

SECTION 11.8

SUBMITTALS

11.8.1 PURPOSE

This procedure provides the Department's Final Estimates personnel with information on a Contractor's submittal for all asphalt used on the project.

11.8.2 AUTHORITY

[Sections 20.23\(3\)\(a\) and 334.048\(3\)](#), Florida Statutes (F.S.)

11.8.2.1 REFERENCES

Section 330, [Standard Specifications for Road and Bridge Construction](#)

11.8.3 MONTHLY SUBMITTALS

Each Contractor is required to complete, sign and submit a ***Certification of Quantities, Asphalt and Bituminous Materials, Conventional Projects, Form No. 700-050-66*** in order to receive payment. This form is furnished by the Department and is required to be submitted to the Project Administrator (PA) on a monthly basis. This form shows all asphalt produced and accepted on a project and will be reported on the lead Financial Identification Number (FIN). A Contractor will only report the tons of materials that were accepted for the Contract (see note under ***Section 11.8.4*** of this Manual).

Note: For Lump Sum projects, Asphalt & Bituminous Adjustments worksheets will be completed by the Contractor and submitted monthly. The above mentioned form and the Worksheets are located on the [State Construction website](#).

11.8.4 RESIDENCY'S RESPONSIBILITY

The PA shall keep a running total of each item's tonnage for the period represented and compare these to the ***Certifications***. Any discrepancies shall be resolved before authorizing payment on the progress estimate. These ***Certifications*** must be scanned into EDMS for reference as Final Estimates Package Backup. The Quality Control (QC) Manager shall resolve discrepancies appropriately. If a ***Certification of Quantities*** has been determined to show tonnage that wasn't accepted on the project, the QC Manager must be notified for justification.

Note: In some instances, the certifications will not match the asphalt quantity payable at the end of the project. This is due to removal and replacement for low Composite Pay Factors. When this occurs, there should be a note on the summary and running totals on the **Lot Submittal Packages**. The Contractor shall not be required to adjust previous **Certifications** due to removal and replacement.