

CHAPTER 19
Lump Sum Items

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Rev 11/09

**DOCUMENTATION REQUIREMENT
SECTION A
LUMP SUM ITEMS**

Lump sum items (excluding Mobilization 628 0004, and including Rent Traffic Control Devices 624 0160 and Incidental Construction 736 0050) shall be documented on a LUMP SUM PAYMENT RECORD (Form No. 040-039) as illustrated on pages 19-2 thru 19-7, completed and signed at the end of each payment cycle by the **Resident Engineer** or **Inspector** who observed the work progress. It is not necessary to send this form to Headquarters Construction with each payment.

To setup the files, the Estimate of Quantities, as illustrated in Chapter 2 (Setting up a Contract, Book Format, etc.) will list the Lump Sum items and the TAD (Turnaround Document) shall list the quantities.

In the space provided for Remarks, the **Resident Engineer** or **Inspector** shall state how the estimated percent of work to date was derived.

When payments are made on specialized items such as Traffic Signal System, it may become necessary for the **Resident Engineer** to obtain a cost breakdown from the Contractor showing his cost of labor and materials expended on the contract to date. It will be the responsibility of the **Resident Engineer** to review the cost breakdown for reasonableness. When a cost breakdown is used, it shall be attached to the lump sum form and retained in the field office until time of final pickup of the contract. In the space provided for Remarks on the LUMP SUM PAYMENT RECORD, the **Resident Engineer** shall make reference to the cost breakdown.

For payment of Incidental Construction, the **original** Letter of Authorization must be attached to the **original** LUMP SUM PAYMENT RECORD with all backup and **filed in a folder according to AEB numbers not LOA numbers**. The files for the LOA's will be filed in Section 1-Contract Files, Division No. 8 as described in Chapter 1 (Organization of Project).

The AEB number must be indicated on each sheet. When a lump sum item is complete, the **Officeperson** shall add the "Total Due This Payment" on each sheet to assure the total quantity equals the total "Lump Sum Amount". The **Officeperson** shall assure the LUMP SUM PAYMENT RECORD is complete and has all the required signatures. If more than one LUMP SUM PAYMENT RECORD is completed for a lump sum item, **all** the LUMP SUM PAYMENT RECORDS shall be filed in the folder for that item. The LUMP SUM PAYMENT RECORD shall be filed in Section 1-Contract Files, Division No. 8 as described in Chapter 1 (Organization of Project).

When payment is recorded on a lump sum sheet for Rent Traffic Control Devices, item 624 0160, the IFS system will pay 50% of the first amount paid and prorate the remainder paid throughout the rest of the contract. The Traffic Control Supervisor shall document the traffic control devices and turn in the reports four times daily. See the illustration on page 19-3.

No payment over planned quantity is allowed on lump sum items. If the final quantity for a lump sum item (excluding 736 items) is under planned quantity, a complete explanation as to why the item is not paid to plan is required on the lump sum sheet.

It is important that all records be kept in a neat and legible manner.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

**STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
LUMP SUM PAYMENT RECORD**

Date..... 9-19-08
Contract No..... 3300

Payment No..... 2
AEB No..... 1

Item No.	C. O. No.	Description
<u>624-0160</u>		<u>Rent Traffic Control Devices</u>

Lump Sum Amount: \$ 5,000.00 x 100 %
Estimated Percent of Work Done to Date
 Equals: \$ 5,000.00 Minus: \$ 0
Previous Payments
 Equals: \$ 5,000.00
Total Due This Payment

REMARKS:
Complete

When documenting Rent Traffic Control Devices paid by lump sum, one payment of 100% can be made or several payments can be made over the length of the contract. If one payment of 100% is made, the IFS system will automatically prorate the amount over the length of the contract. If several payments are made during the length of the contract by the Resident Engineer, the IFS system will process 50% of each payment. When the Rent Traffic Control Devices are paid by lump sum the Traffic Control Supervisor shall submit a "Work Zone Traffic Control Checklist" four (4) times daily and must submit the completed forms with 24 hours.

NDOT 040-039
Rev 2-99

Franklin Mint
Resident Engineer or Inspector
Checked by Joe Smith
Officeperson

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
LUMP SUM PAYMENT RECORD

Date.....10-2-08.....

Payment No.....28.....

Contract No.....3047.....

AEB No.....6.....

Item No.	C. O. No.	Description
Apo 0002	15	Remove Portion of Bridge Deck

Lump Sum Amount: \$.....129,550.00..... X.....30.....%

Estimated Percent of Work Done to Date

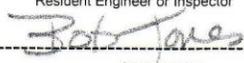
Equals: \$.....38,865.00..... Minus: \$.....0.00.....

Previous Payments

Equals: \$.....38,865.00.....
Total Due This Payment

REMARKS:

Total Length = 200 Linft
To Date = 60 Linft


 Resident Engineer or Inspector
 Checked by 
 Officeperson

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
LUMP SUM PAYMENT RECORD

Date..... 10-10-08

Payment No..... 29

Contract No..... 3247

AEB No..... 6

Item No.	C. O. No.	Description
Apo 0002	15	Remove Portion of Bridge Deck

Lump Sum Amount: \$ 129,550.00 X 100 %
Estimated Percent of Work Done to Date

Equals: \$ 129,550.00 Minus: \$ 38,865.00
Previous Payments

Equals: \$ 90,685.00
Total Due This Payment

REMARKS:

Complete

Frank Smith
Resident Engineer or Inspector

Checked by Bob Jones
Officeperson

