INSTRUCTIONS TO DPMC-11-2

CONTRACTOR: Self explanatory.

INVOICE NUMBER: To be numbered in succession starting with “1.” Re-submissions shall use the same number followed with a letter starting with “A.”

PROJECT/CONTRACT NUMBER: Seven-digit DPMC Project Number plus four-digit contract number (A####-##-AA##).

CONTRACT TOTALS

ITEM NUMBER: Use the same numbers as shown on the approved DPMC-12a “Unit Schedule Breakdown,” followed by any approved change order work.

ITEM DESCRIPTION: From the DPMC-12a or approved change order.

QUANTITY: Same as for Item Description.

UNIT: Same as for Item Description.

UNIT PRICE: Same as for Item Description. Should be Total Item Amount divided by Quantity.

AMOUNT: Same as for Item Description.

WORK IN PLACE

QUANTITY: The quantity of the work in place.

AMOUNT: The dollar value of work in place.

SUBTOTAL: (2) The total dollar value of work in place as of this estimate.

PERCENTAGE OF CONSTRUCTION PROGRESS MADE AS OF THIS ESTIMATE: The percentage representative of the work in place at the time of the estimate. Calculated: “Total Work In Place” (2) divided by “Adjusted Contract Amount” (1).

AMOUNT RETAINED: (3) This shall be ten (10) percent of the subtotal amount shown in (2) or other percentage as approved by the Director in writing.

PREVIOUSLY BILLED: (4) Enter the total amount of payments you have requested to date (whether or not received) minus any adjustments made to them by the State in the past.

TOTAL DEDUCTIONS: (5) The sum of those dollar amounts shown for “Amount Retained” plus “Previously Billed.” [(3) + (4)]

NET PAYMENT DUE THIS PERIOD: (6) The difference between “Total Deductions” (5) and the work in place total amount shown in (2). [(2) – (5)]

The Contractor may substitute an electronically produced estimate; however, Form DPMC-11-2, side two with items (1) through (6), percentage of construction progress and certifications filled out and executed shall be attached.