

HOW TO COMPLETE THE REPORT

(See Specifications Section 3-3 for full requirements)

- A. ALL ITEMS WITHIN HEAVY LINES** must be completed daily and furnished to the Project Manager or Inspector by the close of business on the next work day. Report No. starts with 1 for each CCO.
1. Equipment: a) Describe by type and model. Use CALTRANS designations if listed.
b) Show hours of use on the work covered by this report.
 2. Materials: a) Describe type of material in sufficient detail to identify on invoice.
b) Show quantity actually used on the work covered by this report.
c) Show unit of measurement such as: Each, CY, Tons, Sq Ft, LF, etc.
 3. Labor: a) Give name and labor classification (from prevailing wage schedule) of each person
b) Show hours worked by each on the work covered by this report.
- B. ALL OTHER ITEMS, TOGETHER WITH SUPPORTING DOCUMENTATION**, must be furnished on a copy of each report sheet furnished under A. above as soon as available but before any payment can be made for the work covered by the report. The following documentation is required:
1. Equipment: a) Invoices, if equipment is not Contractor owned.
b) Rate from CALTRANS list.
c) If equipment is Contractor owned and is not on CALTRANS list, the rate and justification for the rate used.
 2. Materials: Invoices that identify the materials and show the actual cost to the Contractor Sub-contractor. Any discounts received must be shown.
 3. Labor: Certified payrolls for employees on the work covered by this report if certified payrolls are not already being submitted for the project.
- C.** Reports and payrolls from **Sub-contractors** shall be submitted through the Prime Contractor.
- D. Reports not received**, as provided in A. above, may **waive right to payment**.
- E. Fully completed reports** and supporting documentation, as provided in B. and C. above, must be furnished **before payment** will be processed.
- F.** The **markups** shown are based on Ventura County Standard Specifications, **Section 3-3** dated 02/01/07. For projects using other specifications, check the specifications to see the proper markups.
- G.** "Total Authorized \$" in header box is the amount authorized for Time & Material CCOs. The **Project Manager** should refer to **PPPM §7.6.4 and §7.6.6** concerning potential or actual overruns.

CALTRANS LABOR SURCHARGE	
For ___/___/___ until ___/___/___	
TYPE OF WORK	Multiplier RT/OT
All work not covered below	___/___
Concrete Construction- Bridge	___/___
Drilling	___/___
Fence & Guardrail Construction	___/___
Erection of Structural Metal for Bridges, Excluding Sign Bridges	___/___
Landscape Gardener	___/___
Mobile Crane & Hoist Service	___/___
Painting Steel Structures or Bridges	___/___
Piledriving, Not Including Drilled, Cast-in-Place Concrete Piles	___/___
Sign Erection or Repair	___/___
Wrecking and Demolition	___/___
Get multipliers from CALTRANS web site : http://www.dot.ca.gov/hq/ construc/equipmnt.htm	
The first multiplier is RT=Regular Time, the second is OT=Overtime	