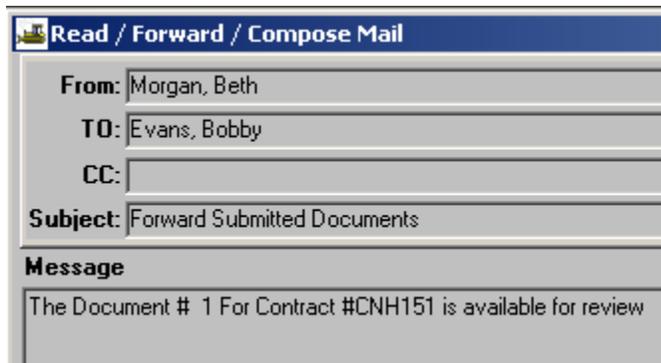
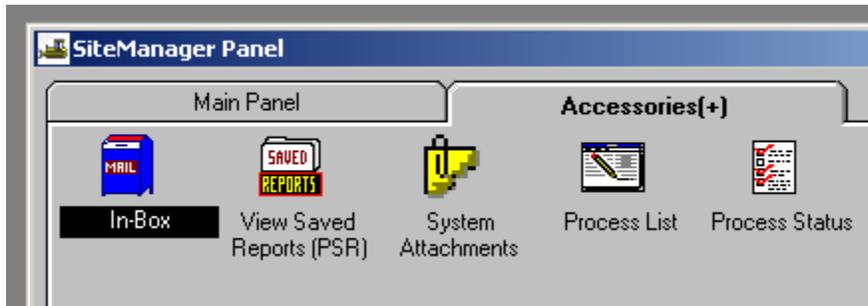


## REGIONAL M&T CONTRACT FINALIZATION PROCEDURE

Construction Field Office sends notification through the Site Manager mail system to notify us that the Contract has been completed by the Construction Field Office and has been turned into Regional Construction Final Records for completion.



At this time we print out an “Estimate Summary to Contractor” and begin verifying there are enough test reports and certifications to cover the quantities being paid. As Construction finalizes the contract, Materials and Tests may receive an email from Construction Final Records if the final quantities change. We will then log into Site Manager and print out an updated “Estimate Summary to Contractor”

If deficiencies/shortages are found by Materials and Tests we will deny the estimate using the “Document Submission Review” window of Site Mgr. We list deficiencies in the remarks portion of the window. Then save the submission before closing. We then go into the “Document Submission” window and forward the submission back to the field office person that originally submitted the estimate (Services menu, “Forward to...”). They then make corrections and notify us via site mgr. mail when corrections are completed.



**Document Submission**

Contract ID: CNG356      Document Serial No: 1

Submitted By: KENNETH TUCKER      On: 05/17/10

Document Type: Not Applicable      Document Category: Final Estimate Review

Description:

Reviewer	Review Date	Recommendation	Remarks
Tucker, Kenneth	00/00/00	Pending	
Lauderdale, Eddie	00/00/00	Pending	
Evans, Bobby	06/01/10	Denied	716.items : We have no certifications for these items.

After all corrections noted by construction final records and regional Materials and Tests are made and verified, we go into the document submission review window, select “approved” and put the following comment in the comment field: Final quantities approved (\$###,###.##) Checked by (your name)

We then receive DT-1696, Material & Tests Certification report signed by the Project Supervisor with any exceptions noted and detailed on an attached sheet. Materials and Tests employee turns the Materials & Tests Certification over to the Materials and Tests Supervisor for a signature of approval. He then takes it to the Regional Construction Supervisor who then adds his signature. After this point one copy is made. Materials and Tests puts the copy with the completed contract for storage, and the original is attached to copies of “Independent Assurance” reports, if they were required by the contract, and sent to Headquarters Materials and Tests.