

**Dutchess County Public Works  
Division of Highway and Engineering**

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## **Comptroller's Summary**

### ***Background and Organization***

The Highway Division is responsible for overseeing numerous programs to maintain the county's 395 miles of roads, 140 bridges and 178 drainage structures.

The Engineering Division includes the oversight of design, construction and inspection of all county highway and bridge engineering projects.

### ***Audit Scope, Objective and Methodology***

Our review included selected contract and payment files of the Department of Public Works, Division of Highway and the Division of Engineering for the time period November 1, 2007 through December 31, 2008.

The value of the three payments and three contracts reviewed totaled \$4,213,807.41. Four Capital Project files, one administered by the Highway and Bridge Division and three administered by the Engineering Division were reviewed.

### ***Summary of Findings***

All files reviewed were found to be in good order.

## **Detailed Findings**

### ***Repaving CR-64, McGhee Hill Road***

The county purchased pavement materials from Amenia Sand and Gravel Inc. the authorized vendor per New York State contract PC63655. A review of all November 2008 vendor delivery tickets for materials used to repave CR-64, McGhee Hill Road totaling \$516,688.95, was completed. Each delivery ticket was compared to the invoice and the department prepared summary spreadsheet.

### **Findings**

The files were found to be complete.

- All delivery tickets billed were found in the department's files.
- Each delivery ticket referenced CR-64 and Dutchess County DPW as the customer.

### ***Contract 07-0495 with A. Colaruso & Son, Inc***

This contract was executed for pavement and shoulder rehabilitation on various County Highways under bid RFB-DCH-2007-18. The contract with a term of October 1, 2007 through September 30, 2008 including amendment A1 totaled \$1,925,634.84. The original contract amount was \$1,981,459.00 with amendment A1 being a net reduction of

\$55,824.16 in materials required to complete the project. The original contract term was extended from July 31, 2007 to September 30, 2008 to allow for completion of the project due to unexpected conditions encountered during construction. This contract is complete with the final payment being made on June 12, 2009 and the retainage in the amount of \$85,425.14 was released on July 10, 2009.

## **Findings**

The department's files were reviewed and found to be complete.

- All required documentation was maintained in the files and included the following:
  - Copies of payment applications
  - Contract and change orders A1
  - Copies of contract closeout documents
  - Certified Payrolls
  - Insurance Certificates
  - Sub-contractor's closeout documents
  - Notice of Award & Notice to Proceed
  - Labor Rate and Prevailing Wage information
  - Copies of project bonds
  - Engineering Estimates
  - Copies of project ads
  - Bid Package and Specifications
  - Bid Results
  - Inspection Reports
  - Material delivery tickets

## ***Contract 07-0696 with A. Colaruso & Son, Inc***

This contract was executed for replacement of Bridge D-35, Dog Tail Corners Road (CR-22) over Ten Mile River under bid RFB-DCH-2007-20. The contract with a term of November 1, 2007 through December 31, 2008 including amendment A1 totaled \$1,364,521.53. The original contract amount was \$1,381,566.00 with amendment A1 being a net reduction of \$17,044.47 in materials required to complete the project. This contract has a balance remaining of \$55,218.48. Total retainage withheld to date is \$65,465.15. As stipulated in the contract partial retainage of \$49,098.86 was released leaving a retainage balance of \$16,366.29.

## **Findings**

The department's files were reviewed and found to be complete.

- All required documentation was maintained in the files and included the following:
  - Copies of payment applications
  - Contract and change orders A1
  - Certified Payrolls
  - Insurance Certificates
  - Notice of Award & Notice to Proceed
  - Labor Rate and Prevailing Wage information

- Copies of project bonds
- Engineering Estimates
- Copies of project ads
- Bid Package and Specifications
- Bid Results
- Architect Drawings
- Material delivery tickets
- Concrete Cylinder Test Reports
- Inspection Reports

### ***Contract 08-0463 with B & K Excavation, Inc***

This contract was executed for drainage improvements to CR-9, Beekman Road in the Town of Beekman under bid RFB-DCH-2008-05. The contract with a term of August 1, 2008 through June 30, 2009 including amendments A1, A2 & A3 totaled \$406,962.09. The original contract amount was \$489,409.00 with amendment A1 being a net increase of \$1,538.90 in materials required. Amendment A2 was a net reduction of \$95,877.61 in materials required. Amendment A3 was for an increase of \$11,891.80 in materials required and to extend the contract from December 31, 2008 to June 30, 2009. Amendments A1, A2 & A3 were executed due to unexpected conditions encountered during construction. This contract is complete with the final payment being made on August 7, 2009 and the retainage in the amount of \$20,298.11 was released on September 4, 2009.

### **Findings**

The department's files were reviewed and found to be complete.

- All required documentation was maintained in the files and included the following:
  - Copies of payment applications
  - Contract and change orders A1, A2 & A3
  - Copies of contract closeout documents
  - Certified Payrolls
  - Insurance Certificates
  - Notice of Award & Notice to Proceed
  - Labor Rate and Prevailing Wage information
  - Copies of project bonds
  - Engineering Estimates
  - Copies of project ads
  - Bid Package and Specifications
  - Bid Results
  - Material delivery tickets
  - Material Testing Reports
  - Inspection Reports