



# Florida Department of TRANSPORTATION

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## PA Instructions for Lump Sum JGS

April 8, 2024

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## Specifications Authority

**Specifications Section 105, Article 105-2** requires Lump Sum projects to have a Job Guide Schedule (JGS) submitted:

1. Initially - 21 days prior to commencement of construction with a list of materials and quantities expected to be used
2. Monthly – with up-to-date quantities for materials placed since the previous submittal
3. Final Acceptance – with all materials and final quantities used on the project

Monthly Progress Estimates and the Final Estimate **should not** be approved/authorized for payment until the appropriate JGS submittals are received and accepted by the Engineer.

## Reviewing the Nonstandard JGS (NSJGS)

### MAC Resources

MAC Resources, including access instructions, Job Guide Schedule training and full detailed instructions, can be found on the State Materials website at:

[SMO Materials Acceptance and Certification System](#)

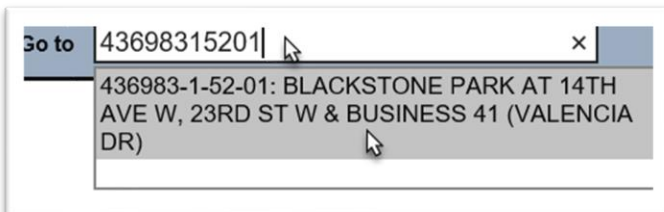
Make sure you are in your system roles.

### Navigating to the NSJGS



1. From the MAC Menu, select the STRG/JGS menu option; then select the Non Standard JGS sub menu option.

You will be taken to the non-standard JGS screen.



2. Enter the Financial Project Number in the Go To field and select it from the list to populate the field. You must select an entry from the list even if there is only one result.

## Example Project (showing all components of the JGS):

This screenshot shows an example NSJGS. Depending on the scope of the contract, these components are normally present on most projects.

See details on each section below: [Materials](#), [Initial](#), [Monthly Report](#), [Final Report](#), and [Program Specs](#).

Non Standard JGS 431301-1-52-01 Go to

*Non Standard JGS covers Non-Conventional Pay Items Jobs – such as Lump Sum, Design Build, LAP, etc.*

[View JGS Report](#)

Project	Company	Contract Let Date (Associated with Contract)
431301-1-52-01: I-4 (SR 400) FROM CR 557 TO OSCEOLA C/L	State Materials Office	4/30/2014

Materials [12] Click to Expand

Initial [5/1/2023] Click to Expand

Monthly Reports [4] Click to Expand

Final [10/3/2023] Click to Expand

## JGS Report

The JGS hardcopy report provides details about the sampling and testing requirements and APL requirements for each material entered on the NSJGS. Details include frequency, sample size, sampler, required test, etc.

Non Standard JGS 435020-1-52-01 Go to

*Non Standard JGS covers Non-Conventional Pay Items Jobs – such as Lump Sum, Design Build, LAP, etc.*

[View JGS Report](#)

## Initial Report

Verify the appropriate materials are included with an estimated quantity for each material included in the contract scope of work. All materials on the project listed – regardless of method of acceptance, not just the materials with a sampling and testing method of acceptance. All materials do not have to be listed at the beginning, but as materials are used on the project site, they should be added on the NSJGS before the materials are delivered or placed.

Some materials that are usually missed are:

- Materials that have a certification method of acceptance
  - 105 – incidental precast products
  - 347 – nonstructural concrete
  - 536 – guardrail
  - 987 - fertilizer
- Materials that have an APL method of acceptance
  - 536
  - 971

**NOTE:** Once an initial report is generated, a material cannot be deleted from the Materials tab. If Materials are included that are not needed, the quantity can be zero with a note that the material was selected inadvertently

- Example: user selected 160 and 914
  - 160 is needed
  - 914 is not – set quantity to zero and add a note that it's covered under

Initial [10/19/2017] <span style="float: right;">Click to Collapse</span>						
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
104 - Prevention, Control, and Abatement of Erosion and Water Pollution	18,222	Linear Feet	N/A	N/A	N/A	<a href="#">Export</a>
120 - Excavation and Embankment	347	Cubic Yard(s)	N/A	N/A	N/A	
162 - Prepared Soil Layer	1,675	Square Yards	N/A	N/A	N/A	
334 - Superpave Asphalt Concrete	11,223.5	Ton(s)	N/A	N/A	N/A	
337 - Asphalt Concrete Friction Courses	14,195	Ton(s)	N/A	N/A	N/A	
570 - Performance Turf	28,712	Square Yards	N/A	N/A	N/A	
700 - Highway Signing	1	Lot per Batch per Shipment	N/A	N/A	N/A	

### Estimated Quantities

The quantities provided need to be expressed in an amount and method of measurement that will allow MC Reviewers to confirm frequency has been met. Material quantities are not typically measured, calculated, or reported to the same measurement standard as the quantities used for method of measurement and basis of payment. It is understood that the quantities shown in the NSJGS and on samples in MAC is not documented to the same level of requirements as those for Final Estimates Documentation.

Estimated quantities mean the quantities are close enough that frequency can be determined.

## Monthly Reports

Verify the appropriate materials are shown with a reasonable quantity for all the work performed during the month. Material quantities are used to ensure frequency is being met as the project progresses. They also provide the PA with a snapshot of the materials progress for generating monthly estimates.

**NOTE:** See [Non-standard JGS User Instructions](#) (Chapter 2, Section H) for instructions on revising material quantities when there are errors.

Monthly [1/15/2018] <span style="float: right;">Click to Collapse</span>						
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
104 - Prevention, Control, and Abatement of Erosion and Water Pollution	18,222	Linear Feet	0	18,222	18,222	Export
120 - Excavation and Embankment	347	Cubic Yard(s)	0	347	347	
162 - Prepared Soil Layer	1,675	Square Yards	0	1,675	1,675	
330 - Hot Mix Asphalt – General Construction Requirements	0	Joint per 1000 Feet of Roadway	0	0	0	
334 - Superpave Asphalt Concrete	11,223.5	Ton(s)	0	11,137.95	11,137.95	
337 - Asphalt Concrete Friction Courses	14,195	Ton(s)	0	13,924.38	13,924.38	
570 - Performance Turf	28,712	Square Yards	0	28,712	28,712	
700 - Highway Signing	1	Lot per Batch per Shipment	0	1	1	
971 - Traffic Marking Materials	30	Linear Feet	30	30	N/A	
971 - Pavement Marking Materials	27.99	Gross Mile(s)	27.99	27.99	N/A	

## Final Report

Verify the appropriate materials are included with a reasonable quantity for all the work performed on the contract.

Final [1/24/2018] <span style="float: right;">Click to Collapse</span>						
Material	Estimated Quantity	Unit of Measure	This Month's Quantity	Quantity to Date	Previous Quantity	Notes
104 - Prevention, Control, and Abatement of Erosion and Water Pollution	18,222	Linear Feet	0	18,222	18,222	Export
120 - Excavation and Embankment	347	Cubic Yard(s)	0	347	347	
162 - Prepared Soil Layer	1,675	Square Yards	0	1,675	1,675	
330 - Hot Mix Asphalt – General Construction Requirements	0	Joint per 1000 Feet of Roadway	0	0	0	
334 - Superpave Asphalt Concrete	11,223.5	Ton(s)	0	11,137.95	11,137.95	
337 - Asphalt Concrete Friction Courses	14,195	Ton(s)	0	13,924.38	13,924.38	
570 - Performance Turf	28,712	Square Yards	0	28,712	28,712	
700 - Highway Signing	1	Lot per Batch per Shipment	0	1	1	
971 - Traffic Marking Materials	30	Linear Feet	0	30	30	
971 - Pavement Marking Materials	27.99	Gross Mile(s)	0	27.99	27.99	

## Program Specs

This section is regularly overlooked. There aren't many Program Specs needed on the non-standard JGS, but if they are used, this section should be completed. Examples are:

- Asphalt Binder when asphalt is used on the project
  - 916 – Bituminous Materials Program [Project Samples], v1
  - 916 – Bituminous Materials Program Asphalt Binder Extraction and Recovery], v1
  - 916 - Bituminous Materials Program [Emulsion Control Program]
- Random Sampling Program (See [Materials Manual Section 5.10 Volume 1](#))
  - 536
  - 925
  - 926
  - 706

## APL Specs

This section has been removed from the NSJGS entry due to redundancy.

## Work Order NSJGS

The review of NSJGS for Work Order projects is the same as described in this document except there may be more than one NSJGS per project. Each Work Order entry will need to be reviewed to ensure it has all the components and they are correct and complete.

## Complete JGS/PMCL

After final acceptance, the Materials Office is responsible for issuing the Project Materials Certification Letter (PMCL). To do so, the JGS must be complete in MAC. These items are required for an NSJGS to be considered complete:

- All the materials are included
- All the materials have a reasonable quantity
- Data entry generated an initial report
- Data entry generated monthly reports
- Data entry generated a final report