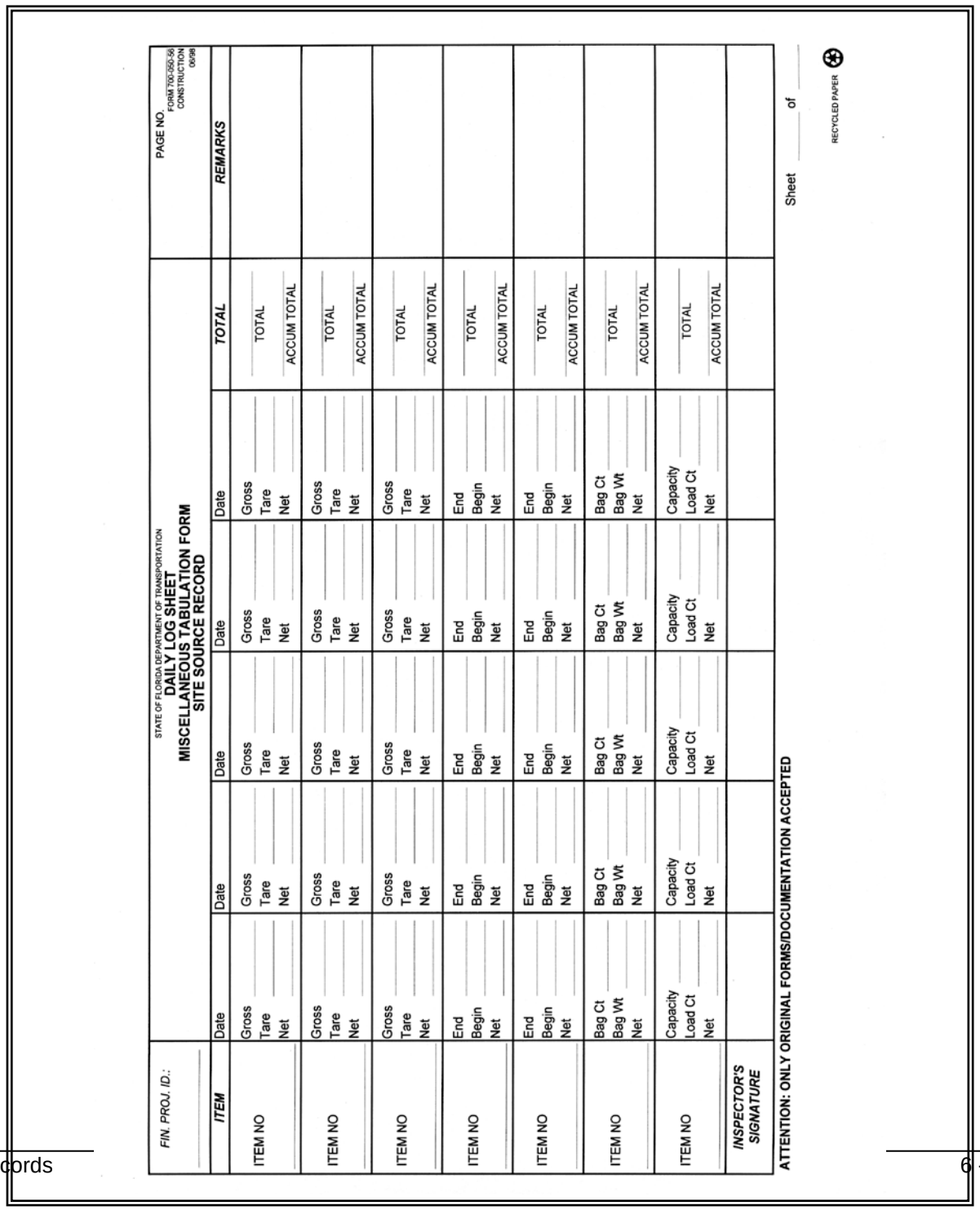
Figure 6-9
DAILY LOG SHEET MISCELLANEOUS TABULATION FORM



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DAILY LOG SHEET
MISCELLANEOUS TABULATION FORM
SITE SOURCE RECORD

PAGE NO.
FORM 700-050-56
CONSTRUCTION
06/98

FIN. PROJ. ID.: _____

ITEM	Date	Date	Date	TOTAL	REMARKS
ITEM NO	Gross / Tare / Net	Gross / Tare / Net	Gross / Tare / Net	TOTAL / ACCUM TOTAL	
ITEM NO	Gross / Tare / Net	Gross / Tare / Net	Gross / Tare / Net	TOTAL / ACCUM TOTAL	
ITEM NO	Gross / Tare / Net	Gross / Tare / Net	Gross / Tare / Net	TOTAL / ACCUM TOTAL	
ITEM NO	End / Begin / Net	End / Begin / Net	End / Begin / Net	TOTAL / ACCUM TOTAL	
ITEM NO	End / Begin / Net	End / Begin / Net	End / Begin / Net	TOTAL / ACCUM TOTAL	
ITEM NO	Bag Ct / Bag Wt / Net	Bag Ct / Bag Wt / Net	Bag Ct / Bag Wt / Net	TOTAL / ACCUM TOTAL	
ITEM NO	Capacity / Load Ct / Net	Capacity / Load Ct / Net	Capacity / Load Ct / Net	TOTAL / ACCUM TOTAL	
INSPECTOR'S SIGNATURE					

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Sheet ____ of ____

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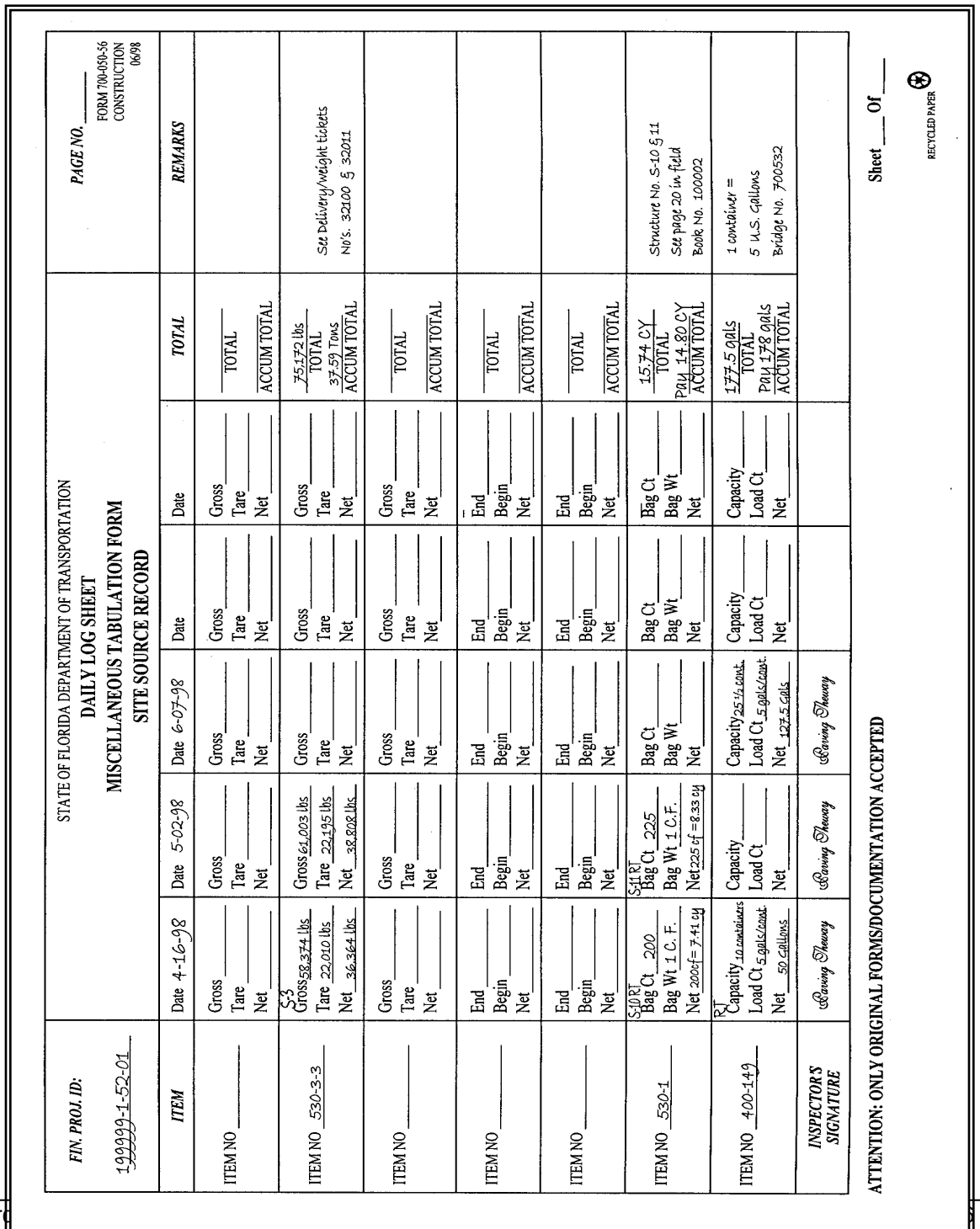
Figure 6-10
DAILY LOG SHEET for MISCELLANEOUS ITEMS



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DAILY LOG SHEET
MISCELLANEOUS TABULATION FORM
SITE SOURCE RECORD

FIN. PROJ. ID: 199999-1-52-01

PAGE NO. _____
FORM 700-050-56
CONSTRUCTION
06/98

ITEM	Date 4-16-98	Date 5-02-98	Date 6-07-98	Date	TOTAL	REMARKS
ITEM NO _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	_____ TOTAL ACCUM TOTAL	
ITEM NO 530-3-3	S-5 Gross 58,374 lbs Tare 22,010 lbs Net 36,364 lbs	Gross 61,003 lbs Tare 22,195 lbs Net 38,808 lbs	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	75,172 lbs TOTAL 37.59 Tons ACCUM TOTAL	See Delivery/weight tickets Nos. 32100 & 32011
ITEM NO _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	Gross _____ Tare _____ Net _____	_____ TOTAL ACCUM TOTAL	
ITEM NO _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	_____ TOTAL ACCUM TOTAL	
ITEM NO _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	End _____ Begin _____ Net _____	_____ TOTAL ACCUM TOTAL	
ITEM NO 530-1	S-10 RT Bag Ct 200 Bag Wt 1 C. F. Net 200cf = 7.41 cy	S-11 RT Bag Ct 225 Bag Wt 1 C.F. Net 225 cf = 8.33 cy	Bag Ct _____ Bag Wt _____ Net _____	Bag Ct _____ Bag Wt _____ Net _____	15.74 CY TOTAL Pay 14.80 CY ACCUM TOTAL	Structure No. S-10 & 11 See page 20 in field Book No. 100002
ITEM NO 400-149	RT Capacity 10 containers Load Ct 5 gals/cont. Net 50 Gallons	Capacity _____ Load Ct _____ Net _____	Capacity 25 ½ cont. Load Ct 5 gals/cont. Net 127.5 gals	Capacity _____ Load Ct _____ Net _____	177.5 gals TOTAL Pay 178 gals ACCUM TOTAL	1 container = 5 U.S. Gallons Bridge No. 700532
INSPECTOR'S SIGNATURE	Ronny Thewry	Ronny Thewry	Ronny Thewry			

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Sheet ___ Of ___

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Figure 6-11
DELIVERY TICKET

FLORIDA MINING & MATERIALS
CONCRETE PRODUCTS
LEE DIVISION
P.O. BOX 2376, 2858 FORD STREET, FT. MYERS, FLORIDA 33902, PHONE (813)334-4521

Plant No. 03-004

Del. Ticket _____
Serial No. _____
Date: _____ 19 _____

Delivered To: _____

Address _____

F.D.O.T. Fin. Proj. ID. _____

Truck No.	DOT Class	DOT Mix NO.	Cubic Yards This Load
Time Loaded	Arrived	Discharged	Cubic Yards Total Today
Allowable Jobsite Water Addition gals./cu. yd.		Mixing Revolutions: At Plant: At Jobsite:	
FILL OUT ON FIRST DELIVERY AND ON EACH CHANGE OF AGGREGATE WEIGHTS			
Cement _____ Brand Amount		Air MBVR _____ Amount oz.	
Course Agg. _____ % Moisture Amount		Retarder MBL-80 _____ Amount oz.	
Fine Agg. _____ % Moisture Amount		Fly Ash _____ Source _____ Amount	
Batch Water (Gals.) _____ Amount		Cousr Agg. DOT Pit # _____ S.C. _____ Fine Agg. DOT Pit # _____ S.C. _____	

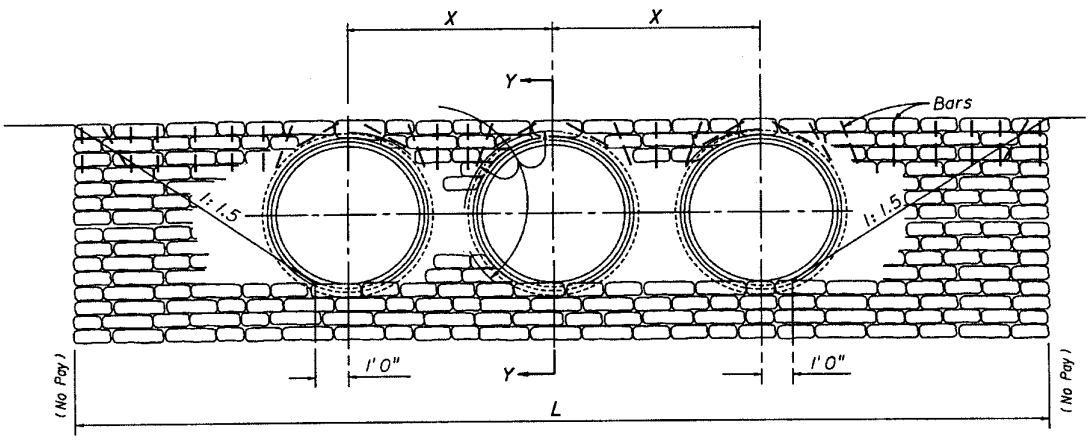
Issuance of this ticket constitutes certification to the accuracy of the above recorded information

_____
Signature of Plant Operator or Company Rep.

WATER ADDED ON JOBSITE _____ GALLONS

ADDITIONAL MIXING REVOLUTIONS _____

Figure 6-12
SAMPLE SKETCH OF RIPRAP STRUCTURE



Note: Sketches must be submitted when pay is authorized outside limits as shown on the indexes. (No sketches will be required if built as per index).

Example: (1) Index No. 258 shows 31.1 cubic yards.
Delivery Tickets show 36.0 cubic yards.
We will pay _____ 31.1 cubic yards.

(2) Index No. 258 shows 31.1 cubic yards.
Delivery Tickets show 25.0 cubic yards.
We will pay _____ 25.0 cubic yards.

Figure 6-13
SAND CEMENT RIPRAP PAY ANALYSIS

Step 1
STRUCTURE QUANTITY DETERMINATION

Approved Quantity Dimension = 31.1 cu. yds.

A sketch must be submitted when : (1) pay is authorized outside limits as shown on the index, or (2) the structure constructed is not described by the index. No sketch will be required if built per index - See Figure 6-12.

Step 2
DELIVERY QUANTITY DETERMINATION

Prebag ticket
Delivery tickets

(Delivery tickets must be submitted showing the weights of sand & cement actually used for each delivery Ticket. See Figure 6-11)

Example
Tally Book Summary

Jan. 9, 1990 = 8 cy = sand = 18,360 lbs.
= cement = 4,064 lbs.
Jan.10,1990 = 8 cy = sand = 18,360 lbs.
= cement = 4,064 lbs.
Jan.11,1990 = 8 cy = sand = 18,360 lbs.
= cement = 4,064 lbs.
Jan.12,1990 = 8 cy = sand = 18,360 lbs.
= cement = 4,064 lbs.
32 cu. yds.

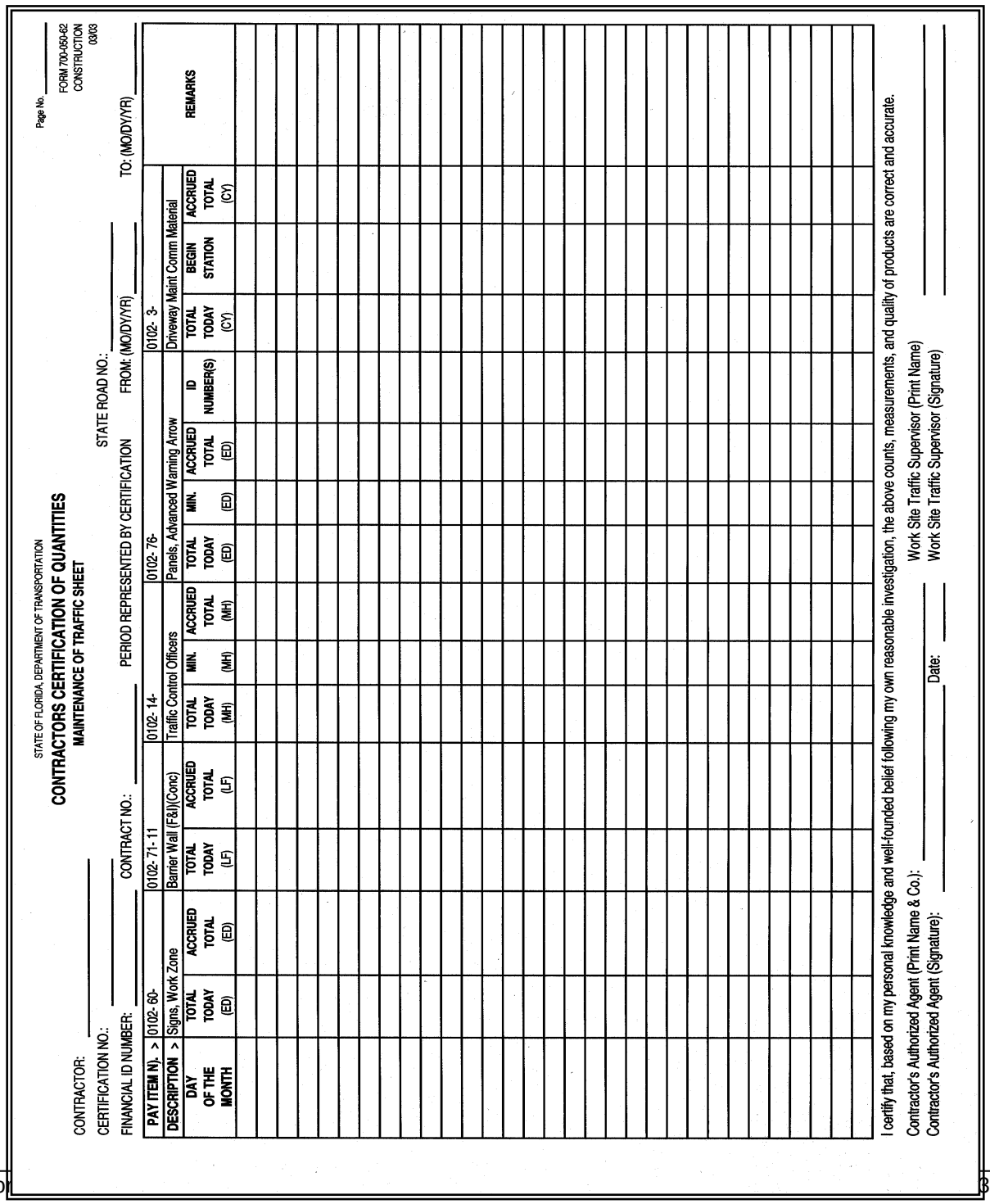
Note: Whichever is the lesser of Step 1 or Step 2 above, shall be paid.
In the above example the structure quantity should be paid. If the delivery ticket quantity had been less than the structure quantity, the actual quantity delivered would have been paid.

Step 3
5:1 DETERMINATION

I. Computations to check for the actual ratio of the 5:1 mix :
18,360 lbs sand ÷ 85 lbs/cf = 216 cf
4,064 lbs cement ÷ 94 lbs/cf = 43.2 cf
216 ÷ 43.2 = 5.0 , therefore this is a 5:1 mix, as required.

II. CONSIDER: If the 5:1 mix had not been achieved, and the mix was allowed to be placed on the project, the following documentation is required:
A. C-165 with negotiated pay reduction.
B. Supplemental Agreement revising the unit price.

Figure 6-14
Contractors Certified Invoice MOT Sheet



STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

CONTRACTORS CERTIFICATION OF QUANTITIES
MAINTENANCE OF TRAFFIC SHEET

Page No. _____ FORM 700-050-62 CONSTRUCTION 03/03

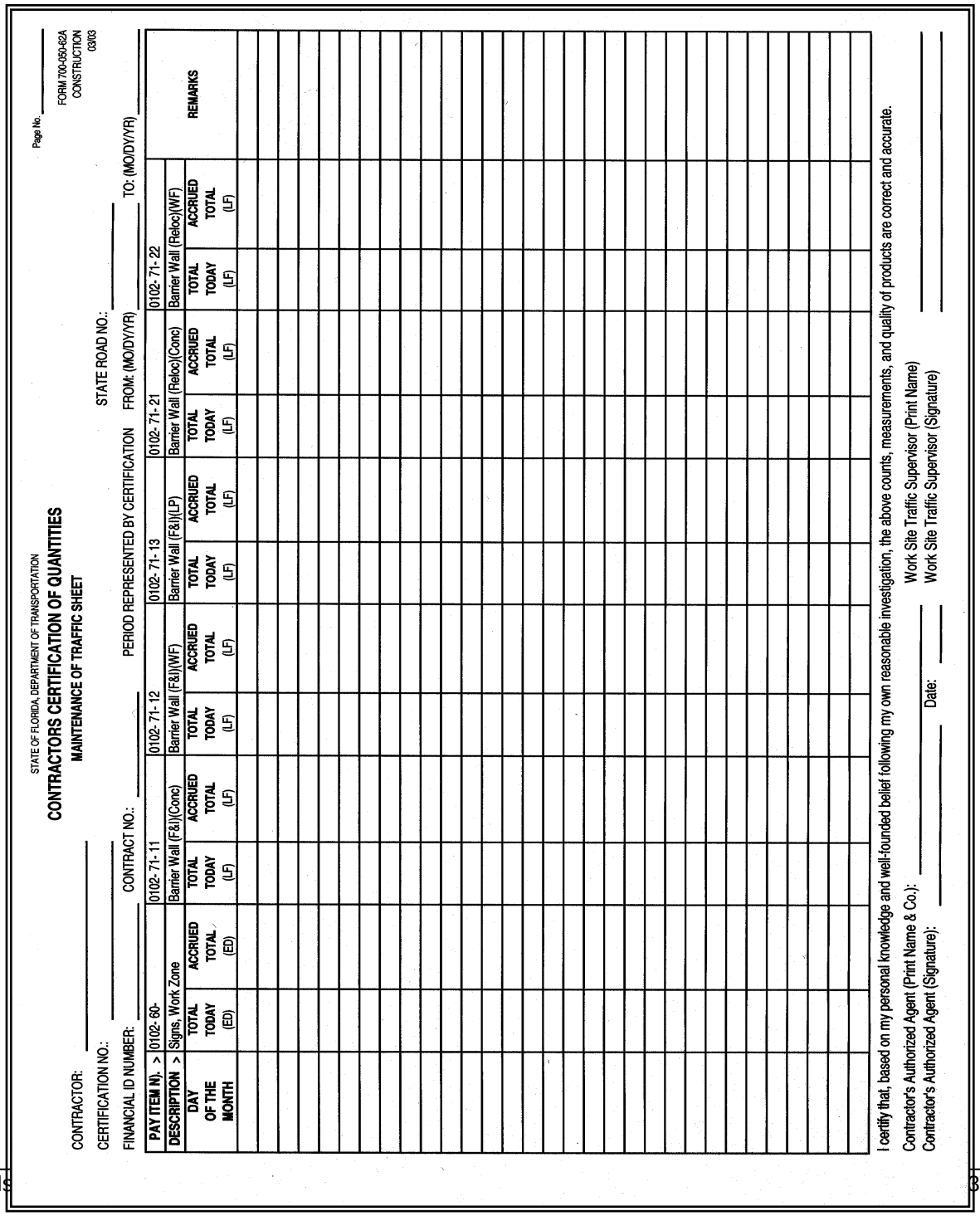
CONTRACTOR: _____ STATE ROAD NO.: _____
CERTIFICATION NO.: _____
FINANCIAL ID NUMBER: _____ CONTRACT NO.: _____ PERIOD REPRESENTED BY CERTIFICATION FROM: (MO/DY/YR) _____ TO: (MO/DY/YR) _____

PAY ITEM NO. >	0102- 60-		0102- 71- 11		0102- 14-				0102- 76-				0102- 3-				
DESCRIPTION >	Signs, Work Zone		Barrier Wall (F&I)(Conc)		Traffic Control Officers				Panels, Advanced Warning Arrow				Driveway Maint Comm Material				
DAY OF THE MONTH	TOTAL TODAY (ED)	ACCRUED TOTAL (ED)	TOTAL TODAY (LF)	ACCRUED TOTAL (LF)	TOTAL TODAY (MH)	MIN. (MH)	ACCRUED TOTAL (MH)		TOTAL TODAY (ED)	MIN. (ED)	ACCRUED TOTAL (ED)	ID NUMBER(S)	TOTAL TODAY (CY)	BEGIN STATION	ACCRUED TOTAL (CY)		REMARKS

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the above counts, measurements, and quality of products are correct and accurate.

Contractor's Authorized Agent (Print Name & Co.): _____ Work Site Traffic Supervisor (Print Name) _____
Contractor's Authorized Agent (Signature): _____ Date: _____ Work Site Traffic Supervisor (Signature) _____

Figure 6-15
Contractor Certification of Quantities (MOT) (Signs, etc)



STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

CONTRACTORS CERTIFICATION OF QUANTITIES

MAINTENANCE OF TRAFFIC SHEET

Page No. _____ FORM 700-050-62A CONSTRUCTION 03/03

CONTRACTOR: _____ STATE ROAD NO.: _____

CERTIFICATION NO.: _____ CONTRACT NO.: _____ PERIOD REPRESENTED BY CERTIFICATION FROM: (MO/DY/YR) _____ TO: (MO/DY/YR) _____

FINANCIAL ID NUMBER: _____

PAY ITEM N). >	0102- 60-		0102- 71- 11			0102- 71- 12			0102- 71- 13			0102- 71- 21			0102- 71- 22			
DESCRIPTION >	Signs, Work Zone		Barrier Wall (F&I)(Conc)			Barrier Wall (F&I)(WF)			Barrier Wall (F&I)(LP)			Barrier Wall (Reloc)(Conc)			Barrier Wall (Reloc)(WF)			
DAY OF THE MONTH	TOTAL TODAY (ED)	ACCRUED TOTAL (ED)	TOTAL TODAY (LF)	ACCRUED TOTAL (LF)		TOTAL TODAY (LF)	ACCRUED TOTAL (LF)		TOTAL TODAY (LF)	ACCRUED TOTAL (LF)		TOTAL TODAY (LF)	ACCRUED TOTAL (LF)		TOTAL TODAY (LF)	ACCRUED TOTAL (LF)		REMARKS

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the above counts, measurements, and quality of products are correct and accurate.

Contractor's Authorized Agent (Print Name & Co.): _____ Work Site Traffic Supervisor (Print Name) _____

Contractor's Authorized Agent (Signature): _____ Date: _____ Work Site Traffic Supervisor (Signature) _____

Figure 16
Daily Work Sheet Form

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

DAILY WORKSHEET

MAINTENANCE OF TRAFFIC SHEET

FORM 700-050-67
CONSTRUCTION
06/05

CONTRACTOR: ____________________

CERTIFICATION NO.: ____________________

FINANCIAL PROJECT ID: ________________ CONTRACT NO.: __________

STATE ROAD NO.: ____________ DATE: __________

PRINT NAME: ______________________________

PAY ITEM NUMBER	ITEM DESCRIPTION	UNIT	QUANTITY	LOCATION (STA. TO STA.)	REMARKS / EXPLANATIONS
0710- 6	Directional Arrows, Painted	EA			
0710- 7	Pavement Message, Painted	EA			
0710- 11	Remove Existing Markings (Paint)	SF			
0710- 21	Skip Traffic Stripe (White/Black)	GM			
OTHER					

Figure 6-17
Contractor Monthly Certification of Quantities

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

CONTRACTORS MONTHLY CERTIFICATION OF QUANTITIES

MAINTENANCE OF TRAFFIC SHEET

Page No. _____

FORM 700-050-68
CONSTRUCTION
12/03

CONTRACTOR: _____ STATE ROAD NO.: _____

CERTIFICATION NO.: _____ (Painting Traffic Stripes)

FINANCIAL PROJECT ID: _____ CONTRACT NO.: _____ PERIOD REPRESENTED BY CERTIFICATION FROM: (MO/DY/YR) _____ TO: (MO/DY/YR) _____

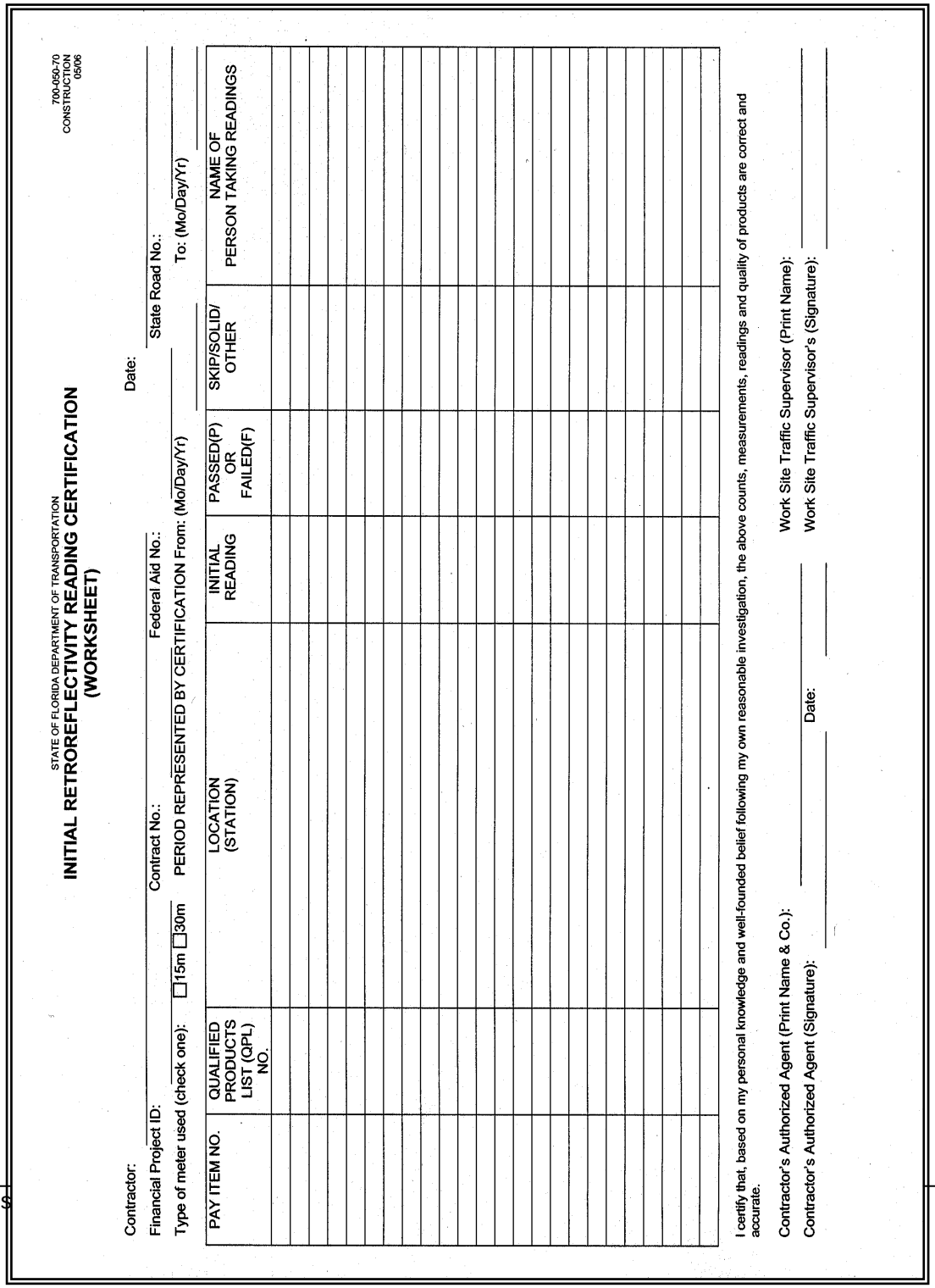
PAY ITEM NUMBER	DESCRIPTION	UNIT	THIS ESTIMATE	REMARKS / EXPLANATIONS
0710- 6	Directional Arrows, Painted	EA		
0710- 7	Pavement Message, Painted	EA		
0710- 11	Remove Existing Markings (Paint)	SF		
0710- 21	Skip Traffic Stripe (White/Black)	GM		
0710- 22	Skip Traffic Stripe (Yellow)	GM		
0710- 23- 61	Solid Traffic Stripe (White/Black)(6")	NM		
0710- 23- 81	Solid Traffic Stripe (White/Black)(8")	NM		
0710- 24- 61	Solid Traffic Stripe (Yellow)(6")	NM		
0710- 24- 81	Solid Traffic Stripe (Yellow)(8")	NM		
0710- 25- 61	Solid Traffic Stripe (White/Black)(6")	LF		
0710- 25- 81	Solid Traffic Stripe (White/Black)(8")	LF		
0710- 25-121	Solid Traffic Stripe (White/Black)(12")	LF		
0710- 25-161	Solid Traffic Stripe (White/Black)(16")	LF		
0710- 25-181	Solid Traffic Stripe (White/Black)(18")	LF		
0710- 25-241	Solid Traffic Stripe (White/Black)(24")	LF		
0710- 26- 61	Solid Traffic Stripe (Yellow)(6")	LF		
0710- 26- 81	Solid Traffic Stripe (Yellow)(8")	LF		
0710- 26-121	Solid Traffic Stripe (Yellow)(12")	LF		
0710- 26-161	Solid Traffic Stripe (Yellow)(16")	LF		
0710- 26-181	Solid Traffic Stripe (Yellow)(18")	LF		
0710- 26-241	Solid Traffic Stripe (Yellow)(24")	LF		
0710- 27	Skip Traffic Stripe (White/Black	LF		
0710- 28	Skip Traffic Stripe (Yellow)	LF		
0710- 29	Reflective Paint (Island Nose)(White)	SY		
0710- 30	Reflective Paint (Island Nose)(Yellow)	SY		
0710- 79	Alternating Skip Traffic Stripe	GM		
0710- 90	Painted Pavement Markings (Final Surface)	LS		
0102- 78	Reflective Pavement Markers (Temporary)	EA		
0102-911- 2	Removable Pavement Marking (Solid) (White)	LF		
0102-912- 2	Removable Pavement Marking (Solid) (Yellow)	LF		

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the above counts, measurements, and quality of products are correct and accurate.

Contractor's Authorized Agent (Print Name & Co.): _____ Work Site Traffic Supervisor (Print Name) _____

Contractor's Authorized Agent (Signature): _____ Date: _____ Work Site Traffic Supervisor (Signature) _____

Figure 6-18
Initial Retroreflectivity Reading Certification Sheet



700-050-70
CONSTRUCTION
05/06

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

INITIAL RETROREFLECTIVITY READING CERTIFICATION
(WORKSHEET)

Contractor: Date:

Financial Project ID: Contract No.: Federal Aid No.: State Road No.:

Type of meter used (check one): ☐15m ☐30m PERIOD REPRESENTED BY CERTIFICATION From: (Mo/Day/Yr) To: (Mo/Day/Yr)

PAY ITEM NO.	QUALIFIED PRODUCTS LIST (QPL) NO.	LOCATION (STATION)	INITIAL READING	PASSED(P) OR FAILED(F)	SKIP/SOLID/ OTHER	NAME OF PERSON TAKING READINGS

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the above counts, measurements, readings and quality of products are correct and accurate.

Contractor's Authorized Agent (Print Name & Co.): _____ Work Site Traffic Supervisor (Print Name): _____

Contractor's Authorized Agent (Signature): _____ Date: _____ Work Site Traffic Supervisor's (Signature): _____