

Instructions for Completing Form No. 375-020-05, Contract Maintenance Work Document (Work Document)

Contract Information

- Contract Number: 5-digit FDOT contract number. Include Renewal number (-R?) if applicable.
- Financial Project Number: Eleven digit FPN number.
- Contractor: Name of Prime Contractor.
- Work Document No.: The work document number must be unique and sequential; no number should be skipped or used twice for this contract. The Contractor should include the work document number(s) with invoice submittals.
- Page ___ of ___: If multiple pages are necessary to list, describe, or document work to be performed.

Dates

- Date Issued – Date FDOT distributed the Work Document.
- Date Received – Date Contractor received the Work Document. The Contractor shall document the date the Work Document was received by dating and initialing this field.
- Work Begin Date – Date the Contractor began work for this Work Document.
- Date Due – Contractor must complete work by this date.
- Adjusted Date Due – Complete if adjustment was made due to weather or unforeseen circumstances or an authorized extension was given to complete the work.

If the Contractor fails to complete the work before the adjusted due date, the Department shall assess liquidated damages in accordance with the contract specifications. If the work is found to be unsatisfactory, the deficiencies shall be noted on the Work Document in the area marked "Comments / Remarks" and returned to the Contractor for correction. Corrections and re-work must also be completed before the adjusted due date to avoid liquidated damages.

Work Description Information

- Location – Description of location where work is to be performed. The location description should be sufficient to identify the exact site of the work to be performed.
- Pay Item – List the pay items provided in the contract document for the work to be performed.
- Work Description – Brief description of work to be performed.

Quantities / Unit

- Estimate – FDOT Contract Manager's estimated quantities and unit of measure documented prior to work being performed. Quantities should be estimated with as much accuracy as practical.
- Actual – Quantity of actual work performed as reported by contractor and confirmed by the Department.

Inspector Date and Initial

- FDOT Inspector(s) must date and initial each line item **OR** print, sign and date in the signature block at the bottom of the page to document the Official Date of Final Acceptance.

Ensure Contractor is aware that the actual work accomplished by the Contractor shall not exceed 5% of the estimated quantities on the Work Document without prior approval by the Department. The Contract Manager may give written or verbal approval of increased quantities if warranted by the situation. If approval is given, the Contract Manager shall document the adjusted quantity, including the reason the adjustment was necessary (changed conditions or inaccurate estimate), and the date approval was given. Documentation and justification for increased actual quantities must be maintained with the Work Document records.

Work Document Signature Requirements

- Contractor – Name of the Contractor's representative authorized to certify the accuracy of all work and information recorded on the Work Document.
- Contractor Signature and Date fields – The Contractor's representative must sign and date to certify the actual work completed and recorded by the Work Document.
- FDOT Inspector – Name of the FDOT Inspector authorized to certify the accuracy of all work and information recorded on the Work Document.
- Inspector Signature and Date fields – If the option to date and initial each line item is not used, the FDOT Inspector must sign and date to certify all work listed on the Work Document has been completed and accepted by the Department, thus documenting the Official Date of Final Acceptance.