

Quick Reference Guide

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Reviewed for Version:

Creating A Final Quantity CO / Final Estimate

SCOPE:

To establish a reference guide outlining the procedures for the creating a Final Quantity Change Order and generating a Final Estimate associated with finalizing a contract in SiteManager. In ODOT, the Contract Finalization Procedure will include all activities related to changing the status of a contract from active to complete. There are five stages in the Contract Finalization process:

- Residency Audit
- Division Audit
- Final Quantity Change Order
- Final Estimate Generation and Approval
- Construction Closeout

This reference guide is intended for users assigned to the RESPRMAN, RESADMIN, RESAUDIT, DIVADMIN and/or DIVAUDIT security groups who are responsible for participating in the finalization of a contract. The guide should be used in conjunction with the Change Order and Contractor Payment Policies and Procedures outlined in the SSS database. In addition, users should reference the related training materials for assistance navigating the windows referenced in this guide as well as for example scenarios.

GENERAL:

This reference guide outlines the processes involved with completing the final quantity change order and final estimate for a contract. The guide is organized in chronological order with task headings in bold, capital letter print. Task Subheadings are also identified using bold print, in mixed case lettering. Each task identifies a suggested window in SiteManager to complete the task. This window navigation is identified by underlined text. Questions regarding any of the procedures outlined below should be directed to the SiteManager Help Desk.

FINAL QUANTITY CHANGE ORDER:

At the completion of the Residency and Division Audits, the auditors will review the installed quantities for the contract, and determine where the installed quantities are not equal to the current contract amount for the contract. The Residency will then create a Final Quantity Change Order to adjust those items and perform the following functions:

- Establish the final pay item quantities with the contractor
- Serve as the contract's overrun/underrun report
- Serve as a request for additional funds to pay the final estimate

Review the Installed Quantity Report

The Item Quantity Report may be used to review the quantities installed on Daily Work Reports, and compare them to the current quantities approved for installation. Items that the Installed Quantity is greater than the Current Quantity (Bid Quantity + approved Change Order quantities) will need to be included on the Final Quantity Change Order so that the Installed Quantity for all items are equal to the Current Quantity for the contract.

- ✓ Contract Administration / Reports / Item Quantity Report: Review the quantities on the report and determine which items need inclusion in the final quantity change order.

Creating a Final Quantity Change Order

The Final Quantity Change Order will be generated by the Residency and submitted to the Contractor for their signature. Once the Contractor returns a signed copy of the Change Order to the Residency, the Change Order will be processed utilizing the same approval sequences as used on all other change orders processed on the contract. For additional

information on generating and approving change orders, refer to the Change Order policies and procedures outlined in the SSS database.

- ✓ Change Order / Change Order Maintenance / Header window: Create the final quantity change order.

Final Quantity Change Order Report

After the Final Quantity Change Order has been created, the Residency will print the custom Final Quantity Change Order Report and submit it to the contractor for approval. This report will function as the overrun/underrun report to reach a final agreement with the contractor regarding final item quantities. The contractor will sign a copy of this report and return it to the Residency to indicate their acceptance of the final quantities stated on the report.

- ✓ Change Order / Process List window: Generate and print the Change Order To Contractor custom report.
- ✓ Submit the Final Quantity Change Order report to the contractor for approval.

FINAL ESTIMATE:

Final Estimate Generation:

- ✓ Contractor Payments / Estimates / Estimate Generation window: For the Estimate type, select the Final radio button. Generate the final estimate and review in accordance with the Contractor Payments policies and procedures outlined in the SSS database.

Final Estimate Approval:

- ✓ Contractor Payments / Estimates / Approval window: Approve the final estimate and review in accordance with the Contractor Payments policies and procedures outlined in the SSS database.

CONTRACT CLOSEOUT:

Enter the Acceptance Date

- ✓ Contract Administration / Contract Records / Key Dates window: The Project Manager and/or Residency Auditor will enter the final acceptance date when the signed and executed Final Estimate is received from the contractor.

Note on Last Modified Date:

This QRG was not revised. The Last modified date reflects a change to the design of the SSS database system.