



Arizona Department of Transportation
Intermodal Transportation Division
206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano
Governor

Victor M. Mendez
Director

Sam Elters
State Engineer

September 17, 2007

INFORMATION BULLETIN NO. 07-05

TO: ADOT Project Managers/Monitors, Resident Engineers and Consultant Engineering Firms
FROM: Engineering Consultants Section
SUBJECT: Payment/Billing for DPS Officers used on ADOT Contracts


The following guidelines are provided to the Consultant community to clarify the proper processing of payment for DPS officers on ADOT contracts.

ADOT has an interagency agreement with the Department of Public Safety. Any DPS Officers utilized on ADOT projects, whether design or construction, are not billed through the contract. DPS bills ADOT directly. Effective immediate, the following guidelines must be used to bill for payment of work completed by DPS officers:

1. The Consultant and DPS officer complete a "Daily Recap of DPS Officer Services and Vehicle Usage". Attached is a sample of the form. You may request the form from ECS. DPS is sent two copies and the original is retained by your office.
2. Your office personnel compile information on the attached spread sheet. Please ensure that the correct project is shown and the information is legible. Otherwise delays will occur in paying DPS.
3. The spread sheet is submitted to Contract Payables. (Include all DPS flagging per project from the first to last day of the month.) See attached DPS billing cycle dates. Spreadsheet must be submitted in conjunction with the DPS billing cycle.
4. Send the spread sheet to Pat Markiw in Contract Payables via E-mail (PMarkiw@azdot.gov).
5. Contract Payables will compile all information and check it against payroll submitted to them from DPS. In case of a discrepancy, Contract Payables will contact your firm to verify the hours compiled from the Inspector's Daily Report Form.

This only affects DPS officers used as flaggers; not local law enforcement officers.

If you have questions regarding this bulletin, please call Engineering Consultants Section (602) 712-7525.


Vivien Lattibeaudiere, Ph.D.
ECS Director

OVERTIME CYCLES - FISCAL YEAR 2007/2008

CYCLE	CYCLE DATES	DUE TO DIVISION	PAYDATE
1	06/02/07 - 06/29/07	07/23/07	08/03/07
2	06/30/07 - 07/27/07	08/20/07	08/31/07
3	07/28/07 - 08/24/07	09/17/07	09/28/07
4	08/25/07 - 09/21/07	10/15/07	10/26/07
5	09/22/07 - 10/19/07	11/12/07	11/23/07
6	10/20/07 - 11/16/07	12/10/07	12/21/07
7	11/17/07 - 12/14/07	01/07/08	01/18/08
8	12/15/07 - 01/11/08	02/04/08	02/15/08
9	1/12/08 - 02/08/08	03/03/08	03/14/08
10	02/09/08 - 03/07/08	03/31/08	04/11/08
11	03/08/08 - 04/04/08	04/28/08	05/09/08
12	04/05/08 - 05/02/08	05/26/08	06/06/08
13	05/03/08 - 05/30/08	06/23/08	07/04/08

