



Dear Company Representative:

The Georgia Department of Transportation (GDOT) strives to provide exceptional quality customer service to its customers through its business dealings and obligations in the Transportation industry. Our goal is to exceed the expectations of and create a pleasant experience for each customer. To that end, the Department's Office of Utilities has prepared the following guidelines to help with the preparation of invoices for reimbursement and to help reduce the amount of time required to research our files and process invoices for payment in an efficient manner. Each invoice submitted to GDOT for payment will be reviewed against the following criteria to ensure all required information is provided. We appreciate the opportunity to be of service to you.

GDOT Billing Requirements

1. A. The following Project Information is **required** on all invoices submitted for reimbursement:
 - a. Project Number (if available), County, GDOT P.I. Number
 - b. Project Location/Description
 - c. Reference to Utility or Railroad Agreement - (Agreement Date, Authorization Date, and Reimbursable Amount, GDOT vs. Company Reimbursement percentages)
- B. The Following Documentation is **required** before invoice reimbursement:
 - a. Copy of Continuing Contract - (Agreement Date, Authorization Date, and Signature page)
 - a. Requires a copy of fixed hourly rates including wages, overhead, general and administrative expenses, material at costs, if applicable
 - b. Solicitation of Bids – Concurrence Letter from the Department of low-bidder
 - c. Summary Comparison of Project Costs vs. Approved Estimate – A billing analysis for an overrun or significant under-run in project costs and/or change in scope of work
 - d. The Buy America Certification of Compliance Form Requirements, if not returned with sign agreement
2. Each Utility or Railroad Company performing reimbursable work on Department sponsored let projects must receive a written letter of authorization from the State Office of Utilities transmitting an original executed Agreement between the Department of Transportation and the Company **prior** to beginning any relocation work or receiving eligible reimbursement. The letter of authorization for the Agreement describes the procedures for notifying the Department's representative prior to beginning relocation work so the work may be properly documented for payment and audit.
3. It is the intent of the Department that Utilities or Railroads be reimbursed for eligible actual cost incurred for the items included in the approved detailed estimate. Such costs shall be supported by



adequate accounting records in the company's files and shall be subject to audit by the State, and the Federal Highway Administration when federal funds are involved for a period of three years from the date the final payment has been received by the Company.

4. If the approved Agreement allows for monthly or progress billings, the Company shall submit two signed originals of their progress bill to the Department for actual work completed. The Company may submit bills not more than once per month and for a minimum invoice amount of \$1,000.
5. The order of the items in the bill will follow as closely as possible to the order of the items in the approved detailed estimate. All progress bills must provide a summary of charges listing the actual totals for each category, including the actual total of materials installed to date. Progress bills reflecting a cumulative total billed to date of 80 percent of the authorized agreement amount or higher, including any approved Project Fund Allotment Requests and Agreement Modifications, must be itemized with an attachment of all supporting information. When a work order accounting system is used, a detail report shall be provided showing the completed work to date by work order number and the amounts allocated to the respective estimate categories.
6. If the Company elects to bill the Department for 100 percent of the approved reimbursement agreement or amended detailed estimate, a \$5.00 temporary administrative deduction will be applied to the progress bill to keep the Department's Purchase Order from closing while the necessary funds are being secured and to facilitate payment of the bill. This deduction will be reinstated and paid in a subsequent adjusted bill upon the approval of any additional funds.
7. Properly itemized progress bills shall be paid in full promptly upon verification. For progress bills not itemized, any questioned cost may be deducted from the bill until sufficient itemization for the charge is received and verified. Utilities covered by multi-state or approved audit procedures (in consultation with the State Audits Office) may be paid based on a summary statement up to the agreement amount. All bills exceeding the agreement amount or final bills must be itemized. If the bill is incorrect or incomplete, then it will be returned to the company for correction.
8. If the approved Agreement does not allow for monthly or progress billing, the Company shall submit two signed and certified originals of the final invoice complete with supporting documentation for the actual eligible costs incurred. The detailed supporting documentation shall be categorized by work order and include a breakdown of labor hours, rates, expenses, mileage, copies of meals and lodging receipts, etc. for all project costs.
9. All FINAL bills shall contain a signed certification by an authorized Company representative that all items billed reflect actual expenditures by the Company for the relocation or adjustment of its facilities. An acceptable form of certification follows:



"This is to certify that all costs for labor, equipment, materials, supplies, contractor payments, and other items included in this final invoice reflect actual expenses incurred by the Company for the relocation and adjustment of its facilities under the authorized agreement for which the invoice is submitted. The records to support all charges are on file and available for inspection and audit in the Company's offices at (address)."

10. The name, telephone number, and email address of a contact person will be provided in the event there are questions on the bill.
11. The type of cost reimbursement or payment method for the work will be shown on the invoice. (Actual Cost vs. Lump Sum) *A detailed bill, including daily work records for labor and equipment used or detailed support documentation is not required for Lump Sum Agreements, however assurances will be provided that indicate all work was accomplished as stated in the approved Agreement and there was no change in scope required. Also, the starting and completion dates of the work are required to verify the work against GDOT project records.*
12. The Company's work order number for the project will be shown on the bill and the support documentation. All bills with multiple work order numbers must be separated to differentiate between the separate projects.
13. When the Company elects to solicit bids for the proposed relocation work, or a change in the method for accomplishing the work is required, the Company must request approval for the change in writing to the Department's District Utilities Engineer *prior* to awarding the contract work and performing the work. Upon the review of the bid tabulation package and recommendation of the contract work to an apparent low-bidder, the District Utilities Engineer, and, if necessary, the State Office of Utilities, will notify the company in writing of the Department's concurrence with the award of the low-bid contract. In the event the low-bid exceeds the approved estimate, and the Department concurs with the low-bid award, a Project Funds Allotment Request and Agreement Modification must be approved to officially amend the original agreement for this adjustment.
14. When the remaining eligible funds available in the approved or amended detailed estimate is less than twenty (20) percent, or the Company anticipates the final cost to exceed the approved detailed estimate amount, including previously approved Project Fund Allotment Requests and Agreement Modifications, the Company shall contact the Department's Area Engineer and/or District Utilities Engineer in writing to advise the Department of a potential cost overrun. The Company shall request prior approval of all cost overruns, changes in scope of work, or methods of performing the work by providing a written detailed explanation and justification to the appropriate Department representative. Upon the recommendation of the Department's Area Engineer and/or District Utilities Engineer, the Company's request will be forwarded to the State Office of Utilities for review. Following the review and concurrence with the approval of the request, a Project Fund Allotment Request and Agreement Modification will be initiated by the



State Office of Utilities for approval by the Department. Upon approval of the request, the Company and all interested parties will be notified of the approval. If the Company's request is denied, the Department will notify the Company of its decision in writing.

15. The Company shall maintain its records according to an approved work order accounting system that is adequate to support and document all expenses claimed for reimbursement under the approved Agreement. At a minimum, the requirements of the regulatory provisions of CFR Title 23, Chapter I, Subchapter B, Part 140, Subpart I; Chapter I, Subchapter G, Part 645, Subparts A and B; and Chapter I, Subchapter G, Part 646, Subpart B, shall govern the work and procedures covered by the approved Agreement.
16. All requests for reimbursement, questions concerning reimbursement, or status of payment will be sent to the following address:

The Georgia Department of Transportation
Office of Utilities - 10th Floor
Billings and Payments Section
One Georgia Center
600 West Peachtree Street, NW
Atlanta, Georgia 30308

Office Phone: (404) 631-1354
Office Fax: (404) 631-1934

All requests for reimbursement shall be completed within one (1) year of completion of the relocation work, unless an agreement has been made in advance to an extension of the billing period in writing.