

file

PREL.	FINAL
AM. LANDSCAPE	
RECEIVED	
FACILITIES DESIGN DEPARTMENT	
DEC 23 1975	
CIRC.	DESIGN
FILE	

ENGINEERING INSTRUCTION

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

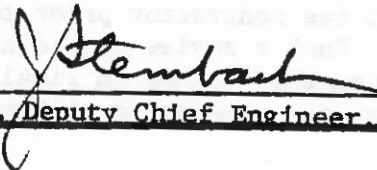
TO: Director, Preliminary Plan Review Bureau

SUBJECT: NEW CONTRACT ACCOUNTING SYSTEM:
USE OF THE CONR 22c AS A COMPUTER
PREPARED FINAL AGREEMENT
Subject Code: 7.30

**SUPERSEDED BY EB 96-027
EFFECTIVE 6/18/1996**

Distribution: Main Office Regions Special

Code: ET 75-87
Date: December 8, 1975

APPROVED: 
J. Sternbach, Deputy Chief Engineer, Construction

Supersedes:
MODIFIES EI 75-052 DATE
8/5/75; EI 75-086 DATE 12/8/75

* This Instruction modifies M.U.R.K. Subsection 1.141 - Preparation of Final Agreement and Final Estimate.

This Instruction describes the preparation and processing of the modified CONR 22c - Statement of Quantities Used, necessary to produce a computer calculated and printed Final Agreement.

I. General

The Final Agreement is an accounting of the total amount and value of work completed in accordance with the contract. It consists of a certified tabulation, prepared on a fiscal share and combined share basis, of the final quantity and dollar value for each contract item, and the variation from authorized quantity for each. Until now, the Final Agreement was prepared manually using FORM C-165, because the accounting system could not calculate or print variances from authorized quantities or charges against the contractor on the CONR 22b.

The newly designed contract accounting system, utilizing the CONR 22c (attachment #1) described in this Instruction will process all data necessary to produce a computer-prepared Final Agreement. Final payment will then be calculated by deducting from the total amount shown in the Final Agreement, all amounts previously paid to the contractor. The new CONR 22c therefore replaces both the manually prepared Final Agreement and the old CONR 22b Final Estimate, and as described below simplifies the reporting of quantities.

II. Reporting final quantities on the CONR 22c.

A. Using the last updated CONR 22c, the engineer in charge enters the next consecutive estimate number preceded by an "F", in the "Estimate No" box. No entry is made for "Period Ending Date". As noted in the column heading on the CONR 22c, the data reported for progress and final estimates differs.

Manual	Engineering Instruction	Code	7.30	Date		Page	2
Subject:	NEW CONTRACT ACCOUNTING SYSTEM: USE OF THE CONR 22c AS A COMPUTER PREPARED FINAL AGREEMENT						

When preparing the final CONR 22c, the engineer in charge enters the "Total Quantity Completed" for each item. This is the final quantity or amount, and does not require adjustment to account for quantities or amounts reported on progress estimates.

It has been Department practice for the engineer in charge to review final quantities with the contractor prior to preparing the Final Agreement. Such a review should now be held, and whenever possible agreement reached on final quantities, prior to the preparation and processing of the final CONR 22c.

Please note, that once final CONR 22c processing has begun, the system will not be able to process progress estimates. Therefore, the engineer in charge must be certain that no further progress estimates will be required, before he prepares the final CONR 22c.

- B. When reporting contract items, the following rules apply:
1. Enter all quantities to 2 decimal places (6 units would be entered as 6.00).
 2. A quantity must be entered for every item listed in each fiscal share, even when the quantity is zero (entered as 0.00).
 3. New items which are included in approved orders on contract but are not printed on the CONR 22c are written in at the foot of each appropriate fiscal share. Enter Final Quantity, Seq. No., Item Specification No. and Item Description.
 4. No new item can be included on the final CONR 22c unless it has been incorporated into the contract item file by order on contract. This includes actual force accounts and AAPA.
- C. When reporting charges to contractor, the following rules apply:
1. Place an "X" in the charge box.
 2. Enter the total amount of the charge as a negative dollar amount (such as - \$1,400.00).
 3. If a previously reported charge to contractor is to be reduced to zero on the Final Agreement, the engineer in charge must enter \$0.00 as the "Total Quantity Completed" and place an "X" in the charge box.

Manual	Engineering Instructions	Code 7.30	Date	Page 3 last
Subject:	NEW CONTRACT ACCOUNTING SYSTEM: USE OF THE CONR 22c AS A COMPUTER PREPARED FINAL AGREEMENT			

4. When a charge to contractor is introduced on the final CONR 22c, it is written in at the foot of each appropriate fiscal share. EI75-86 describes the method of introducing item-related and share-related charges onto the CONR 22c.
5. Documentation (2 copies) is necessary to support any charge to contractor which is introduced or adjusted on the final CONR 22c. Documentation previously submitted to support charges made on progress estimates need not be resubmitted with the final CONR 22c.

D. Partial Payment Items

It is not necessary for the engineer in charge to reduce existing partial payments to zero on the final CONR 22c, since all partial payment items will be automatically eliminated when the final CONR 22c is processed.

- E. No FHWA Salvage Credits will appear on the final CONR 22c. Such credits are handled outside the Contract Accounting System as per EI75-52.

III. Computer preparation of the Final Agreement.

The engineer in charge forwards 1 copy of the final CONR 22c directly to the Contracts Payment Sub-unit in the Main Office. No CONR-30 or documentation of any kind is required at this time, but a 10" x 13" pre-addressed envelope must be enclosed for return of the computer-prepared Final Agreement to the engineer in charge. Following pre-audit by the Contracts Payment Sub-Unit, the CONR 22c is forwarded to the Electronic Data Processing Bureau. The computer will calculate item extensions and quantity variances, and print the resulting Final Agreement tabulations for each fiscal share and for the combined total of all shares. Three (3) copies of the computer-prepared Final Agreement CONR 22c are then returned to the engineer in charge for his review.

In those rare instances where a final quantity or charge to contractor requires correction, the engineer in charge enters the correct total value, repeats the estimate number previously assigned, and submits 1 copy of the CONR 22c to the Contracts Payment Sub-Unit. The revised data is keypunched, and 3 copies of the corrected Final Agreement CONR 22c are again returned to the engineer in charge for his review.

When an acceptable Final Agreement has been produced, the engineer in charge submits all 3 copies, together with his Final Agreement and Estimate Package, to the Regional Office. The Region will forward 1 copy of the Final Agreement to the contractor with FORM C-47, 1 copy will accompany the Final Agreement and Estimate submission to the Main Office and 1 copy will be retained in the Regional Office files.

