

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: December 27, 1993

TO: Division Engineers, Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 931227

NOTIFICATION OF PLANT INSTALLATION

The Department of Environmental Quality (DEQ) has requested notification, when a plant is installed for the purpose of producing Portland Cement Concrete or Asphaltic Concrete. This applies to portable and permanent installations. The purpose of the notice is to ensure that the plant(s) are properly permitted and checked for emissions.

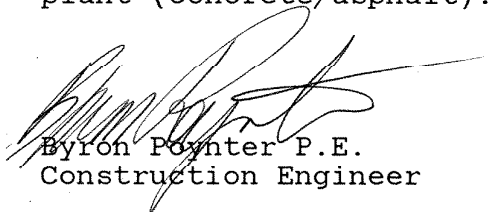
When a plant is being installed to produce for a project in your Residency notify:

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY  
Air Quality  
4545 N. Lincoln Blvd. Suite 250  
Oklahoma City, Oklahoma 73105-3483

Ph. (405)271-5220 - FAX (405)271-7508

Attn: Shawna McWaters

In the notice, list the project number, the location and type of plant (concrete/asphalt).



Byron Poynter P.E.  
Construction Engineer

Copy to: Distribution List

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: October 14, 1993

TO: Division Engineers, Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 931014

INCREASED PERMIT COST

Section 14-116 of Title 47 has been amended to require the Commissioner of Public Safety to increase the cost of overweight permits to a minimum of \$20.00 plus \$10.00 for each 1,000 LB. in excess of the legal load limit. The new rates were approved by the legislature May 26, 1993 and became effective September 1, 1993 (see enclosed excerpt of the revision). The new rates are exactly twice the old rates.

If requested by the contractor, the Department will reimburse the difference between the old rates and the new rates.

The reimbursement is subject to the following:

1. Applies only to projects let before May 26, 1993, with the actual hauling done on or after September 1, 1993.
2. Applies only to single trip, unseparable loads such as, Bridge Beams.
3. The contractor is to request the reimbursement in writing.
4. The contractor is to submit the cost of the permit and proof of payment.
5. A Change Order/Supplemental Agreement will be required.

  
Byron Poynter P.E.  
Construction Engineer

Copy to: Distribution List

of this title shall be budgeted and expended solely for the purpose of inspections by the Department of Public Safety provided for in Section 1111 of this title and for contracting with local law enforcement agencies for conducting the inspections provided for in Section 1111 of this title.

(k) All monies received by the Commissioner of Public Safety, his officers and his employees shall be remitted to the State Treasurer to be credited to the General Revenue Fund in the State Treasury except as otherwise provided in this section.

SECTION 54. AMENDATORY 47 O.S. 1991, Section 14-116, is amended to read as follows:

Section 14-116. The Commissioner of Public Safety shall charge a minimum permit fee of ~~Ten Dollars (\$10.00)~~ Twenty Dollars (\$20.00) for any permit issued pursuant to the provisions of Section 14-101 et seq. of this title. Five Dollars (\$5.00) of such permit fee shall be deposited in the State Treasury to the credit of the General Revenue Fund. In addition to the permit fee, the Commissioner shall charge a fee of ~~Five Dollars (\$5.00)~~ Ten Dollars (\$10.00) for each thousand pounds in excess of the legal load limit. The Commissioner of Public Safety shall establish necessary regulations for collecting said fees. Authorized motor carriers meeting established credit requirements shall be placed on a monthly billing system for permits purchased from all size and weight offices in the state. The Department of Public Safety is hereby authorized to establish an annual accounting fee and to charge such annual fee to motor carriers having established monthly billing accounts with the Department. The accounting fee shall be Two Hundred Dollars (\$200.00). All monies received from such accounting fees shall be deposited in the State Treasury to the credit of the General Revenue Fund. Application for permits shall be made a reasonable time in advance of the expected time of movement of such vehicles. For emergencies affecting the health or safety of persons or a community, permits may be issued for immediate movement. Size and weight offices in all districts where applicable shall issue permits to authorize carriers by telephone during weekdays. The Commissioner of Public Safety shall develop a system for provisional permits for authorized carriers which may be used in lieu of a regular permit for the movement of oversize and overweight loads when issued an authorization number by the Department of Public Safety. Such provisional permits shall include date of movement, general load description, estimated weight, oversize notation, route of travel, truck or truck-tractor license number, and permit authorization number. No overweight permit shall be valid until all license taxes due the State of Oklahoma have been paid. No permit violation shall be deemed to have occurred when an oversize or overweight movement is made pursuant to a permit whose stated weight or size exceeds the actual load. The first deliverer of motor vehicles designated truck carriers or well service carriers manufactured in Oklahoma shall not be required to purchase an overweight permit when being delivered to the first purchaser. The proceeds from oversize permit fees shall be deposited in the General Revenue Fund in the State Treasury, and the proceeds from the overweight permit fees shall be apportioned as provided in Section 1104 of this title.

SECTION 55. REPEALER Section 91 of Enrolled Senate Bill No. 383 of the 1st Session of the 44th Oklahoma Legislature, is hereby repealed.

SECTION 56. The appropriations made by Sections 1 through 3, 5, 7, 12, 16, 22 through 25, 29, 33, 39 and 41 through 43 of this act shall be subject to fiscal year limitations and may be encumbered through June 30, 1994. Any unexpended funds remaining after November 15, 1994, shall lapse and be transferred to the credit of the proper fund for the then current fiscal year.

SECTION 57. The appropriation made by Section 6 of this act shall not be subject to fiscal year limitations and shall be available for encumbrance and

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: October 11, 1993

TO: Division Engineers, Construction Engineers,  
Engineering/Branch Managers

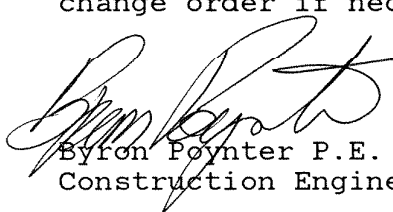
FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 931011

COURSE AGGREGATE GRADATION FOR P.C. CONCRETE

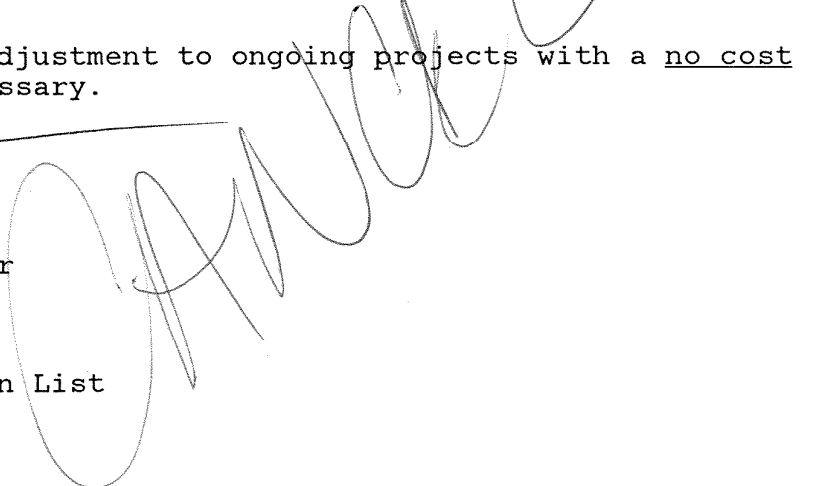
The course aggregate gradation specification for Portland Cement Concrete has been adjusted to allow from 0 to 2% passing the No. 200 sieve, for gradation sizes 57, 67 and 7. Refer to Section 701.06 of the Standard Specifications and the enclosed Special Provision.

You may apply this adjustment to ongoing projects with a no cost change order if necessary.



Byron Poynter P.E.  
Construction Engineer

Copy to: Distribution List



701-2(a) 91S  
9-23-93

OKLAHOMA DEPARTMENT OF TRANSPORTATION  
SPECIAL PROVISIONS  
FOR  
PORTLAND CEMENT CONCRETE

These Special Provisions revise, amend, and where in conflict, supersede applicable subsections of Section 708 of the Standard Specifications for Highway Construction, Edition of 1988 and the Supplement thereto, Edition of 1991.

701.06. COARSE AGGREGATE. (Revise the requirements for the No. 200 Sieve in the table in Subsection (c) as follows):

Sieve Size	No. 3 (2" to 1")	No. 357 (2" to #4)	No. 57 (1" to #4)	No. 67 (3/4" to #4)	No. 7 (1/2" to #4)
No. 200	0-1.5	0-1.5	0-2.0	0-2.0	0-2.0

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: October 4, 1993

REVISED 10-15-93  
to cancel  
CCD No. 890905

TO: Division Engineers, Division Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 931004

ACCEPTANCE OF SMALL QUANTITIES

This Directive outlines the procedures for accepting small quantities of materials that do not have verifying tests, and supersedes Construction Control Directive No. 13, dated February 1, 1973 (Contract Administration Manual), and cancels CCD No. 890905.

This Directive will in no way affect the authority of the Engineer in the administration and acceptance of the project.

Every effort should be made to obtain, at least, the minimal number of tests as prescribed by specifications and guidelines. Occasionally a certification or test document will be lost or possibly the test not taken. It is the intent that final payment will not be held up awaiting a few test reports or certifications, when prior testing indicates that the quality of the subject material is acceptable. After the work is completed, testing of materials that will not be incorporated into the project, to obtain the proper number of tests, has no value.

When small amounts of materials are unrepresented by tests and earlier testing has verified acceptable quality, or when, in the opinion of the Engineer additional testing would have no practical value, the Engineer may waive further testing.

The Materials and Construction Divisions will continue to monitor this program.

  
Byron Poynter P.E.  
Construction Engineer

Copy To: Distribution list:

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: August 27, 1993

TO: Division Engineers, Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 930730

PAYMENT FOR MATERIALS ON HAND - NOT INSTALLED  
AND RAW STRUCTURAL STEEL DELIVERED TO FABRICATOR

Enclosed are guidelines for payment of Materials On Hand - Not Installed and Raw Steel Delivered To The Fabricator. This Directive provides that, in addition to items paid as Materials On Hand - Not Installed, payment for the Raw Materials slated for fabrication of Steel I-Beams may also be made.

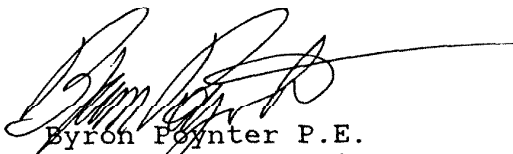
It is essential that the guide be closely followed to ensure that the Department has clear title to the materials at each stage of the construction.

Please note that payment for Raw Steel is limited to 90% of the invoice price.

Payment for Materials On Hand - Not Installed, is limited to 90% of the unit price bid.

It is essential that the categories of payment are clearly labelled on the progressive estimate, since payment will normally move from "Raw" to "On Hand" to "As Bid". There may be some cases that due to timing, payment could move from "RAW" directly to "As Bid".

The sum of the weights of the three categories of payment are not to exceed the as-planned weight on any progressive estimate, unless there is documented evidence that there will be an overrun on the structural steel item.

  
Byron Poynter P.E.  
Construction Engineer

Copy to: Distribution List

PAYMENT FOR MATERIALS ON HAND - NOT INSTALLED  
AND RAW STRUCTURAL STEEL DELIVERED TO FABRICATOR

SECTION I. Procedure for Payment of Materials on Hand Not  
Installed in Accordance with Section 109.07 of the  
Standard Specifications.

1. The invoice submitted by the contractor from his supplier for payment shall contain the following:
  - (a) The invoice shall bear the name, address and phone number of the supplier. This information shall be printed on the invoice. Handwritten titled invoices are not acceptable.
  - (b) Project Number, Date of Invoice, Date of Sale, Name of Contractor and other pertinent information relating to the sale and the identification of the materials.
  - (c) The amount of material and the unit cost to the contractor extended to a total cost per item. Sales tax may be included. Freight to an approved storage site may be included when applicable. (Do not claim freight for delivery to the job site when the material is in the supplier's yard.)
2. The materials claimed for payment but not installed shall be in conformance with the applicable specifications for quality as evidenced by test reports or acceptance by the Materials Engineer.
3. The materials shall be fabricated ready for use on the project before payment may be claimed. Materials stored off the construction site shall be marked with the project number and other identification marks required by the plans and specifications. Payment for unfabricated raw materials will not be permitted, except for raw structural steel delivered to the fabricator's yard as hereinafter specified in Section II.
4. Only specific materials unique to the project are eligible for payment in the fabricator's storage area. Materials normally inventoried by suppliers for delivery to any project shall be stored at the project site before inclusion on a progressive estimate for payment as materials on hand and not installed.



5. Upon receipt of the properly prepared invoice from the contractor as stated in one (1) above, and verification of the quantities claimed, the Residency shall place this material on the next progressive estimate for payment. The amount claimed on the invoice shall not exceed 90 percent of the price bid.
6. The amount on the estimate for material on hand and not installed shall be considered as work toward mobilization and earning an estimate.
7. Within 30 days of the date of the estimate containing the payment, the contractor shall insure that the Residency receives confirmation from the supplier that the contractor has paid the supplier. This confirmation shall be in the form of the example attached.
8. Failure to receive confirmation from the supplier of payment by the contractor within the prescribed 30 days after the date of the estimate containing payment shall result in the amount of the payment, or portion of the payment not confirmed, being deducted from the current estimate.
9. Subparagraph (b) provides or contractor produced material. For this material the contractor shall submit a cost breakdown as for a Supplemental Agreement. This cost shall not exceed 90 percent of the unit price bid for the item. For materials to be blended, the cost shall not exceed its proportionate share of the unit price bid of the finished product. The quantities shall be checked by the Residency personnel to verify the amounts claimed.
10. When the material has been installed or blended, it shall be removed from the pay estimate as material on hand not installed and paid for as finished work provided this work is acceptable.

CCD 930730

EXAMPLE

(1) \_\_\_\_\_  
(2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: (3) \_\_\_\_\_  
\_\_\_\_\_

This is to advise you that we received payment from  
(4) \_\_\_\_\_ for materials fabricated and stored  
(5) \_\_\_\_\_. The payment for these materials was in  
the amount of (6) \_\_\_\_\_, in payment of Invoice  
Number (7) \_\_\_\_\_ on (8) \_\_\_\_\_.

(9) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

cc: Contractor

- (1) Supplier's letterhead stationery
- (2) Address to ODOT Construction Residency
- (3) Re: Project Number
- (4) Name of General Contractor one paying the claim
- (5) Location of Storage (Supplier's Yard, Job Site, Other)
- (6) Amount received from Contractor
- (7) Supplier's invoice number submitted by Contractor for payment
- (8) Date of submittal
- (9) Signed by official of the supplier who knows the information to be true
- (10) Notary statement

CCD 930730

SECTION II. Payment for Raw Structural Steel Delivered to Fabricators

To obtain payment for raw structural steel delivered to the fabricators, the Contractor must submit to the Resident Engineer supervising the contract, his request for progress payment together with:

- 1) an itemized receipt for the structural steel which has been signed by the fabricator to acknowledge delivery of the steel at his fabricating yard; and,
- 2) a duly executed Financing Statement, UCC-1, prepared in accordance with Title, 12A Oklahoma Statutes Section 9-301 et seq. and the terms of this memorandum; and,
- 3) an itemized invoice prepared by the steel mill listing all structural steel items for which payment is sought which indicates price for each item and a total invoice prior and which has been paid by the contractor and acknowledged as paid by the steel mill by suitable "paid" marking and signature of a steel mill official; and,
- 4) a notarized materials certificate prepared by the steel mill which attests to the quality of the structural steel and that the steel conforms to the quality standards of the Standards Specifications of 1988, as Supplemented and the plans and specifications of the job on which the materials will be used.

The Financing Statement, UCC-1, must show the fabricator as debtor and the contractor as the secured party for an amount equal to the full value of the steel delivered for fabrication. The Financing Statement must be executed by both the contractor and the fabricator and submitted in three original copies. The Financing Statement must show as collateral an itemized listing of all structural steel for which payment is sought. The Financing Statement must further show the contract number for which the steel will be used and the name and address of the fabricator to whom the steel was delivered. Each delivery statement must have a proper stamped marking indicating that the forms have been placed of record in the county records of the county in which the fabricator's yard is located.

CCD 930730

All structural steel materials delivered to the fabricator's yard shall:

- 1) be segregated from other materials and inventory held in the fabricator's yard; and,
- 2) Be marked by means of paint or other indelible marking with a distinctive lot number and with the ODOT project number; and,
- 3) be fully accounted throughout the fabrication process to preclude intermixing with general fabricator inventory and possible diversion to non-ODOT project uses.

Upon presentation to ODOT of a properly prepared progressive estimate which includes all supporting documents indicated above, procedures will be initiated to effect payment to the contractor as a progressive payment for the unfabricated structural steel. Requests for progressive payment must be submitted complete with supporting documents within seven (7) days of delivery of the steel to the fabricator's yard. Payment will be limited to ninety percent (90%) of the invoice amount of the structural steel.

7/30/93

OKLAHOMA DEPARTMENT OF TRANSPORTATION

Date: July 7, 1993

TO: Division Engineers, Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 930702

RETAINAGE AND SECURITIES ON DEPOSIT

This is to clear up some confusion with regard to Retainage and Securities-On-Deposit, on progressive estimates.

In construction, we only control Retainage. Securities-On-Deposit is a function that takes place between the contractor and the comptroller. The contractor may place securities on deposit in lieu of any amount of retainage. If the Resident Engineer requests and obtains approval to reduce retainage on a project, the action will automatically allow the contractor to draw out the securities or have them transferred to another project. You CANNOT reduce the retainage and retain the securities on deposit.

Presently, if securities are on deposit, the retainage on the estimate is reduced by that amount and if the securities are the same or greater, the retainage is shown as zero. We have requested that the estimate program be adjusted to print the full amount of retainage on the estimate, whether or not, there are securities on deposit. This should serve as constant reminder as to the level of "official" retainage. That is; the amount that would be held if securities were not on deposit.

Securities will be released if one of these three actions are taken; the retainage is reduced, final estimate is processed, or the full amount of retainage is restored (there must be enough money remaining to be paid on the contract to allow the restoration).

REDUCING RETAINAGE

Statutes require that ODOT retain at least 5% of the amount earned until the Tax Commission has issued a release (OS 69, Sec 1103). If securities have been placed on deposit, they are held until a release is received from the Tax Commission.

CONSTRUCTION CONTROL DIRECTIVE NO. 930702 CONTINUED

-----

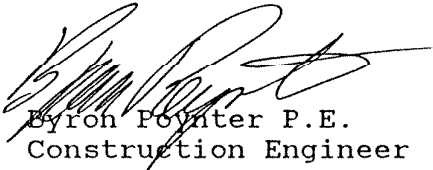
Hereafter, requests for reductions in retainage below 5% will be approved, only, when the following conditions have been met:

1. All of the work on the project is complete.
2. A Final Inspection has been conducted.
3. The initial (Residency) audit has been completed.

Do not reduce retainage to zero. Retain an adequate amount of funds to cover errors which may show up during the final audit (\$1,000 minimum is suggested). For large projects, especially those with a significant amount of earthwork, a larger amount should be retained.

Place a statement on the application form indicating that; the project is complete and that the initial audit has been performed.

If there are any questions with regard to the above, please contact me.



Byron Poynter P.E.  
Construction Engineer

Copy to: Distribution List:

CANCELLED BY 990413

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: July 8, 1993

TO: Division Engineers, Division Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 930603

TARE WEIGHTS AND OVERLOADS

This Directive supercedes tare requirements of page 6, section 100, of the Contract Administration Manual.

Some types of asphalt plants weigh the asphalt mix by batches or by setting the scales at zero while the truck is on the scale, thus producing only the net weight for payment purposes, without the gross weight being determined.

Since the gross vehicle weight is still needed to determine if the vehicle is overloaded, it will be necessary to add the tare weight to the net weight. When the tare weight IS NOT used for pay purposes, it need be measured only one time for each project.


The tare weight is to be taken when the fuel tanks are at least 50% full, and the driver is onboard.

Each truck is to be identified by number and listed in the project records along with it's respective tare weight. If the hauling vehicle includes a trailer, the trailer must be identified also.

When the tare weight IS used for determination of pay weights, the tare weight should be taken one time daily for each truck and more often when there is evidence that the tare weight has increased.

Evidence of an increased tare weight might be the addition of a passenger, accumulation of dirt and debris on the truck, or substitution of a different trailer.

When a truck delivering materials to the project is found to be overloaded, the portion of the load over the legal weight limit may be deducted from payment, in lieu of rejection of the load, as per policy no. D-404-3.

  
Byron Poynter P.E.  
Construction Engineer

Copy to: Distribution List

# Oklahoma Department of Transportation

## Trucking Firm Status Construction Control Directive No. **19930518**

**February 15, 2002**

---

Scope: To identify the trucking firms who fall under the Davis-Bacon Act and to identify the responsibilities of the construction residency.

All firms performing work on highway projects must have authority to do so in the form of a prime contract, a subcontract, a hauling agreement or as a service/supply company. Second tier subcontracting is not approved.

The status of truck drivers and trucking firms on highway construction projects is subject to the type of work being done and the ownership of the truck(s).

The following examples have been provided to illustrate the status of trucking.

1. Trucks deliver materials from a commercially established supplier, borrow pit, quarry, plant, etc. Neither the drivers nor the firm they work for, perform work on the project.
  - THESE DRIVERS ARE NOT COVERED BY THE DAVIS-BACON ACT AND DO NOT REQUIRE ANY AUTHORIZATION TO MAKE THE DELIVERIES.
2. Trucks deliver materials from a borrow pit, quarry, plant, etc., set up exclusively for the construction of the highway project and products are not sold commercially.

Trucks are used on the project to haul materials such as, unclassified excavation, from one location to another, or when materials such as, unclassified excavation are hauled off of the project, but remain property of the Department.

- DRIVERS OF THESE TRUCKS ARE COVERED BY THE DAVIS-BACON ACT AND ARE TO BE LISTED ON WEEKLY PAYROLL REPORTS. IF THE TRUCKS ARE OWNED BY SOMEONE OTHER THAN THE PRIME CONTRACTOR, THAT FIRM IS TO



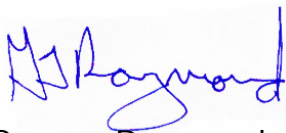
HAVE AN APPROVED HAULING AGREEMENT AS THEIR  
AUTHORITY TO WORK ON THE PROJECT.

3. A trucking firm is involved in loading and placing earthen materials in the embankment in addition to hauling.
  - IN THIS CASE THE FIRM IS FUNCTIONING AS A SUBCONTRACTOR AND IS TO HAVE AN APPROVED SUBCONTRACT AS THEIR AUTHORITY TO WORK ON THE PROJECT.

WHEN A TRUCK IS OPERATED BY THE OWNER OF THE TRUCK AND REPORTING IS REQUIRED, THE DRIVER IS TO BE LISTED ON THE WEEKLY PAYROLL AS AN "OWNER/OPERATOR". HOURS AND RATES ARE NOT REQUIRED.

In order to ensure that firms working on ODOT construction projects have liability protection, bond coverage and that firms are not subletting more than the allowable 50%<sup>1</sup> of the contract it is essential that each have authority to work on the project.

Each Resident Engineer should challenge firms arriving on the project which do not have apparent approval.



George Raymond, P.E.  
Construction Engineer

---

<sup>1</sup>In some very rare cases subletting of up to 70% of the contract is allowed by special provision.

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: June 7, 1993

TO: Division Engineers, Division Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 930518

TRUCKING FIRM STATUS

All firms performing work on highway projects must have authority to do so in the form of a prime contract, a subcontract, a hauling agreement or as a service/supply company. Second tier subcontracting is not approved.

The status of truck drivers and trucking firms on highway construction projects is subject to the type of work being done and the ownership of the truck(s).

The following examples have been provided to illustrate the status of trucking:

1. Trucks deliver materials from a commercially established supplier, borrow pit, quarry, plant, etc. Neither the drivers nor the firm they work for, perform work on the project.

THESE DRIVERS ARE NOT COVERED BY THE DAVIS-BACON ACT AND DO NOT REQUIRE ANY AUTHORIZATION TO MAKE THE DELIVERIES.

2. Trucks deliver materials from a borrow pit, quarry, plant, etc. set up exclusively for the construction of the highway project and products are not sold commercially.

Trucks are used on the project to haul materials such as, unclassified excavation, from one location to another, or when materials such as, unclassified excavation are hauled off of the project, but remain property of the Department.

DRIVERS OF THESE TRUCKS ARE COVERED BY THE DAVIS-BACON ACT AND ARE TO BE LISTED ON WEEKLY PAYROLL REPORTS.

IF THE TRUCKS ARE OWNED BY SOMEONE OTHER THAN THE PRIME CONTRACTOR, THAT FIRM IS TO HAVE AN APPROVED HAULING AGREEMENT AS THEIR AUTHORITY TO WORK ON THE PROJECT.

TRUCKING FIRM STATUS CONTINUED

- 3. A trucking firm is involved in loading and placing earthen materials in the embankment in addition to hauling.

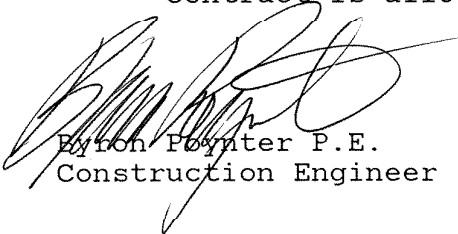
IN THIS CASE THE FIRM IS FUNCTIONING AS A SUBCONTRACTOR AND IS TO HAVE AN APPROVED SUBCONTRACT AS THEIR AUTHORITY TO WORK ON THE PROJECT.

WHEN A TRUCK IS OPERATED BY THE OWNER OF THE TRUCK AND REPORTING IS REQUIRED, THE DRIVER IS TO BE LISTED ON THE WEEKLY PAYROLL AS AN "OWNER/OPERATOR". HOURS AND RATES ARE NOT REQUIRED.

In order to ensure that firms working on ODOT construction projects have liability protection, bond coverage and that firms are not subletting more than the allowable 50% \* of the contract it is essential that each have authority to work on the project.

Resident Engineer should challenge firms arriving on the project which do not have apparent approval.

\* In some very rare cases subletting of up to 70% of the contract is allowed by special provision.



Byron Poynter P.E.  
Construction Engineer

Copy To: Distribution list:

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: May 7, 1993

TO: Division Engineers, Division Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 930506

TRANSFER OF CONTRACT COMPLIANCE RESPONSIBILITY

The responsibility for verification of Contract Compliance with regard to Equal Employment Opportunity (EEO), Training and Disadvantaged Business Enterprise (DBE), has been transferred from the Construction Division to Jon V. Powell, Assistant Director, Human Resources and Training. Connie Fox will continue as the Contract Compliance Officer under the direction of Mr. Powell.

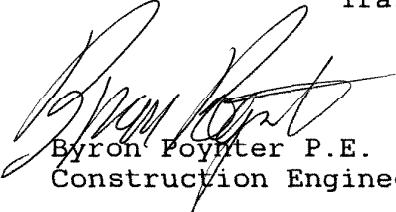
The change will not be fully implemented until midsummer of this year. Connie Fox will remain in the Construction Division until that time.

As there are areas of shared responsibility, this office will continue to approve all subcontracts including those where DBEs are involved.

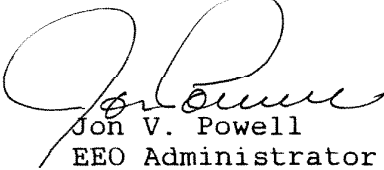
Beginning July 1, 1993, please include copies of the following documents with the Final Estimate when it is submitted to this office:

Final DBE Form

Trainee Reimbursement Form (pink)



Byron Poynter P.E.  
Construction Engineer



Jon V. Powell  
EEO Administrator

Copy To: Distribution list:

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: April 29, 1993

TO: Division Engineers, Division Construction Engineers,  
Engineering/Branch Managers

FROM: Byron Poynter, Construction Engineer

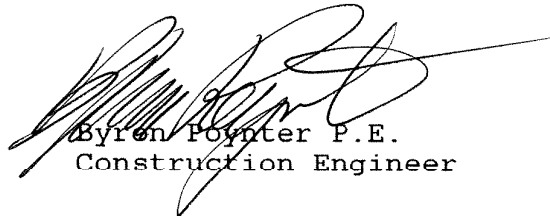
SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 930324

FINAL ESTIMATES FOR PROCESSING

Currently there are more copies of the Final Estimate Document being prepared for processing than are actually needed.

To save resources, the Resident Engineer should send four (4) copies of the Final Estimate to the contractor, requesting that three (3), fully executed copies, be returned. Enough copies of the originals should be made to satisfy the needs of the Residency, Division, Construction (and county when applicable).

This office will still require eight (8) copies. Send the three (3) original copies and five (5) copies of one of the originals to this office for processing of the final payment.



Byron Poynter P.E.  
Construction Engineer

Copy To: Distribution list: