

Supplementary Notes for Construction Invoices in WAWF

As of 11 September 07

Construction invoices are only for projects.

Single commodities, like concrete, should be treated as a supply and invoiced on a Receiving Report and Invoice COMBO.

Design Engineering (A&E) must be broken out to its own PR or its own PR line item. A&E is invoiced on a service COMBO. So it must be placed on its own contract line item.

Demolition is not construction.

If it is the sole subject of our PR then it is a service and like A&E is invoiced on a COMBO.

However, if the demolition is just one element of a larger construction project then it will be invoices as a portion of the larger effort. In this case the invoice will be a construction invoice in WAWF. Also, if the demolition is part of a larger construction project it needs to be separately identified on the AF forms 3064 and 3065 with its own percentage of the total project.

An Inspector is needed for every project invoices on a construction invoice in WAWF.

When the complexity necessitates an AF form 3064, Contract Progress Schedule is prepared and approved prior to beginning the project.

If cost of the bonds is known prior to the completion of the 3064, it is highly recommended that the bonds be included in the 3064 as separate element of work.

If more than one 3064 is prepared for the contract the bonds should be included in the one with the greatest dollar value.

If the 3064 covers work on more than one contract line item (CLIN) the vendor must track the work completed by CLIN as well as in the aggregate. The total of the progress on all of the CLINs that are covered in the 3064 (when combined) will equal the total work completed on the 3064. Because of this, the percent complete shown on the 3065 may not match the percent complete on the individual CLINs.

When there is a Post Award Conference, WAWF invoicing must be one topic on the agenda. All interim invoices are required to be paid in 14 days. The final invoice must be paid in 30 days.

A typical construction contract has the following format:

CLIN	QTY	Element	Price
0001	1	EA Project 070803	\$200,000

		Total	\$200,000

A construction **modification** is usually done by adding a new CLIN to the contract. The new CLIN will relate to an existing CLIN. The contract will look like:

CLIN	QTY	Element	Price
0001	1	EA Project 070803	\$200,000
0002	1	EA P00001 Admin Only For Finance Project 070803	\$ 10,000

		Total	\$210,000

Some contracts ARE more complex and more than one project may be included in a single contract.

CLIN	QTY	Element	Price
0001	1	EA Project 070803	\$200,000
0002	1	EA Project 070804	\$100,000

		Total	\$300,000

When multiple projects are included in one contract it is highly recommended that each project have its own AF 3064. As work progresses, a separate AF 3065 is completed for each project each month.

Estimated Quantities: Sometimes a CLIN for Estimated Quantity may be authorized. When it is it is a separate CLIN as shown below. For WAWF all work on this CLIN must be track separately from CLIN 0001.

CLIN	QTY	Element	Price
0001	1	EA Project 070803	\$200,000
0002	1	EA Estimated Quantity Items	\$ 20,000

		Total	\$220,000

The sequence of events for a construction invoice should be as follows:

- The contractor and the CE inspector will arrange to meet at the job site and review the progress achieved during the billing period.

- Once agreement is reached between the contractor and the inspector as to the progress during the billing period the vendor shall complete the AF 3065 and submit it to the inspector.
- Once the AF 3065, Contract Progress Report, is signed off by the Inspector the contractor may create an invoice in WAWF.
- The contractor will use the information on the Contract Progress Report and the Construction WAWF Coding sheet to create and invoice. For Robins AFB the codes are:

ISSUE BY DoDAAC:	FA8501
ADMIN DoDAAC:	FA8501
CONTRACTING OFFICER:	FA8501

INSPECTOR BY DoDAAC will vary depending upon the source of the funds to pay for the project. Current CE inspectors are divided as follows:

F3Q2AD	CECC FRANK SHEDD	7-2935
	Construction Management	
	CECM BILL DEEVER	6-8811
	DMAG Support	
	CEB DAVE PIERSON	7-2980
	Simplified Acquisition of Base Engineer Requirements	
	CEAE LT CHRISTIAN CAMPBELL	7-8934
	Maintenance Engineering	
F3QCCL	DMAG	
	CECC	
	CECM BILL DEEVER	6-8811
	DMAG Support	
	CEAE LT CHRISTIAN CAMPBELL	7-8934
	Maintenance Engineering	
F3Q2AH	CEVP FRED HURSEY	7-3934
	Environmental Programming Branch	

- A scanned copy of the signed DD 3065 should be attached to the invoice by the vendor. This is done in the Misc Info tab of the invoice.
- When applicable, the listing of stored materials, separated by CLIN must be attached.
- On the final invoice, a release of claims must also be scanned and attached to the invoice.
- The inspector will complete the inspection in WAWF.
- Once the inspector completes the inspection in WAWF the PCO will accept it.
- The time allow for both the inspector and the PCO to complete the inspection and the acceptance in WAWF is 7 calendar days from the date the invoice is properly submitted by the vendor.

- Dates:
 - The Shipment No. and Shipment Date are not required fields and should be left blank. WAWF will enter the invoice number as the shipment number.
 - Inspection Date is the Date the AF 3065 is signed by the Inspector.
 - Invoice Date is the Date the invoice is submitted.
 - Invoice Received Date is the date the invoice is submitted in WAWF.
 - Acceptance Date is the date is the date the PCO approves the invoice for payment.
 - Signature Date is always today.

Each CLIN invoiced must include a description. The minimum description is shown below:

Project #:

Billing period:

Total Amount of CLIN \$ and %:	\$	%
Previously Invoiced\$ and %:	\$	%
This Invoice \$ and %:	\$	%
Cumulative on CLIN \$ and %:	\$	%

Performance and Payment Bonds must be presented to the contracting officer prior to any invoice be submitted. The mechanics of the invoicing will vary depending upon whether the bonds are included in the AF 3064 timeline or are separate from it. But in any event, bonds must be paid against a specific CLIN on the contract. If the contract has multiple CLINs, then one CLIN has to absorb the bonds. The best method is to include the bonds in the 3064 for the largest dollar CLIN.

Example 1 Bonds ARE included in AF 3064

First billing on CLIN 0001

Project #: 070803

Billing period: 1-30 June 2007

Total Amount of CLIN \$ and %:	\$200,000	100%
Previously Invoiced\$ and %:	\$0	0%
This Invoice \$ and %:	\$10,000	5%
Cumulative on CLIN \$ and %:	\$10,000	5%

Example 2 Bonds NOT included in AF 3064

First billing on CLIN 0001

Project #: 070803

Billing period: 1-30 June 2007

Total Amount of CLIN \$ and %:	\$198,000*	100%
Previously Invoiced\$ and %:	\$0	0%
This Invoice \$ and %:	\$19, 800	10%
Cumulative on CLIN \$ and %:	\$19,800	10%

* 100% = \$200,000 – Bonds of \$2,000 = \$198,000

Second billing on CLIN 0001

Project #: 070803

Billing period: 1-31 July 2007

Total Amount of CLIN \$ and %:	\$198,000*	100%
Previously Invoiced\$ and %:	\$19, 800	10%
This Invoice \$ and %:	\$38,600	20%
Cumulative on CLIN \$ and %:	\$59,400	30%

* 100% = \$200,000 – Bonds of \$2,000 = \$198,000

Example 3 Modification to Contract

When a mod is needed due to differing site conditions or such it is most often added to the contract as a separate CLIN as shown above. The work that directly relates to the modification must be kept separate from the work already agreed to in the project CLIN. As work is completed on the modification it can be invoiced against its own CLIN. We use the same format as the project.

Project #:

Modification number (P00001, P00002, etc)

Billing period:

Total Amount of CLIN \$ and %:	\$	%
Previously Invoiced\$ and %:	\$	%
This Invoice \$ and %:	\$	%
Cumulative on CLIN \$ and %:	\$	%

Example 4 ESTIMATED QUANTITY CLINs

First billing on CLIN 0002

Project #: 070803

Billing period: 1-30 June 2007

Total Amount of CLIN \$ and %:	\$20,000	100%
Previously Invoiced\$ and %:	\$0	0%
This Invoice \$ and %:	\$6,000	30%
Cumulative on CLIN \$ and %:	\$6,000	30%

Second billing on CLIN 0002

Project #: 070803

Billing period: 1-31 Aug 2007

Total Amount of CLIN \$ and %:	\$20,000	100%
Previously Invoiced\$ and %:	\$6,000	30%
This Invoice \$ and %:	\$14,000	70%
Cumulative on CLIN \$ and %:	\$20,000	100%

In addition to the above entries in the comments block , we also need a detailed listing of how the amounts were derived. In billing one, what made up the \$6,000. For billing 2, what made up the \$14,000. If needed another document may be attached in the Misc Info tab to provide these details. **In all cases we need each item must be individually identified and priced.**

Retainage

If this billing will reflect a **retainage**, then the retainage must be explained in the description. The description will show the normal minimum entry as shown above plus a statement concerning any retainage.

- If the vendor will voluntarily participate in the retainage, they can reduce their invoice by the agreed amount.
- If the vendor will not voluntarily reduce the invoice, then the PCO must adjust the quantity downward to reduce the payment and create the retainage.

Example of Stored Materials

Stored Materials when significant in amount may ***with PCO approval*** be invoiced separate from the normal percent of completion invoice. When billed separately, the amount of the stored materials invoice must be CLIN specific. So if you have two CLINs that both have stored materials a separate list must be prepared for each CLIN. Each list must be a detailed inventory of the materials, including description, quantity, unit prices, and amount for each item. The listing must show the total amount of the materials for this CLIN, the amount previously absorbed into the CLIN's, the amount absorbed in this invoice, and the amount remaining to be absorbed.

Here is an example: Before the project starts, stored materials are purchased and brought to the job site. After a list of the materials has been reviewed by the inspector for accuracy and completeness, the contracting officer will approve the submission of an invoice in WAWF.

Invoice number 1

Project #: 070803

Billing period: 1-31 May 2007

Total Amount of CLIN \$ and %:	\$200,000	100%
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Previously Invoiced Including Stored Materials \$ and %:	\$0	0%
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This Invoice Less Absorption of Stored Materials in \$ and %:	\$40,000*	0%
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* The full amount of the stored materials are invoiced even though no work has been performed.

Cumulative on CLIN \$ and %:	\$40,000	0%
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Summary of Stored Materials for CLIN: 0001					
Contractor: Best Builder, Inc					
Contract Number: FA8501-07-C-XXXX			Order Number:		
Project Number: 070803			Period of Performance: 1-31 May 2007		
Inventory of Materials Awaiting Absorption					
Description	QTY	QTY Absorbed	Unit of Issue	Unit Price	Amount
Material 1	10	0	EACH	\$150.00	\$1,500
Material 2	5	0	55 gal drum	\$200.00	\$1000
Material 3	2000	0	CY	\$15.00	\$30,000
Material 4	5	0	EACH	\$1,500.00	\$7,500
Summary					
Total of all Stored Materials on this CLIN:					\$40,000
Amount of Stored Material Previously Absorbed into this CLIN					\$0
Amount Absorbed this period:					\$0
Total Value of all material not absorbed into work.					\$40,000

Invoice number 2

Project #: 070803

Billing period: 1-30 June 2007

Total Amount of CLIN \$ and %: \$200,000 100%

Previously Invoiced Including Stored Materials \$ and %: \$40,000 0%

This Invoice Less Absorption of Stored Materials in \$ and %: \$7,500 * 5%

* \$7,500 = \$10,000 - \$2,500

Cumulative on CLIN \$ and %: \$47,500 5%

Summary of Stored Materials for CLIN: 0001					
Contractor: Best Builder, Inc					
Contract Number: FA8501-07-C-XXXX			Order Number:		
Project Number: 070803			Period of Performance: 1-30 June 2007		
Materials Awaiting Absorption					
Description	QTY	QTY Absorbed	Unit of Issue	Unit Price	Amount
Material 1	10	10	EACH	\$150.00	\$0
Material 2	5	5	55 gal drum	\$200.00	\$0
Material 3	2000	0	CY	\$15.00	\$30,000
Material 4	5	0	EACH	\$1,500.00	\$7,500
Summary					
Total of all Stored Materials on this CLIN:					\$40,000
Amount of Stored Material Previously Absorbed into this CLIN					\$0
Amount Absorbed this period:					\$2,500
Total Value of all material not absorbed into work.					\$37,500

Invoice number 3

Project #: 070803

Billing period: 1-31 July 2007

Total Amount of CLIN \$ and %: \$200,000 100%

Previously Invoiced Including Stored Materials \$ and %: \$47,500 5%

This Invoice Less Absorption of Stored Materials in \$ and %: \$12,500* 10%

* \$12,500 = \$20,000 - \$7,500

Cumulative on CLIN \$ and %: \$60,000 15%

Summary of Stored Materials for CLIN: 0001					
Contractor: Best Builder, Inc					
Contract Number: FA8501-07-C-XXXX			Order Number:		
Project Number: 070803			Period of Performance: 1-31 July 2007		
Materials Awaiting Absorption					
Description	QTY	QTY Absorbed	Unit of Issue	Unit Price	Amount
Material 1	10	10	EACH	\$150.00	\$0
Material 2	5	5	55 gal drum	\$200.00	\$0
Material 3	2000	0	CY	\$15.00	\$30,000
Material 4	5	5	EACH	\$1,500.00	\$0
Summary					
Total of all Stored Materials on this CLIN:					\$40,000
Amount of Stored Material Previously Absorbed into this CLIN					\$2,500
Amount Absorbed this period:					\$7,500
Total Value of all material not absorbed into work.					\$30,000

Invoice number 4

Project #: 070803

Billing period: 1-31 AUG 2007

Total Amount of CLIN \$ and %: \$200,000 100%

Previously Invoiced Including Stored Materials \$ and %: \$60,000 15%

This Invoice Less Absorption of Stored Materials in \$ and %: \$70,000* 50%

* \$70,000 = \$100,000 - \$30,000

Cumulative on CLIN \$ and %: \$130,000 65%

Summary of Stored Materials for CLIN: 0001					
Contractor: Best Builder, Inc					
Contract Number: FA8501-07-C-XXXX			Order Number:		
Project Number: 070803			Period of Performance: 1-31 AUG 2007		
Description	QTY	QTY Absorbed	Unit of Issue	Unit Price	Amount
Material 1	10	10	EACH	\$150.00	\$0
Material 2	5	5	55 gal drum	\$200.00	\$0
Material 3	2000	2000	CY	\$15.00	\$0
Material 4	5	5	EACH	\$1,500.00	\$0
Summary					
Total of all Stored Materials on this CLIN:					\$40,000
Amount of Stored Material Previously Absorbed into this CLIN					\$10,000
Amount Absorbed this period:					\$30,000
Total Value of all material not absorbed into work.					\$0