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| **CONTRACT ITEMS REVIEW**Wisconsin Department of TransportationDT2076 11/2018 | **INSTRUCTIONS:** Complete this review form for all construction contracts and retain one copy in the regional office file. |
| **Legend for *Basis of Selection***A = Method of MeasurementB = Dollar ValueC = Recurrent ProblemsD = Quantity VariationE = Complex CalculationsF = Numerous Similar ItemsG = Random SelectionH = Other (Specify) | **Legend for *Depth of Review***I = Measured According to Contract RequirementsJ = Measurements Correctly TransferredK = Correct Mathematical MethodsL = Correct / Mathematical ComputationsM = Computed Results Correctly TransferredN = Item Record Account Entries Properly Cross ReferencedO = Correct Quantity Transfer to Final EstimateP = Well Marked Evidence of Project – Level CheckingQ = Correct Cost DistributionR = Operations I through Q. All reviewed.S = Other (Specify) | Project ID      | Federal Project ID      | Contract ID      |
|  |  | Highway      | County      | Region / Office      |
|  |  | Name of Road      |
|  |  | Contractor      |
| **ITEMS SELECTED FOR REVIEW** | **EXCEPTIONS** |
| **Item** |  | **Unit of** | **Basis of** | **Depth of** |  | **Disposition** |
| **Number** | **Item Description** | **Measure** | **Selection** | **Review** | **Description of** | **By** | **When** |
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| Reviewed by – Name      | Date (m/d/yyyy)      | Disposition of Exception Reviewed by – Name      | Date (m/d/yyyy)      |
| Reviewed by – Title      | Disposition of Exception Reviewed by – Title      |

**INSTRUCTIONS**

1. Number of Items to Review

Select the bid items to be reviewed. Consideration should be given to items of concern during construction. Determine the basis of selection and depth of review, as discussed in (2) & (3) below.

The number of items to review can be based on the following:

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| Original Number of Contract Bid Items | Number of Items to Check |
| 0 – 50 Items | 5 items |
| 51 – 100 Items | 7 items |
| 101 – 150 Items | 10 items |
| 151 – 200 Items | 12 items |
| 200 + Items | 15 items |

NOTE: IF MULTIPLE ERRORS ARE FOUND IN ITEMS – INCREASE THE NUMBER OF ITEMS TO BE CHECKED.

1. Basis of Selection (which items to choose)
	* 1. DO NOT select Lump Sum type items (i.e. mobilization).
		2. Choose at least 1 high dollar item (Basis B). Use the contract type to choose. For example, a bridge project-choose concrete masonry; a concrete paving project-choose concrete pavement, etc.
		3. Use Explanation of Variation found in the Final Boxes to choose items with large quantity deviations (Basis D).
		4. If the contract has several similar items, select one to review (Basis F).
		5. If you are familiar with past recurrent problems, select that item (Basis D).
		6. For the remaining items, select randomly (Basis G).

3. Depth of Review

* + 1. At least two items should be checked under (R – Operations I through Q). On projects that have multiple categories with the same item in multiple categories, review one item under (Q – Correct Cost Distribution)
		2. Use the outcome of i) to decide the remaining depth of review. If there was an issue with any of the reviews “I-Q”, check additional items with the corresponding Depth of Review that was an issue. You can randomly select the remaining depth of review.