



## **Partial Payments**

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### **General**

Refer to Section 3-9.07 of the Caltrans *Construction Manual* for detailed information relative to partial payments.

### **Material on Hand But Not in Place**

In addition to payment for work done, Section 9-1.06 of the Standard Specifications provides for payment of certain materials furnished by the Contractor and delivered to the job site or stored subject to or under State control, and unused.

Before a given material can be considered as “material on hand” for payment purposes, all of the following conditions must be met:

1. The material must be listed in the Special Provisions as eligible for payment as material on hand.
2. The material must meet job specifications.
3. The material must be unused. Once material has been paid for as material on hand, it cannot be used by the Contractor except in the manner contemplated by the contract. (For example, steel H-piles paid for, as material-on-hand may not be used as falsework beams.)
4. The material must be stored within the State of California, and subject to or under State control. If the material is stored away from the job site, verification (by the Office of Materials Engineering and Testing Services – METS) of the acceptability of the material is required before payment may be made.
5. The Contractor must request payment by submitting a properly completed Form CEM-5101, Request for Payment for Materials on Hand. Note that a new request must be submitted each month, even though the quantity of material on hand or stored under State control has not changed since the previous month’s estimate.

Instructions pertaining to the processing of requests for payment of materials on hand are included in Chapter 3 of the Caltrans *Construction Manual*. Note that the use of CEM-5101 to request payment for materials on hand does not in any way change or modify the established procedure for METS release of Contractor-furnished materials. Release of materials to a specific project will be made by a Report of Inspection, Form TL-29, prepared by METS when the materials are shipped to the job.

Records of Materials-On-Hand payments are kept in File Category 51.

In accordance with present Caltrans policy, payment for materials, which are stored away from the job site, is contingent upon verification by a METS representative that the material meets specifications and is stored subject to or under State control. Ordinarily, verification will be made on Form TL-649, Inspectors Report of Material on Hand. In the case of structural steel and prestressed girders, Fabrication Progress Report Form, TL-6037, is used.

Payment for materials-on-hand is, in effect, an advance payment for part of the work subsequently to be paid for under a contract item. Since many items include both furnishing and placing of material (i.e., bar reinforcing steel, rubber waterstop, etc.) the maximum payment for materials on hand but not yet placed or installed must not exceed the contract price less the estimated cost of handling (i.e., trucking), installation or other work necessary to complete the item.

### **Payments for Furnishing Materials**

Precast members and piling are examples of materials that have two contract items of payment shown in the Engineer's Estimate, (i.e., furnishing and erecting or driving).

When steel, precast concrete, or timber piling of proper length are delivered to the job site ready for driving, the specification requirements for "furnishing" have been met and the material should be paid as a contract item on the progress pay estimate. Piles stored offsite, or onsite but not ready for driving, are to be considered as Materials-on-hand. Portions of piling, such as steel shells for cast-in-place concrete piles, as described in Section 49-4 of the Standard Specifications, are not complete piling and cannot be paid under the "furnishing" contract item. When the steel shells for cast-in-steel-shell concrete piles have been driven and the concrete and reinforcing steel have been placed to provide a complete pile, the contract item for "furnishing" may be paid.

When precast structural members are delivered to the site of the work complete and ready for erection, the specification requirements for "furnishing" have been met and the material should be paid for under the furnishing item, not as Materials-on-hand.

When the special provisions qualify the material for partial payment and it does not meet the requirements for "furnishing", payment may be made as Materials-on-hand at the Contractor's request. The usual requirements for Materials-on-hand will apply.

### **Partial Payments for Bar Reinforcing Steel**

Chapter 3 of the *Construction Manual* permits payment for Bar Reinforcing Steel, which is complete in place in the forms. It does not have to be encased in concrete.

Each month it will be necessary for the Structure Representative to make an estimate of the reinforcement, which is tied in place, but not necessarily encased in concrete. This amount may be obtained from the weights shown on the Certificates of Compliance, by calculations, by comparison with known weights in a similar portion of the structure, etc.

This estimated quantity of tied bar reinforcing steel is added to the amounts of reinforcing steel determined to be complete and encased in concrete. The sum of all completed rebar will be shown on the Bar Reinforcing Steel Placing Record, Form No, DS-C76.

**Partial Payments for Lump Sum Items**

Chapter 3 of the *Construction Manual* establishes the policy concerning partial payment as follows: “For lump sum items, a percentage of the lump sum bid price will be paid as work progresses toward completion.”

**Prestress Steel**

Section 50 of the Standard Specifications describes the work to be done in prestressing cast-in-place concrete, and provides that payment for this work will be on a lump sum basis.

The following guidelines are established to ensure uniform practice throughout the State in determining the percent complete of the lump sum bid item for prestressing cast-in-place concrete.

The proportion of the lump sum item, “prestressing cast-in-place concrete”, for any one structure, shall be the ratio of the deck area of that structure to the total deck area of all cast-in-place prestressed structures on the contract. Other logical and equitable methods of determining this proportion may be used with approval of the area Bridge Construction Engineer.

The percentage of prestressing work required shall be divided into the following categories only, and the following individual percentages shall apply:

- Ducts: Complete in place with distribution plates  
and required vents, for all tendons in the structure.....30%
- Prestressing Steel: Complete in place in all ducts; free and unbonded;  
protected from corrosion if required; and acceptable.....50%
- Prestressing: Including the work on stressing (jacking) and anchoring  
all tendons in the structure; with ends trimmed and ready for grouting.....10%
- Grouting: Including grouting all tendons in the structure, and completing  
all work required by the bid item.....10%

On any structure, or major portion of structure, partial payment shall be made as each of the above operations has been completed.

**Tieback and Tiedown Tendons**

To provide uniformity in the way we are making payments for partially completed tieback and tiedown anchors, the following percentages of the unit price are to be used:

- After completion of drilling, installing the tendon and initial grouting.....60%

After satisfactory completion of the testing and if the contractor provides temporary corrosion protection <sup>1</sup> for the tendon and anchorage assembly on any anchor where final grouting is not completed.....	30%
After completion of final grouting.....	10%

**Column Casings**

To provide uniformity in the way we are making payments for partially completed column casings on seismic retrofit work, the following percentages of the unit price are to be used:

When casing is erected and fully welded.....	70%
When the casing is fully grouted.....	15%
When the casing is fully painted and has met all Other contract requirements.....	15%

**Building Construction**

The “Instructions to Bidders and General Conditions for Building Construction” requires that the Contractor submit to the Engineer a “schedule of values” for each lump sum item. As soon as the Structure Representative receives and approves the “schedule of values,” he should make a copy and forward it to the Structure Construction Office marked, “Attention: DES, Office of Transportation Architecture.”

The Structure Representative can use the information given in the “schedule of values” to determine the percentage of the lump sum bid price that will be paid as work progresses toward completion.

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<sup>1</sup> When temporary corrosion protection is proposed by the contractor, it shall protect the portions of the tendon and anchor assembly that have not been grouted from intrusion by air and moisture. The contractor may propose sealing openings in the anchor assembly and coating the anchor head, wedges or anchor with a thick layer of corrosion inhibiting grease.