



**Illinois Department
of Transportation**

**CMMS SUPPLEMENT -
DOCUMENTATION OF
CONTRACT QUANTITIES GUIDE**

By

IDOT Bureau of Construction

FY 2020

Table of Contents

Documentation Procedures in CMMS	1
Attachment A – Document Locations in CMMS.....	5
General Locations for Documents:	5
Attachment B – Documentation Examples	7
Documentation by Pay Unit:.....	7
Earth Excavation.....	11
Seeding	12
Fertilizer	13
HMA Surface Course	14
Daily Entry Documents.....	15
Prime/Tack Coat	16
Daily Entry Documents.....	17
Patching.....	18
50300225 Concrete Structures	19
Striping	20
Curb & Gutter.....	21
Traffic Control	22

Documentation Procedures in CMMS

This document serves as a supplement to the department's Documentation of Contract Quantities Guide. This supplement is intended for use when the Construction and Materials Management System (CMMS) is being utilized to administer a construction contract.

The Department's goal is to have efficient processes with respect to associating progress and final "source documentation" (and other "supporting documentation") digitally to pay item quantity placements. To promote this goal, the following documentation policy guidance may be followed when utilizing the Construction Materials Management System (CMMS):

1. Documentation created and/or obtained electronically may be saved electronically (in lieu of printing the documentation and saving it in a "job box"). However, it is not necessary to scan documentation created or obtained in paper form (for the purpose of saving it electronically) when it is not efficient to do so.
2. The "notes" **N** field on a pay item placement can be utilized to satisfy certain documentation requirements associated with pay item placements. E.g. it is acceptable for a user to enter a pay item quantity calculation in an applicable pay item "note" and save the "note". After the original quantity calculation "note" has been saved, a second user must check the calculation and confirm they checked the calculation "appending" the original note. (CMMS automatically captures the names and dates for who created the original "note" and who appended the "note".)

Alternatively, electronic files can be used to satisfy documentation requirements associated with pay item placements per the following:

- a. If an electronic file specifically applies to an individual pay item placement (e.g. a pay item placement specific calculation) save the file as an attachment **D** on the applicable pay item daily quantity (DQ) placement row via the pay item's Quantity Book Pay Item Entry Tab.
 - b. If an electronic file applies to the entire pay item (e.g. a calculation file for all placements specific to a pay item) save the file as an attachment to the applicable pay item via the pay item's Quantity Book Item Summary area. Alternatively, save the file as an attachment on the pay item's final DQ placement row via the pay item's Quantity Book Pay Item Entry Tab.
 - c. If the attachment applies to the contract in general, save the file as a document attachment under the "Project Documents" tab for the contract.
3. It is expected quantity source documentation attachments (e.g. quantity calculations) are not "estimates" (e.g. estimated quantity) unless noted otherwise. If a quantity source documentation attachment pertains to an "estimated quantity" it must be noted via the attachment's file name or description.
 4. "Measured By", "Calculated By", and "Checked By" personnel initials (or names) and dates associated with pay item placements can be captured electronically. This electronic capture includes capturing initials and dates in an applicable attachment (e.g. in a .docx, .xlsx, .pdf file etc.) and/or capturing names and dates in the "Notes" field for a pay item placement. (The person who "checks" a pay item placement quantity must differ from the person who "calculated" the quantity. It is the Resident's responsibility to ensure pay item quantity source documentation has followed this protocol.)

5. Commonly, quantity calculations are not necessary to support quantity book placements for pay items with “Each”, “Calendar Month”, “Calendar Day” and “Lump Sum” units of measure. In the event no quantity calculation is involved for pay items with these units of measure, it is acceptable for the CMMS quantity book pay item entry to serve as the quantity source documentation. (I.e. these types of pay item placements do not require “calculated by” and “checked by” initials/names and dates.) However, if a quantity calculation is involved, source documentation (including “calculated by” and “checked by” initials/names and dates) must be captured as shown above.
6. Pay item quantity source documentation attachments need only be uploaded into CMMS after they are in final form. It is not necessary to upload “in progress” attachments. However, sufficient reference to the “in progress” source documentation must be provided at all times to facilitate progress audits. (E.g. it is acceptable to utilize an electronic field book, calculation file, etc. to capture source documentation for pay item placements over several days. In this case, the location of the “in progress” source document should be referenced in the “notes” field of the initial applicable pay item placement. After all applicable pay item placements are complete and the source document is in final form, the source document should be saved as an attachment on the applicable pay item’s final DQ placement row via the pay item’s Quantity Book Pay Item Entry Tab or via the pay item’s Quantity Book Item Summary area if applicable.)
7. Materials documentation (e.g. Evidence of Materials Inspection) may be uploaded to the Quantity Book under the Daily Entry if it is specific to that day’s quantity or in the Quantity Book under the Pay Item Summary if specific to the Pay Item as a whole, or under Project Documents if in general or the materials inspection covers multiple pay items. If material inspection is received in paper form, it can be scanned and uploaded, or kept as a hard copy in the job file. (Procedures to capture materials documentation will change as additional CMMS functionality is released.)
8. When a pay item placement results in the Quantity Placed to Date exceeding the Adjusted Pay Item Quantity, an “overage” results (i.e. the placed quantity exceeds the adjusted quantity). In CMMS, if a user attempts to “post” the single placement which resulted in the overage, the pay item placement will “split” into two placements. (One placement equaling to the remaining available (i.e. authorized) quantity; the second placement equaling the overage quantity). When this occurs, it is expected source documentation attached to the original placement is applicable to both rows. (I.e. it is not necessary to save the same attachment on the overage placement row).
9. In the event a quantity source documentation attachment is applicable to more than one pay item, the attachment must be uploaded as many times as necessary to properly link the attachment to each applicable pay item. (E.g. if quantity calculations for two separate pay items are included in a single source document electronic file, the electronic file must be attached to each pay item as applicable. I.e. uploaded twice.)
10. The “Location” field in the CMMS Quantity Book pay item entry area is required unless the “location” is cited in the applicable source documentation.
11. Any pay item quantity entry that has been marked “post”, must have source documentation attached or referenced as applicable.

To facilitate progress and final reviews/audits, it is imperative to have source and supporting documentation, if required, available for online viewing at the time the quantity is marked “post”. Should the Central Office, FHWA, or others choose to perform an audit/review, every expectation of transparency must be met with clear and accurate quantity documentation.

12. A list of all personnel (and their initials) assigned to the contract or who perform any documentation-related duties on the contract shall be saved as a document attachment under the "Project Documents" tab for the contract. Typed or handwritten initials (or full names) are acceptable means on source or supporting documentation.
13. For pay item quantities which the basis of payment is based on weight tickets, valid scale decal information (Department of Agriculture decal photo or description including decal number, inspection date, and scale location) is required in the CMMS Quantity Book "Item Summary", "Pay Item Documents" attachment area.
14. Material Allowance Proof of Payment: Often, the prime contractor will submit proof of payment along with the BC 49 Material Allowance Affidavit. When this occurs, the Resident can simply note that date on the BC 49 and upload that document into CMMS. However, per Article 109.07(b) of the Standard Specifications, proof of payment must be received within 60 days of payment of the allowance. When proof of payment occurs after the BC 49 is submitted but within the 60 day time limit, the Resident shall download the previously attached BC 49, make the appropriate proof of payment notation on the BC 49, then upload the revised BC 49. (The originally uploaded BC 49 should not be deleted.)
15. Statement of Materials Allowance: When utilizing CMMS to administer construction contracts it is not necessary to complete Statement of Materials Allowance(s) (BC 131) nor is it necessary to submit BC 131's to the Central Bureau of Construction with applicable pay estimates.
16. All pay items based on weight tickets must have weight tickets retained manually in the job box when tickets are received in paper form. However, an Excel spreadsheet or a daily adding machine tape can be used to total and summarize the tickets for that day. The spreadsheet or adding machine tape must be attached to the tickets. All the requirements for an adding machine tape shall be in effect for the spreadsheet, except that the initials and dates may be typed for the spreadsheet.
17. Finaling out a Pay Item: When all work on a pay item is complete, the pay item must be checked "Final" in the Item Summary area of the CMMS Quantity Book.

See Attachment A for general locations where documentation uploaded into CMMS should be attached.

See Attachment B for examples demonstrating the guidance described above.

Attachment A – Document Locations in CMMS

General Locations for Documents:

Summary Tab	Diary Project Log
<ul style="list-style-type: none"> • Contract: <ul style="list-style-type: none"> ○ Award Letter ○ Award Notice ○ Executed Contract • Progress Schedule • Pre-Con Meeting Minutes • Time Extension (WD's or CAL Days Added) • All Contract Correspondence 	<ul style="list-style-type: none"> • Traffic Control Inspection (BSPE 726) • Erosion Control Inspection (BC 2259) • Incidence of Non-Compliance (WPC 624) • Extra Work Daily Report (BC 635) (This should be the original, jointly-signed copy.)
Project Documents	Quantity Book – Daily Entry
<ul style="list-style-type: none"> • Bidder's Employee Utilization Form (BC 1256) • Traffic Control Authorization Request (BSPE 725) • Railroad Liability Approval Letter • Delay of Start (If not in Pre-Con) • Consultant/Local Agency Inspection Forms (BC 775/776) • Subcontractor Approval (BC 260a) • Substance Abuse Form (BC 261) • Contractor Certification Statement (BDE 2342A) • Notice of Intent Approval Letter • Borrow/Waste/Use Site Approval Letter • Weekly Report of Resident • Payroll/EEO Check Sheet- (This is a working document and should be uploaded at the end of Contract.) • EEO Reports (SBE 956) • Payroll Reports (SBE 48/SBE 348) • Wage Rate Interviews (BC 163) • Weekly DBE Trucking Report(SBE 723) • HMA/Steel/Fuel Adjustment Calculation (if NO adjust needed) • Agreement on Plan Quantity (BC 981) • Contractor's Performance Evaluation (BC 1777) • As-Built Plans • Material Inspection (General/Multiple Pay Items) 	<ul style="list-style-type: none"> • IDR/Calc Sheet • Tickets (w/Adding Machine Tape or Spreadsheet) (This is optional, Paper Copies kept in Job Box.) • Daily Paving Record (BC 2529 or BC 2531) • Truck Tare Weights (BC 1465) • Weekly Trainee Reports (SBE 1014) • Traffic Control Surveillance Report (BC 2240) • HMA/Steel/Fuel Adjustment Calculation (if adjust needed)* • Traffic Control Adjustment Calculation (If adjust needed)* • Material Allowance Affidavit (BC 49) and Proof of Payment
	Quantity Book – Pay Item Summary
	<ul style="list-style-type: none"> • Scale Decal Information • Independent Weight Checks • Piling Forms (BBS 757 & BBS 2184) • Furnished Pile Ordered Length Letter • Coring Logs or Coring Waiver • Trainee Program Approval (SBE 1146) • Traffic Control Adjustment Calculation (If NO adjust needed) • Material Inspection (specific to a pay item)
	Authorizations - Attachments
	<ul style="list-style-type: none"> • Agreed Unit Price Approval • Force Account Bills • Prior Approval (BC 2256) • Written Directive to Proceed • PPB Waiver Email (Granted/Denied) • Traffic Control Adjustment Calculation (If ADJUST needed)* • HMA/Steel/Fuel Adjustment Calculation (If ADJUST needed)*

* More than one option for location

Attachment B – Documentation Examples

Please Note:

- The term “Document” is meant to encompass any item used to document the quantity of payment including but not limited to IDR, Calc File, Excel Spreadsheet, Picture, and/or Plan pages.
- All Daily Entries are considered “Final” unless noted as “Estimate” on the attached document or in the Notes.

Documentation by Pay Unit:

Pay Unit	Documentation of Quantities in CMMS
Acre Seeding page 4	<ul style="list-style-type: none"> - Attach Document showing area and calculations to Daily Entry. - IF BC 981 Item: <ul style="list-style-type: none"> - Estimates can be shown on a working Document outside of CMMS that is referenced in the Notes with the Final Document showing balancing quantity attached to the Final Daily Entry. (see example page 3) OR - Estimates can be shown in the notes section with the Final quantity balanced on the Final Daily entry. (see example page 11) - <i>Any quantities added or deducted must have a Document attached to the daily entry showing calculations.</i>
Cal Da	<ul style="list-style-type: none"> - Attach Document showing calculations to Daily Entry. OR - Show calculations in the Notes section of the Daily Entry. - For Traffic Control Surveillance, attach Report BC 2240 to the Daily Entry.
Cal Mo	<ul style="list-style-type: none"> - Attach Document showing calculations to Daily Entry. OR - Show calculations in the Notes section of the Daily Entry.
Cu Yd Earth Excavation page 3 Concrete Structures page 11	<ul style="list-style-type: none"> - Attach Document showing calculations to the Daily Entry. - Estimates can be shown on a working Document outside of CMMS that is referenced in the Notes. - A Document showing calculations for final quantity shall be attached to the final Daily Entry <u>or</u> under Pay Item Summary and referenced in the Notes. - If BC 981 Item, refer to Acre above.
Each or L Sum Traffic Control page 14	<ul style="list-style-type: none"> - No additional Document is required to be attached to the Daily Entry. - If an estimate or partial payment is made, an explanation shall be stated in the Notes section of the Daily Entry. *For Traffic Control items please follow procedures for estimate payments located Section A of Documentation of Contract Quantities.

Pay Unit	Documentation of Quantities in CMMS
<p>Foot</p> <p>Striping page 12</p> <p>Curb & Gutter page 13</p>	<ul style="list-style-type: none"> -If Location Sta to Sta matches Daily Entry quantity: no additional Document or calculation is required. -If length measured can be simply described in the Notes: no additional Document or calculation is required. (ex: <i>perpendicular to roadway @ Sta 51+95 RT or Sta 53+68 Main St. to Sta 1+62 1st St-NW corner</i>) -If multiple areas or complex locations: attach Document showing locations and calculations.
<p>Gallon</p>	<ul style="list-style-type: none"> -Attach Document showing calculations to the Daily Entry. -Attach supporting documentation to the Daily Entry. (examples for prime coat: <i>Before and After Daily Weight Tickets, Bill of Lading, Certificate of Analysis</i>)
<p>Hour</p>	<ul style="list-style-type: none"> - Attach Document showing calculations to Daily Entry. <u>OR</u> - Show calculations in the Notes section of the Daily Entry. -Attach supporting Documentation to the Daily Entry or Pay Item Summary. (example for Trainee pay items: <i>attach Weekly Trainee reports (SBE 1014) to Daily Entry and attach Trainee Program Approval (SBE 1146) and certifications to the Pay item Summary.</i>)
<p>Pound</p> <p>Fertilizer page 5</p> <p>Tack Coat page 8-9</p>	<ul style="list-style-type: none"> - Attach Document showing calculations to the Daily Entry. -Attach supporting documentation to the Daily Entry. (examples for tack coat: <i>Before and After Daily Weight Tickets, Bill of Lading, Certificate of Analysis</i>) - Estimates can be shown on a working Document outside of CMMS that is referenced in the Notes. - A Document showing calculations for final quantity shall be attached to the final Daily Entry <u>or</u> under Pay Item Summary and referenced in the Notes. - If BC 981 Item, refer to Acre above.
<p>SQ FT or SQ YD</p> <p>Patching page 10</p>	<ul style="list-style-type: none"> - Attach Document showing calculations (and depth checks, when applicable) to the Daily Entry. - Estimates can be shown on a working Document outside of CMMS that is referenced in the Notes. - A Document showing calculations for final quantity should be attached to the final Daily Entry <u>or</u> under Pay Item Summary and referenced in the Notes. - If BC 981 Item, refer to Acre above.

Pay Unit	Documentation of Quantities in CMMS
<p>Ton HMA Surface Course page 6-7</p>	<p>-Tickets with Adding machine Tape or Excel Spreadsheet must be kept in the job box and referenced in the Notes of the Daily Entry. -As an option: Tickets may be scanned and attached to the Daily Entry. If you choose to scan tickets, make sure they are legible. <i>(Even if tickets are scanned, the paper copy must be kept in the job file.)</i> -Attach supporting documentation to the Daily Entry <i>(ex: Daily Paving record, Density Tests, Truck Tare Weights)</i> <u>or</u> the Pay Item Summary <i>(ex: Scale Decal Information or Independent Weight Checks)</i>.</p>
<p>Unit</p>	<p>-If Location Sta to Sta matches Daily Entry quantity, calculation to Units can be shown in the Notes. (For Tree Removal, state if a tree tape was used in the Notes.) -If multiple areas or complex locations: attach Document showing locations and calculations.</p>

Earth Excavation

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	...	Post	Pay Est	...
4533084	5/5/2019	143AI000	PLACED	11.00	\$1,304.49	Sta 103+62 to 864+50	XYZ	D	<input type="checkbox"/>		N
4533083	5/4/2019	143AI000	PLACED	385.60	\$45,728.30	Sta 103+62 to 864+50	XYZ	D	<input type="checkbox"/>		N
4533082	5/3/2019	143AI000	PLACED	578.40	\$68,592.46	Sta 103+62 to 864+50	XYZ	D	<input type="checkbox"/>		N
4533081	5/2/2019	143AI000	PLACED	443.40	\$52,582.81	Sta 103+62 to 864+50	XYZ	D	<input type="checkbox"/>		N
4533080	5/1/2019	143AI000	PLACED	385.60	\$45,728.30	Sta 103+62 to 864+50	XYZ	D	<input type="checkbox"/>		N

Daily Entry Document:

Subject	Description	Document Name	Created By	Create Date
Final Quantity	Earth Excavation	Earth Excavation.xlsx	starkta	5/5/2019


Daily Entry Notes:

385.6 CY checked
 --- Steve Rogers 05/01/2019 ---
 Estimated Quantity. See Worksheet "Earth Excavation".
 --- Anthony Stark 05/01/2019 ---

Append Comment:

Append Cancel

Earth Excavation:




Date: see below
 Contract No: 01234
 Contractor: XYZ

Pay Item Number	Pay Item Name	Units
20200100	Earth Excavation	CU YD

Load Struck Capacity for Volvo A40F Articulated Hauler = 24.1 cu yd Est. 24.1 x .80 = **19.28 cu yd**
 Refer to BC 981 in Project Documents

Date	Truck Counts	Total	Total to Date	Calc by	Date
5/1/2019	20	385.6	385.6	AES	5/1/2019
5/2/2019	23	443.4	829.0	AES	5/2/2019
5/3/2019	30	578.4	1407.4	AES	5/3/2019
5/4/2019	20	385.6	1793.0	AES	5/4/2019



Dimensions

- Overall Length 36.96m
- Overall Width 11.27m
- Overall Height 12.06m
- Wheelbase 14.01m
- Ground Clearance 1.88m
- Dump Height 22.81m
- Dump Ground Clearance 2.77m

BC 981 quantity 1804 cu yd

1804 - 1793 = **11 cy**

Calc By: AES
 Chk By: SGR


Seeding

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	Post	Pay Est
4533086	5/1/2019	143A1000	PLACED	1.60	\$57.00	Sta 200+25 to 204+75	XYZ	<input type="checkbox"/>	<input type="checkbox"/>

Daily Entry Documents:

Subject	Description	Document Name	Created By	Create Date
Materials - Ticket	Seed Bag Tag	Seed Bag Tag.pdf	starkae	5/1/2019
Final Quantity	Seeding	Seeding.xlsx	starkae	5/1/2019

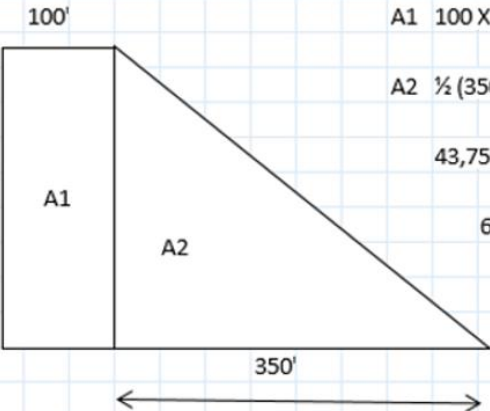
Seeding:



Illinois Department of Transportation

Date: 5/1/2019
 Contract No: 01234
 Contractor: XYZ

Pay Item Number	Pay Item Name	Units
25000210	Seeding, Class 2A	ACRE



A1 100 X 250 = 25,000 ft²

A2 ½ (350 x 250) = 43,750 ft²

43,750 + 25,000 = 68,750 ft²

68,750 x $\frac{1 \text{ acre}}{43560 \text{ ft}^2}$ = 1.6 acre

	Initials	Date
Measured & Calc by	AES	5/1/19
Checked by	SGR	5/1/19

Seed Bag Tag:

IDOT CLASS 2A SEED MIX - BLUE BOOK

Kind Of Seed:	Variety:	Lot #	Germination%:	Test Date:	Origin
Tall Fescue	Inferno	M20-16-DF402	98.00	Jan-18	OR
Perennial Ryegrass	VNS	U17-17-RR-1	90.00	Jan-18	OR
Red Fescue	Epic	MF16-E4	98.00	Jan-18	CAN
Hard Fescue	Reliant IV	U21-16-35JA1-2	98.00	Jan-18	WA
Alkaligrass	Fulfs II	LMND-16-RAF	99.00	Jan-18	UNP

Pure Seed %:	Other Crop%:	Inert Matter%:	Weed Seed%:	Hard Seed%:	% of Mix
99.57	0.00	0.43	0.00	0.00	30.00%
97.46	0.54	2.00	0.00	0.00	10.00%
98.06	0.00	1.94	0.00	0.00	15.00%
99.88	0.00	0.12	0.00	0.00	15.00%
99.55	0.00	0.45	0.00	0.00	30.00%

Noxious Weed Seed: None Found
 Net Weight: 50 lbs 1/4 acre

STEWART SEED COMPANY
 PRINCEVILLE IL

STEWART SEED COMPANY
 PRINCEVILLE, IL

TW

TW

Fertilizer

Item Summary - 25000400 - NITROGEN FERTILIZER NUTRIENT

Pay Item:	Fund Key	Awarded Pay Item Quantity	Adjusted Pay Item Quantity	Quantity Placed to Date	Overage Quantity	Material Allowance	Final
40600295 - POLYMERIZED BITUMINOUS MATERIALS (TAC)	143A1000	189,664.00	189,664.00	.00	.00	.00	<input type="checkbox"/>
Unit of Measure: POUND							
Contract Unit Price: 1.37							
Material Allowance: <input type="checkbox"/>							
Pay Item Documents: D							
Totals:		189664.00	189664.00	0.00	0.00	0.00	

Adjustments by Authorization

Number	Date Published	Approved	Fund Key	Qty. Add.	Qty. Ded.	Adjusted Qty.	\$ Value
No records to display.							

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	Post	Pay Est
4515422	5/1/2019	143A1000	PLACED	148.3	\$203.17	Jobsite	XYZ	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Daily Entry Document:

Subject	Description	Document Name	Created By	Create Date
Final Quantity	Nitrogen Fertilizer	Fertilizer.xlsx	starkae	5/1/2019

Pay Item Summary Document:

Subject	Description	Document Name	Created By	Create Date
Materials - Certification	Fertilizer Cert	Fertilizer Certificate.pdf	starkae	5/1/2019

Nitrogen Fertilizer:

Illinois Department of Transportation

Date: 5/1/2019
Contract No: 01234
Contractor: XYZ

Pay Item Number	Pay Item Name	Units
25000400	Nitrogen Fertilizer Nutrient	POUND
25000500	Phosphorus Fertilizer Nutrient	POUND
25000600	Potassium Fertilizer Nutrient	POUND

Spec says seeding requirement is 90 lbs / acre 1.6 acre of Seed (see seeding pay item)

Therefore, 90 x 1.6 = 144 lbs of fertilizer required x 1.03 = 148.3 Pounds Max Pay

16 bags of fertilizer were used.

Nitrogen = 16 x 10.5 = 168 Pounds, Pay Max = 148.3 Pounds
Phosphorus = 16 x 9.2 = 147.2 Pounds
Potassium = 16 x 9.0 = 144.0 Pounds

Initials Date
Calc by: AES 5/1/19
Checked by: SGR 5/1/19

Fertilizer Cert:

Illinois Department of Transportation

Fertilizer Certification

Note: This form is to be completed by the Supplier and delivered to the jobsite with the fertilizer accompanied with a weight ticket and/or batch weight ticket.

Project (Job) Description: FAD 656 (2629) Date: 4-2-19
Route: (6-150-1BR)1
Section: Tazewell
County: 63088
Contract No.: 63088

This is to certify that 015 tons of bulk fertilizer was furnished for the use on the above project containing the following percentages of fertilizer nutrients to cover 1 acre(s) at the application rate of:

90 Lbs. of Nitrogen per acre
90 Lbs. of Phosphorus per acre
90 Lbs. of Potassium per acre

This blend was obtained by mixing the following ingredients per batch:

Weight Per Batch	Analysis (i.e. 10-10-10)	Producer	Nit	Phos	Pot
15 Lbs x	46-0-0 %	URCA	6.9'	0	0
20 Lbs x	18-46-0 %	DAP	3.6'	9.2'	0
15 Lbs x	0-0-60 %	Potash	0	0	9.0'
Total Weight of Nutrients (Lbs)			10.5'	9.2'	9.0'

Scale Decal Information:
Dept. of Ag. Insp. ID No.: 132326 Other Insp. Agency ID No.:
Date: 4-2-19 Date: Name: Company Name: Augustus Farmers Coop
Signed: [Signature]
Title: Manager

HMA Surface Course

Item Summary - 40603335 - HOT-MIX ASPHALT SURFACE COURSE, MIX "D", N50									
Pay Item: 40603335 - HOT-MIX ASPHALT SURFACE COURSE, MIX "D"		Fund Key	Awarded Pay Item Quantity	Adjusted Pay Item Quantity	Quantity Placed to Date	Overage Quantity	Material Allowance	Final	
Unit of Measure: TON Contract Unit Price: 95.55 Material Allowance: <input type="checkbox"/> Pay Item Documents: D		143A1000	14,673.00	14,673.00	277.60	0.00	0.00	<input type="checkbox"/>	
Totals:			14673.00	14673.00	277.60	0.00	0.00		
Adjustments by Authorization									
Number	Date Published	Approved	Fund Key	Qty. Add.	Qty. Ded.	Adjusted Qty.	\$ Value		
No records to display.									
ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	Post	Pay Est.
4515370	8/7/2018	143A1000	PLACED	277.60	\$26,524.68	E & W Nebraska and Richmond	XYZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pay Item Summary Document:

Subject	Description	Document Name	Created By	Create Date
Other	Scale Decal River City Supply-Leland	01234 Scale Decal River City Supply-Leland.pdf	starkae	8/7/2018

Scale Decal River City Supply-Leland:



Daily Entry Notes:

See Tickets in Job Box
 --- Anthony Stark 05/01/2019 ---

Append Comment:

Prime/Tack Coat

Item Summary - 40600295 - POLYMERIZED BITUMINOUS MATERIALS (TACK COAT)

Pay Item:	Fund Key	Awarded Pay Item Quantity	Adjusted Pay Item Quantity	Quantity Placed to Date	Overage Quantity	Material Allowance	Final
40600295 - POLYMERIZED BITUMINOUS MATERIALS (TACK COAT)	143A1000	189,664.00	189,664.00	0.00	0.00	0.00	<input type="checkbox"/>
Unit of Measure: POUND							
Contract Unit Price: 1.37							
Material Allowance: <input type="checkbox"/>							
Pay Item Documents: D							
Totals:		189664.00	189664.00	0.00	0.00	0.00	

Adjustments by Authorization

Number	Date Published	Approved	Fund Key	Qty. Add.	Qty. Ded.	Adjusted Qty.	\$ Value
No records to display.							

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor
4516094	6/27/2018	143A1000	PLACED	4765.61	\$6,528.89	Sta 50+00 to 89+62	XYZ

Pay Item Summary Documents:

Subject	Description	Document Name	Created By	Create Date
Materials - General	Bill of Lading 6-13-18	01324 Bill of Lading 6-13-18.pdf	starkae	6/27/2018
Materials - Certification	Certificate of Analysis 6-13-18	Certificate of Analysis 6-15-18.pdf	starkae	6/27/2018

Bill of Lading 6-13-18:

Tri State Asphalt
1982 Bungalow Rd
Morris, IL 60450
PHONE: (815) 942-0060
FAX: (815) 942-8221

BILL OF LADING

BOL No. 20370
6/15/2018
9:46 AM

SOLD TO: Advanced Asphalt Co
DELIVERED TO: Goodfield, IL
PROJECT #: 6113585 Goodfield
AGREEMENT #:
P.O. #:
STATE SHIPPED: IL

TRUCK NO.	TRAILER ID	CARRIER	DRIVER	LOADED BY
VOLVO	823	TRI-STATE	Kyle C.	

MATERIAL CODE	MATERIAL DESC
10709	SS-1hp 62/18

CERTIFICATION #	W18106
Dilution	18
Residue of Dilute	50.6
Residual Straight	61.7
Gallons Dilution Water	1,080
Gallons Straight Emulsion	4,918

LEAST HAULED	SS-1h
Scale #	2
Rack #	0
Tank #	Tank 15

Temp	198
Lbs/Gallon	6.40
Total Tons	25.19
Total Gallons	5,998
Specific Gravity @ 60° F	1.01

Certificate of Analysis 6-13-18:

Illinois Department of Transportation
Certificate of Analysis
Emulsified Asphalt

Test ID Number (to be entered by IDOT):

Inspector SSNo.: 900000000 Date Sampled: 6/13/18 Sequence Number: W18106
Type of Inspection: PRO Total Samples: 01
Producer No.: 9800-01 Name: Tri State Asphalt, LLC Location: Morris
Material Code: 10709 Name: SS1HP
Inspected Quantity: 40000 Unit: GAL Sampled From: Tank #15
Resp. Org. Loc.: 60 Lab: PP Name: Tri State Asphalt, LLC

Emulsified Asphalt Test Results

Density @ 15.8 °C, Kg/L:	1.020
Viscosity, Saybolt @ 25 °C, SFS:	90
Sieve Test, retained on 850 µm sieve, %:	0.01
Dormability, 36 ml, 0.02 N CaCl2, %:	
Storage Stability (24 hr.), %:	0.3
Coating Test, 3 minutes:	
Cement Mixing Test, %:	
Particle Charge Test:	
Residue from Distillation to 190 °C, %:	61.7
Oil Distillate by volume to 190 °C, %:	0.1
Characteristics of Distillation Residue	
Fical Test @ 60 °C, sec.:	
Penetration @ 25 °C, 100g, 5 sec., 0.1 mm:	48

Daily Entry Documents

Subject	Description	Document Name	Created By	Create Date
Materials - Ticket	Tack Coat Ticket 6-27-18	01324 40600295 Ticket 6-27-18.pdf	starkae	6/27/2018
Final Quantity	Tack Coat 6-27-18	Tack Coat 6-27-18.xlsx	starkae	6/27/2018

Tack Coat 6-27-18:

RESIDUAL AMOUNT OF ASPHALT FROM AN EMULSION

Place X if using straight emulsion

Information from Bill of Lading or Certificate of Analysis:

61.70% Percent of residual asphalt in the emulsion

1,080.00 Amount of water added (GAL)

4,918.00 Amount of emulsion (GAL)

Net weight of material:

34,760.00 Weight of distributor before application (LB)

25,340.00 Weight of distributor after application (LB)

9,420.00 Weight of emulsion applied (LB)

Percentage of emulsion in the distributor:

1,080.00 + 4,918.00 = 5,998.00 Total gallons of diluted emulsion (GAL)

4,918.00 / 5,998.00 = 81.99% Amount of emulsion in the distributor

Percent residual asphalt for payment

9,420.00 X 81.99% = 7,723.83 Weight of emulsion (LB)

7,723.83 X 61.70% = 4,765.61 Weight of residual asphalt (LB)

Calc by: AES 6/27/18
Check by: SGR 6/27/18

Tack Coat Ticket 6-27-18:

 	No. 3335 DATE: 6/27 2018 JOB DESIG. SEC. NO. 68D16 PROJECT NO. 7802 REMARKS: P-3 Signature: <i>Poly</i> Rec'd By:	BEGIN WEIGHT: 34760 END WEIGHT: 25340 NET: 9420 MATERIAL: <input type="checkbox"/> RC-70 <input type="checkbox"/> MC-30 <input checked="" type="checkbox"/> SS1-HP POLY 82-18 <input type="checkbox"/> SS1-H DILUTE <input type="checkbox"/> PEP. 50% <i>aid</i>
	PHONE: 815-872-6911 ADVANCED ASPHALT CO. Peoria & Taylorwell Scale Finish 06/15/18	

50300225 Concrete Structures

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	Post	Pay Est
4529207	7/15/2019	143A1000	PLACED	41.60	\$902.72	East Approach Footing/Balance	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529202	7/14/2019	143A1000	PLACED	13.50	\$292.95	West Approach Footing	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529201	7/13/2019	143A1000	PLACED	45.90	\$996.03	Pier 4	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529196	7/12/2019	143A1000	PLACED	44.10	\$956.97	Pier 3	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529193	7/11/2019	143A1000	PLACED	88.20	\$1,913.94	Pier 2	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529192	7/10/2019	143A1000	PLACED	88.20	\$1,913.94	Pier 1	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529188	7/9/2019	143A1000	PLACED	42.30	\$917.91	East Abutment	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529158	7/8/2019	143A1000	PLACED	42.30	\$917.91	West Abutment	XYZ	<input type="checkbox"/>	<input type="checkbox"/>

Daily Entry Notes: (similar for 7/9-7/14)

Checked
--- Steve Rogers 07/08/2019 ---
47 CY Delivered * 90% = 42.3 CY Estimated Quantity
See tickets in file.
--- Anthony Stark 07/08/2019 ---

Append Comment:

Append Cancel

Final Daily Entry Notes:

Checked
--- Steve Rogers 07/15/2019 ---
BC 981- Plan Quantity = 406.1 CY, Paid to Date=364.5 CY
Pay remaining total= 406.1-364.5 = 41.6 CY
See tickets in file.
--- Anthony Stark 07/15/2019 ---

Append Comment:

Append Cancel

Paid with Final Measurements

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	Post	Pay Est
4529202	7/14/2019	143A1000	PLACED	10.40	\$225.88	West Approach Footing	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4529201	7/13/2019	143A1000	PLACED	45.90	\$996.03	Pier 4	XYZ	<input type="checkbox"/>	<input type="checkbox"/>

Daily Entry Document:

Subject	Description	Document Name	Created By	Create Date
Field Measurement	West Approach Footing 7-13-19	40600982 WestAppFoot 7-13-19.xlsx	starkae	7/14/2019

West Approach Footing 7-13-19

Illinois Department of Transportation

Date: 7/14/2019
Contract No: 01234
Contractor: XYZ

Pay Item Number: 50300225
Pay Item Name: Concrete Structures
Units: cu yd

West Approach Footing

33.83 x 10.0 x 0.83 = 280.79 Cu FT
280.79 / 27 = 10.4 CU YD

Calc By = AES
Check By = SGR

Depth = 0.83 FT


Striping


Item Summary - 78009004 - MODIFIED URETHANE PAVEMENT MARKING - LINE 4"								
ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	
4531438	9/16/2019	143AI000	PLACED	534.7	\$58.82	Sta. 658+00 to 660+36	XYZ	

Daily Entry Document:

Subject	Description	Document Name	Created By	Create Date
Field Measurement	Mod Ureth Line 4 inch	78009004 Mod Ureth line 4 9-16-19.xlsx	starkae	9/16/2019

Mod Ureth Line 4 inch:

	Date: see below	
	Contract No: 01234 Contractor: XYZ	
	Est <input type="checkbox"/> Final <input checked="" type="checkbox"/>	
Pay Item Number	Pay Item Name	Units
78009004	MOD URETH PM LINE 4	FOOT



Sta. 658+00 to 660+36	★ Depth checks:
	1: 25 mils
	2: 25 mils
— Solid White	— White Dash
40.5	6 stripes
138.4	6 stripes
235.8	12 x 10 = 120 FT
414.7 FT	
Total = 534.7 FT	

Calc By =	SGR
Check By =	AES

Curb & Gutter


Item Summary - 60605000 - COMBINATION CONCRETE CURB AND GUTTER, TYPE B-6.24

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	Post	Pay Est
4531442	9/24/2019	143AI000	PLACED	568.40	\$329.67	[See attached Document]	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4531441	9/26/2019	143AI000	PLACED	75.30	\$43.67	[See Notes]	XYZ	<input type="checkbox"/>	<input type="checkbox"/>
4531440	9/27/2019	143AI000	PLACED	118.00	\$68.44	Sta 52+50 to 53+68 RT	XYZ	<input type="checkbox"/>	<input type="checkbox"/>

Daily Entry Document: (9/24)

Subject	Description	Document Name	Created By	Create Date
Field Measurement	Curb & Gutter 9-24-19	60605000 Curb & Gutter 9-24-19.xlsx	starkae	9/24/2019

Curb & Gutter 9-24-19:



**Illinois Department
of Transportation**

Date: see below

Contract No: 01234

Contractor: XYZ

Pay Item Number	Pay Item Name	Units
60605000	Comb Conc Curb & Gutter, Ty B-6.24	FOOT

Location	Length	Depth Checks:
Sta 50+00 to 53+68 LT	368	Sta 52+00 LT 9"
Driveway 50+62 LT	-24	Sta 52+25 RT 9.1"
Driveway 52+90 LT	-24	
Inlet 51+50 LT	-10	
Sta 53+68 LT Main to 1+36 LT 1st St.	52.4	
Sta 50+00 to 52+50 RT	250	
Driveway 51+60 RT	-24	
Inlet 50+50 RT	-10	Calc By = SGR
Inlet 51+75 RT	-10	Check By = AES
	568.4	

Daily Entry Notes: (9/26/19)

Checked
--- Anthony Stark 09/26/2019 ---
Sta 53+68 RT Main St to 1+62 RT 1st St. = 75.3 FT, Measured in Field.
--- Steve Rogers 09/26/2019 ---

Append Comment:

Append Cancel

Daily Entry Notes: (9/27/19)

Checked
--- Steve Rogers 09/27/2019 ---

Append Comment:

Append Cancel

Traffic Control

Item Summary - 70100460 - TRAFFIC CONTROL AND PROTECTION, STANDARD 701306

ID	Date	Fund Key	Type	Quantity	Price	Location	Contractor	...	Post	Pay Est	...
4531431	9/16/2019	143A1000	PLACED	.36	\$5,995.00	Entire Project	XYZ	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4531430	8/1/2019	143A1000	PLACED	.13	\$2,164.89	Entire Project	XYZ	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4531428	7/1/2019	143A1000	PLACED	.13	\$2,164.89	Entire Project	XYZ	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4531426	6/1/2019	143A1000	PLACED	.13	\$2,164.89	Entire Project	XYZ	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
4118515	5/1/2019	143A1000	PLACED	.25	\$4,163.25	Entire Project	XYZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input type="checkbox"/>

Daily Entry Notes: (5/1/19)

Comments

Initial Setup
--- Steve Rogers 05/01/2019---

Append Comment:

Append Cancel

Daily Entry Notes: (6/1/19-8/1/19)

Comments

Checked
--- Anthony Stark 06/01/2019 ---
Contract length=5 Months, 1/5*65%=0.13 L Sum
--- Steve Rogers 6/01/2019 ---

Append Comment:

Append Cancel

Daily Entry Notes: (9/16/19)

Comments

Checked
--- Anthony Stark 09/16/2019 ---
Traffic Control removed 9/16/19, Final Pay= 1.0-.64=0.36 L Sum
--- Steve Rogers 09/16/2019 ---

Append Comment:

Append Cancel