Attachment 8.3 - Contract Control Forms

This Annex contains the following Forms:

- (i) CC1A,
- (ii) CCII,
- (iii) CCII Appendix 1,
- (iv) CCII Appendix 2,
- (v) CCIII,
- (vi) CCIII Appendix 1, and
- (vii) CCIII Appendix 2.

TRANSPORT SCOTLAND

TRUNK ROAD DIRECTORATE

OPERATING COMPANY:

OPERATING COMPANY:	CC1/
Monthly Statement Number	
Contractor	Scheme Identifier
Contractor code	*(see note below)
Scheme Title:	SEAS code
Scheme Commencement Date:	Scheme Completion Date:
Tender Total £	
Contractor's statement submitted on	Due Payment Date
Cumulative Total of payments to Contractor (excludin	ng VAT)
Less amount previously certified (excluding VAT)	£
Amount this certificate (excluding VAT)	£
<u>Certificate</u>	
We, the Operating Company appointed by th £(in words) is due to this Works Contractor in accordance w	he Scottish Ministers hereby certify that the sum of vith the terms of this Contract.
Signed:	Date:
Name:	(Block Capitals)
For the Operating Company	
VAT Guidance	
Amount of Works that are zero rated =	£ (1)
Amount of Works liable to VAT at 20% =	£ (2)
Total VAT =	£ (3)
Total to be paid (1)+(2)+(3)=	£
	ransport Scotland Use Only
NMD: Payment Recommended Signed: Na	ame:
For the Director	ate [.]

*Where this Contract contains more than one Scheme ID number the following page shall be completed.

TRANSPORT SCOTLAND

TRUNK ROAD DIRECTORATE

OPERATING COMPANY

Monthly Statement Number _____

Breakdown of Scheme where this Contract contains more than one Scheme Identification number

Scheme Identification Number	Amount of Works 0% VAT £	Amount of Works 20% VAT £	Total Works Value £
	(1)	(2)	(1) + (2)

|--|

TRANSPORT SCOTLAND

TRUNK ROAD DIRECTORATE

FINANCIAL STATEMENT

CC II No.....

as at.....20... (a)

SCHEME TITLE_____

TENDER TOTAL £_____ SCHEME

OPERATING COMPANY: NO:_____

CONTRACT PERIOD ______ weeks

WORKS CONTRACTOR: _____

ESTIMATED	COMPL	FTION	DATE:
	00000		D/ ()

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
				Progress to Date		E	stimated		
Bill No	Details of Works Section Heads from Bill of Quantities or Milestone Schedule	Estimated Cost as in Bill of Quantities etc. (including allowance for Balancing Item)	Value of Work Excluding Nominated Sub-Contract	Value of Work (Nominated Sub-Contract)	Percentage Col (4+5) x100 Col (8)	Further liability	Final Cost	Savings (b)	Excess (b)
		£	£	£	£	£	£	£	£
(see App 1) an (appropriate. Adjustments (+ or	against Variation Orders for work not included in Contract ad charged to the SE Contingency Provision of: £ Insert Estimated in (3) and fill in Cols (4) to (10) as -) due to Price Fluctuation Clause Requests allowed (See App2)								
		SUB TOTAL							
		DEDUCT CREDITS							
		TOTAL							
Value of Material on Site (97%) (c) Value of Material Vested but not on site (97%) (c) SUB TOTAL DEDUCT: Value of retention money withheld Cumulative Total of Payments to Works contractor (Total of (4) and (5)					Estimated Net Saving/ CERTIFICATE I certify that the exper (i) Payment to this Co contract and (ii) is for work that has Scottish Executive	nditure incurred ntractor in acco	rdance with th		<u> </u>
NOTES	d each month for Schemes costing more than £500,000		(b) Enter total saving excess in each section		(c) Only to be included if shown on Appendix to Form to Tender Date: (Signed) Operating Company				

CC II No. _____ Appendix 1

A. SUMMARY OF CHANGE ORDERS ISSUED AND

B. RETURN OF OTHER CHANGES (MEASUREMENTS) IN EXCESS OF - £2,000 DURING PERIOD COVERED BY CC II NO_____

SCHEME TITLE:_____

SCHEME NO: _____

VO No (1)	Description of changes with quantities and rates where appropriate (2)	Estimated Cost (3)	Source of Funds (4)	Authority (5)
1.	CHANGES FOR WORK NOT INCLUDED IN CONTRACT			
	Total increase from previous return			
	TOTAL INCREASE TO DATE (enter against work carried out against variation orders on CC II)			
2.	INCREASE IN WORK INCLUDED IN CONTRACT			
	Total increase from previous return			
	TOTAL INCREASE TO DATE (enter against section heads of bill of quantities / milestone schedules and the like on CC II)			
3.	DECREASES IN WORK INCLUDED IN CONTRACT			
	TOTAL DECREASE FROM PREVIOUS RETURN			
	TOTAL DECREASE TO DATE (entered against section heads of bill of quantities / milestone schedules and the like on CC II)			

Signed:

Date:

Operating Company

STATEMENT OF POSITION REGARDING WORKS CONTRACTOR'S REQUEST FOR ADDITIONAL PAYMENT OR EXTENSION OF TIME

SCHEME TITLE: _____

SCHEME IDENTIFICATION NUMBER: _____

Request No (1)	Description and Works Contractor's views (2)	Contract Clause (3)	Amount £ or days (4)	Contract Administrator's observations and decision (5)	Amount Allowed £ or days (6)	Remarks (7)
				Total of financial requests allowed to Column 3 of Form CCII £ Signed	Operating Compa	
INSTRUCTIO	ONS FOR COMPLETING FORM: see reverse	9		Date		i i y

INSTRUCTIONS FOR COMPLETING FORM: see reverse

INSTRUCTIONS FOR THE CONTRACT ADMINISTRATOR(S) COMPLETING FORM CC II Appendix 2

- (1) Requests for additional payment or time shall be entered under two headings:
 - (a) requests notified by the Works Contractor and pending, and
 - (b) requests certified by the Contract Administrator for payment, or extensions of time notified by the Contract Administrator.
- (2) Under each heading give a summary of the current position of requests previously notified, giving details of individual requests only where some development has occurred since the previous report (e.g. Works Contractor supplies valuation and Contract Administrator certifies for payment).
- (3) Detail requests notified in period covered by return. If the Works Contractor has not valued financial request then the Contract Administrator shall provide an order of magnitude assessment in column (4) marked "E/A" (estimated amount).

SCHE	ME TITLE:			CC I	II
	ENGINEERING	STATEM	ENT		
	(To be submitted Quarter	rly for Wo	rks Contr	act)	
	No.		-		
1.	Operating Company				
2.	Name of Works Contractor		Date w	ork Commenced	
3.	Period of Contract	Months	Comple	etion Date	
4.	Contract time elapsed	_ Months			
5.	Labour Force (on Site) at date of statement	<u>nt</u>			
6.	Weather Conditions since last Report				
7.	Overall Progress				
Quar	ter ended		Signed _	Operating Company	
	Dated				

CC III No.____ Appendix 1

PROGRESS DETAILS

Description (As in main headings of sections of bill of quantities or milestone schedule)	%Completed during quarter	%Completed to date	Remarks indicating if quantities or costs are	
	Insert % of v	vork (not cost)	likely to be exceeded by more than 10 per cent	
	Current	ed on estimate final or milestone)		
General Preliminaries				
Site Clearance				
Fencing				
Road Restraint Systems				
Drainage				
Earthworks				
Sub-Base and Road Base				
Flexible surfacing				
Footpaths, Paving and Kerbing				
Accommodation Works				
Other headings as relevant				

ROAD AND GENERAL WORKS

Note: the headings given above are examples and therefore indicative only

CC III No.____ Appendix 2

PROGRESS DETAILS

BRIDGE WORKS

Bridge	Name and Description	Stage Reached (Insert % of work (not cost) in appropriate column)					
No.	of Bridge	Excavation	Foundations	Super Structure	Decking	Complete	