



MEMORANDUM

TO: District Directors of Construction

DATE: July 17, 2009

FROM: Thomas R. Bohuslav, P.E.

A handwritten signature in black ink, appearing to read "T. Bohuslav", is written over the printed name.

SUBJECT: SiteManager (SM) Materials Sourcing Letter

Material and fabrication sourcing is a necessary function for determining testing needed and resource allocation. The timelines of sourcing is important for smooth and seamless service to contractors and the department. To aid in making sourcing user friendly and take a step toward Web interfaces with contractors, we have recently developed a new electronic SM materials sourcing letter. The spreadsheet takes advantage of Microsoft Excel and is designed to include the previous letter's method of documenting materials for bid items, but also offers the contractor the flexibility of grouping material sources by bid item categories or more broadly by materials.

At the preconstruction meeting, districts will be able to provide contractors with an electronic and a hard copy material sourcing letter populated with project specific information. These electronic sourcing letters may be transmitted electronically as well. Contractors will be able to document sources electronically with the Microsoft Excel spreadsheet and return the file through email, fax or conventional mail. At this time, contractors will be given the option to continue documenting material sources using this letter as a hard copy.

The attached spreadsheet provides an example of how the spreadsheet will work and includes a "help" sheet within the file that displays instructions to the contractor. As with the previous letter, contractors are expected to document all material sources and return the completed letter to the appropriate project office.

The new sourcing letter is available to district personnel in the SM application under the materials management XiteManager option. Instructions for generating the report are attached. Upon receipt of the letter, districts can record material sources identified by the contractor in SM with the aid of the "Assistant."

As material sources change with the life of the project, contractors will need to submit to the project office an updated letter identifying the new material sources. Previous sources will be maintained in SM and documentation of the effective date of the source change can be made using the "Assistant" as explained in the instructions.

This memorandum and the referenced documents are available at the following link: http://www.dot.state.tx.us/business/contractors_consultants/materials.htm and will be superseded upon the next update of the SiteManger User Manual.

Discuss the use of the new sourcing letter with your contractors through business and preconstruction meetings and other forums.

Please contact Stewart DeWitt at (512) 416-2462 if you have any questions.

Attachments

cc: District Engineers
District Tier 1 Coordinators
Stewart DeWitt, Construction Division



Texas Department of Transportation

SiteManager Contract Materials Sourcing Letter

Friday, June 26, 2009

Version: ibstpd-5/20/2009 12:18:18 PM

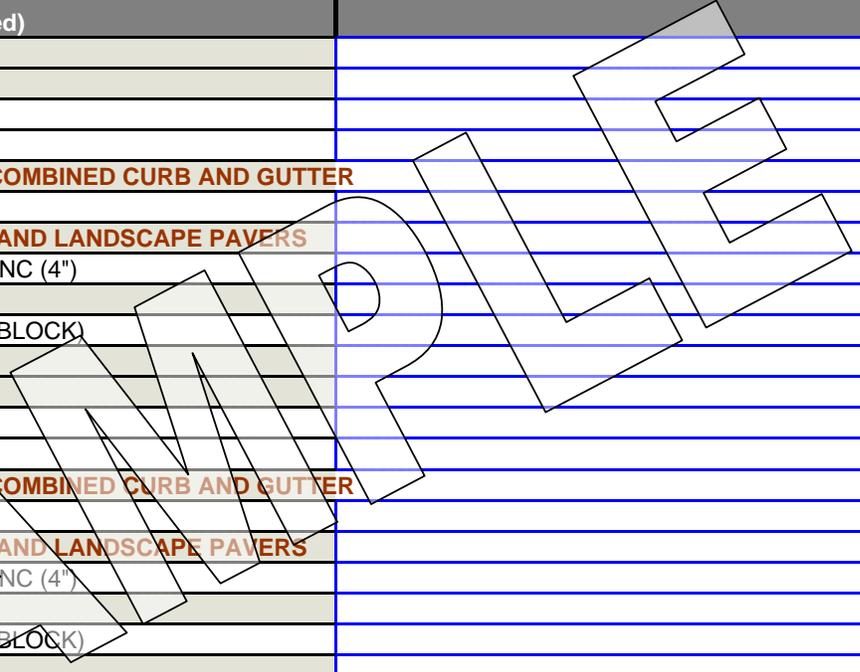
CONTRACTOR:
THE ROAD CONSTRUCTION, INC.
PO BOX 12345678
EL DOVER, TX 123456789

CONTRACT ID
00000000
PROJECT: CL 0-0-00
HIGHWAY: 00 00
COUNTY: DOVER

To whom it may concern,
 In accordance with Item 6. Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources of materials that may possibly be incorporated in the construction of this project by you and the sub-contractors. Please indicate those that are known to you presently, and return this letter to:

Name/Address: TIMOTHY F. SMITH, P.E. 4201 DOVERING DR. DOVERTON, TX 000000000000	Fax Nbr: Email:
--	--

MATERIAL ITEM CATEGORY ITEM CODE/DESCRIPTION PRODUCER/SUPPLIER (Recorded)	PRODUCER/SUPPLIER
0421CA0000 :: AGGR COARSE PC CONC	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0421CM0000 :: COMPLETE MIX PCC	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0421FA0000 :: AGGR FINE PC CONC	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0421FASFS0 :: SILICA FUME	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0421FLASC0 :: FLY ASH CLASS C	



MATERIAL ITEM CATEGORY ITEM CODE/DESCRIPTION PRODUCER/SUPPLIER (Recorded)	PRODUCER/SUPPLIER
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0421FLASF0 :: FLY ASH CLASS F	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0421FLASU0 :: FLY ASH ULTRA FINE	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0421META00 :: METAKAOLIN	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0423CNCLK :: RETAIN WALL - CONCRETE BLOCK	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0440REBAR0 :: REINFORCING STEEL BARS	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0440REBARE :: EPOXY COATED REINF STEEL BARS	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	
0440WWF000 :: REINF STL WIRE FABRIC	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	

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MATERIAL	PRODUCER/SUPPLIER
ITEM CATEGORY	
ITEM CODE/DESCRIPTION	
PRODUCER/SUPPLIER (Recorded)	
0440 0531 05312015 :: CONC SIDEWLKS (4")	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0440 0528 05282001 :: COLORED TEXTURED CONC (4")	
052400I/II :: PORTLAND CEMENT TY I/II	
0531 :: SIDEWALKS	
0524 0531 05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
0524 0529 05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0524 0528 05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
0524 0423 04232006 :: RETAINING WALL (CONC BLOCK)	
0524GGBF10 :: GROUND GRANULATED BF SLAG GR 100	
0531 :: SIDEWALKS	
0524 0531 05312017 :: CURB RAMPS (TY 21)	
0524 0531 05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
0524 0529 05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0524 0528 05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
0524 0423 04232006 :: RETAINING WALL (CONC BLOCK)	
0524GGBF12 :: GROUND GRANULATED BF SLAG GR 120	
0531 :: SIDEWALKS	
0524 0531 05312017 :: CURB RAMPS (TY 21)	
0524 0531 05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
0524 0529 05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0524 0528 05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
0524 0423 04232006 :: RETAINING WALL (CONC BLOCK)	
0524PCUNSP :: PORTLAND CEMENT TYPE UNSPECIFIED	
0531 :: SIDEWALKS	
0524 0531 05312017 :: CURB RAMPS (TY 21)	
0524 0531 05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
0524 0529 05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0524 0528 05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
0524 0423 04232006 :: RETAINING WALL (CONC BLOCK)	
05261D0000 :: MEMBRANE CURING COMPOUND TY 1-D	
0531 :: SIDEWALKS	
0526 0531 05312017 :: CURB RAMPS (TY 21)	
0526 0531 05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
0526 0529 05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0526 0528 05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
0526 0423 04232006 :: RETAINING WALL (CONC BLOCK)	
0526200000 :: MEMBRANE CURING COMPOUND TY 2	
0531 :: SIDEWALKS	
0526 0531 05312017 :: CURB RAMPS (TY 21)	
0526 0531 05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
0526 0529 05292002 :: CONC CURB (TY II)	

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MATERIAL ITEM CATEGORY ITEM CODE/DESCRIPTION PRODUCER/SUPPLIER (Recorded)	PRODUCER/SUPPLIER
0526 0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0526 0528 05282001 :: COLORED TEXTURED CONC (4")	
0526 0423 :: RETAINING WALLS	
0526 0423 04232006 :: RETAINING WALL (CONC BLOCK)	

Thank you for your assistance in this matter.

Sincerely,

TIMOTHY F. SMITH, P.E.



Choose your level of detail. By clicking group level 1, 2, or 3 all items for that group will be displayed:
 Group one (1) is for material detail
 Group two (2) is for item category detail
 Group three (3) is for item code detail.
 You may also expand or collapse individual details by selecting the (+) or (-) adjacent to the item's grouping.

E64		fx	
1	2	3	
1			
2			

18	MATERIAL
19	ITEM CATEGORY
20	ITEM CODE/DESCRIPTION
+	21 01320B0000 :: EMBANKMENT MATL
+	24 01320B0100 :: EMBANKMENT MATL
+	27 02470A0400 :: FLEX BASE TY A GR
+	30 0300ACUNSP :: UNSPECIFIED ASP
+	35 0300EMAEP0 :: AE-P
+	38 0300EMCHFP :: CHFRS-2P
+	41 0300EMCR2P :: CRS-2P
+	44 0300EMHF2P :: HFRS-2P
+	49 0302SFTRAG :: SURF TRT AGGR

PRODUCER/SUPPLIER
Record the Producer/Supplier at the material level. It will be assumed that all item categories and items codes will share the same source.

18	MATERIAL
19	ITEM CATEGORY
20	ITEM CODE/DESCRIPTION
-	21 01320B0000 :: EMBANKMENT MATL
[+	22 0132 :: EMBANKMENT
-	24 01320B0100 :: EMBANKMENT MATL
[+	25 0132 :: EMBANKMENT
-	27 02470A0400 :: FLEX BASE TY A GR
[+	28 0247 :: FLEXIBLE BASE
-	30 0300ACUNSP :: UNSPECIFIED ASP
[+	31 0530 :: INTERSECTIONS, DRIV
[+	33 0316 :: SURFACE TREATMENT

PRODUCER/SUPPLIER
Record the Producer/Supplier at the item category. It will be assumed that items codes under this category will share the same source.

18	MATERIAL
19	ITEM CATEGORY
20	ITEM CODE/DESCRIPTION
-	21 01320B0000 :: EMBANKMENT MATL
[-	22 0132 :: EMBANKMENT
-	23 01322004 :: EMBANKMEN
[-	24 01320B0100 :: EMBANKMENT MATL
[-	25 0132 :: EMBANKMENT
[-	26 01322003 :: EMBANKMEN
-	27 02470A0400 :: FLEX BASE TY A GR
[-	28 0247 :: FLEXIBLE BASE
[-	29 02472044 :: FL BS (CMP

PRODUCER/SUPPLIER
Record the Producer/Supplier at the item code. Sources listed here will be strictly for the item identified.

After you have recorded all of you known sources, you may send this document electronically via email or you may print this document and either fax or mail it to the name and address listed on the first sheet.

Name/Address:	Fax Nbr:
John Doe	(555) 123-1245
123 E. Elm St	Email:
Construction City, Utopia 77777-2222	JDOE@dot.state.tx.us



SiteManager Materials Sourcing Letter

June 25, 2009





SiteManager Materials Sourcing Letter

Microsoft Excel - Material_Sourcing_Letter.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

cont_id fx

A C D E F G

Notable items:

- It has an electronic format to allow the contractor to record (Excel) and send (email) the data electronically.
- The material, item category and item groupings reduce redundancy and allow for more flexible entry.
- It can be generated at any point in life of the project.
- It retrieves material sources currently associated to the project items.

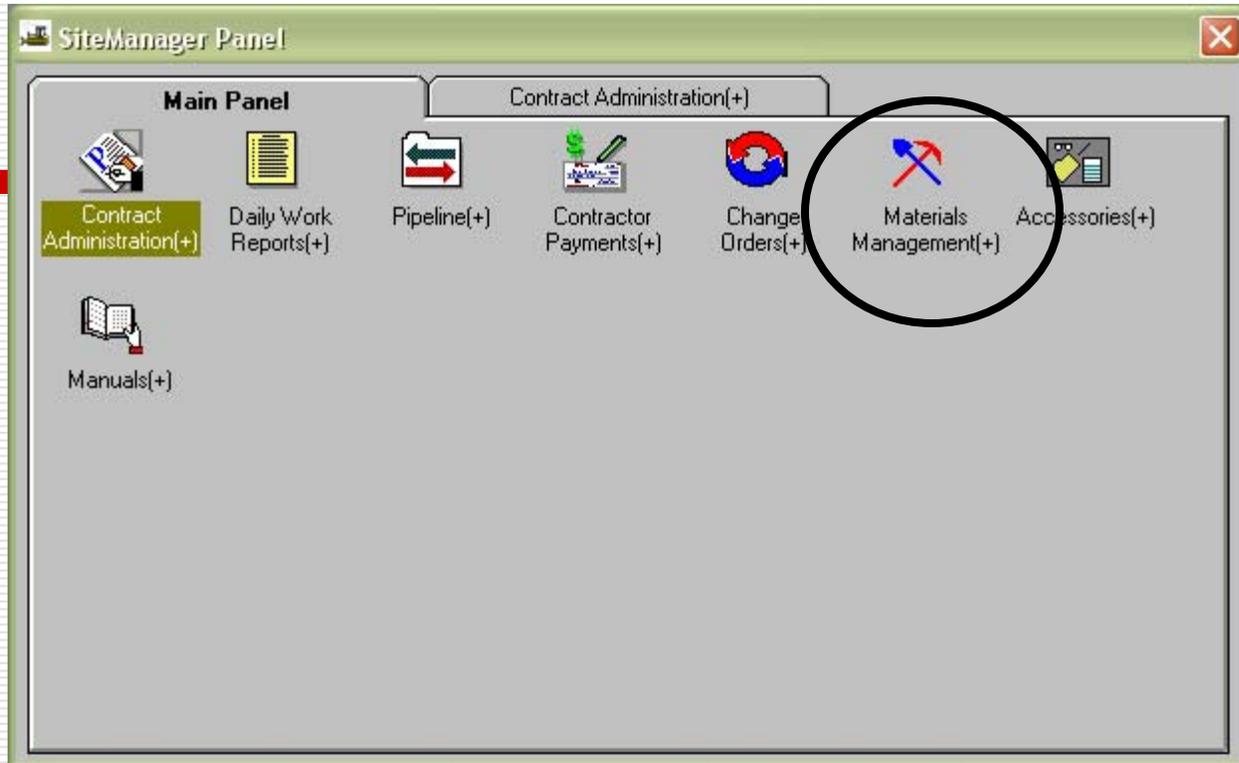
Thank you for your assistance in this matter.
Sincerely,

Material Sources / Help /



SiteManager Materials Sourcing Letter

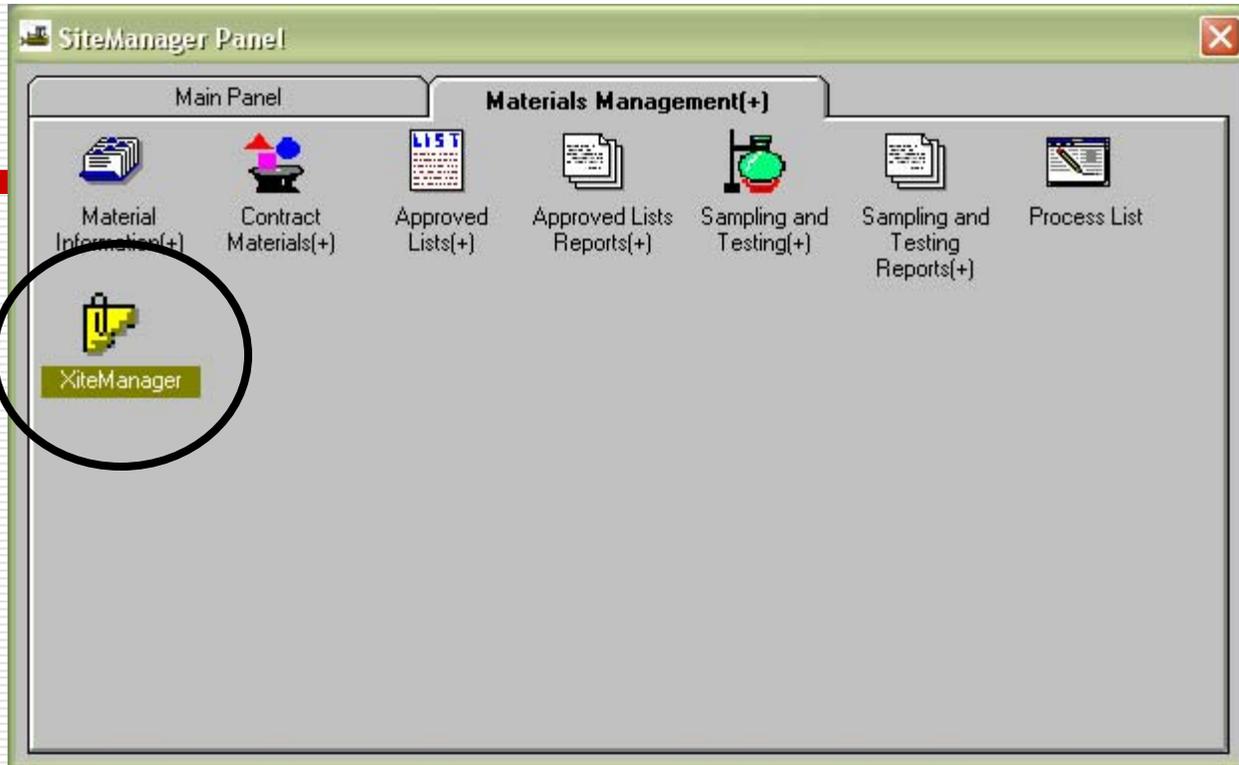
Navigation





SiteManager Materials Sourcing Letter

Navigation





SiteManager Materials Sourcing Letter

Navigation

The screenshot shows the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains various icons for file operations. The main window displays a "System Attachments" table with the following data:

Name	Type	Description	Autorun
XiteManager	Plug	Double Click to view	<input type="checkbox"/>
XiteReport	Plug	Double Click to view	<input type="checkbox"/>
Assistant	Plug	Double Click to view	<input type="checkbox"/>
Laborator	Plug	Double Click to view	<input type="checkbox"/>
MSL	Plug	Material Sourcing Letter (CIS 36)	<input type="checkbox"/>

The "MSL" row is highlighted in green and circled with a black oval. A red horizontal bar is positioned to the left of the table, and a red horizontal line extends from the right side of the table.

At the bottom of the window, the status bar shows "Ready" on the left and "Server PROD BOOKPR2 SDEWITT" on the right.



SiteManager Materials Sourcing Letter

The screenshot shows a Microsoft Excel window titled "Material_Sourcing_Letter [Read-Only]". The "Tools" menu is open, and the "Macro" option is selected. A security warning dialog box is displayed, stating: "Macros are disabled because the security level is set to High and a digitally signed Trusted Certificate is not attached to the macros. To run the macros, change the security level to a lower setting (not recommended), or request the macros be signed by the author using a certificate issued by a Certificate Authority." The "Security" dialog box is also open, showing the "Security Level" tab with the "Medium" option selected. The "Medium" option is described as: "Medium. You can choose whether or not to run potentially unsafe macros." The "Very High" option is selected in the "Trusted Publishers" tab. A yellow callout box at the bottom right contains the following text:

If you receive this message when accessing the file it means the security setting are set too high to run the embedded macros.

From the menu, click Tools>>Macro>>Security and choose the medium option and choose OK.

Close and restart the application.



SiteManager Materials Sourcing Letter

Microsoft Excel - Material_Sourcing_Letter.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

cont_id

	A	C	D	E	F	G
1			Texas Department of Transportation			
2			SiteManager Contract Materials Sourcing Letter			
3						Version: ibstpd-5/11/2009 10:51:53 AM
4	CONTRACTOR:				CONTRACT ID	
5			Please enter the CCSJ as a continuous number. (example: 000102003)		<input type="text"/>	<input type="button" value="Go"/>
6					PROJECT:	
7					HIGHWAY:	
8					COUNTY:	
9	To whom it may concern,					
10	In accordance with Item 6. Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources					
11	of materials that may possibly be incorporated in the construction of this project by you and the sub-contractors. Please indicate those					
12	that are known to you.					
14	Name/Address:		Enter the CCSJ here		Tax Idbr:	
15	<input type="text"/>					
16	<input type="text"/>				Email:	
17	<input type="text"/>					
18	<input type="text"/>					
19	MATERIAL			PRODUCER/SUPPLIER		
20	ITEM CATEGORY					
21	ITEM CODE/DESCRIPTION					
22	PRODUCER/SUPPLIER (Recorded)					
23	<input type="text"/>			<input type="text"/>		
24	<input type="text"/>			<input type="text"/>		
25	<input type="text"/>			<input type="text"/>		
26	Thank you for your assistance in this matter.					
27	Sincerely,					
28						

Material Sources Help



SiteManager Materials Sourcing Letter

Select "Go"

Specific project information is loaded to the sheet.

Specific project materials are added to the sheet.

Microsoft Excel - Material_Sourcing_Letter.xls [Read-Only]

cont_id 000102046

Department of Transportation
Contract Materials Sourcing Letter
Tuesday, May 12, 2009
Version: ibstpd-5/11/2009 10:53 AM

CONTRACT ID
000102046
PROJECT: CL 1-2-46
HIGHWAY: SH 20
COUNTY: EL PASO

To whom it may concern,
In accordance with Item 6, Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources of materials that may possibly be incorporated in the construction of this project by you and the sub-contractors. Please indicate those that are known to you presently, and return this letter to:

Name/Address:
TIMOTHY F. TWOMEY, P.E.
4201 HONDO PASS DR.
EL PASO, TX 79924-0201

MATERIAL	PRODUCER/SUPPLIER
ITEM CATEGORY	
ITEM CODE/DESCRIPTION	
PRODUCER/SUPPLIER (Recorded)	
0421CA0000 :: AGGR COARSE PC CONC	
0421CM0000 :: COMPLETE MIX PCC	
0421FA0000 :: AGGR FINE PC CONC	
0421FASFS0 :: SILICA FUME	
0421FLASC0 :: FLY ASH CLASS C	
0421FLASF0 :: FLY ASH CLASS F	

Material Sources / Help



SiteManager Materials Sourcing Letter

Microsoft Excel - Material_Sourcing_Letter.xls [Read-Only]

File Edit View Insert Format Tools Data Window Help

cont_id 000102046

MATERIAL	PRODUCER/SUPPLIER
ITEM CATEGORY	
ITEM CODE/DESCRIPTION	
PRODUCER/SUPPLIER (Recorded)	
0421CA0000 :: AGGR COARSE PC CONC	
0421CM0000 :: COMPLETE MIX PCC	
0421FA0000 :: AGGR FINE PC CONC	
0421FASFS0 :: SILICA FUME	
0421FLASC0 :: FLY ASH CLASS C	
0421FLASF0 :: FLY ASH CLASS F	
0421FLASU0 :: FLY ASH ULTRA FINE	
0421META00 :: METAKAOLIN	
0423CNCBLK :: RETAIN WALL - CONCRETE BLOCK	
0440REBAR0 :: REINFORCING STEEL BARS	
0440REBARE :: EPOXY COATED REINF STEEL BARS	
0440WWF000 :: REINF STL WIRE FABRIC	
052400I/II :: PORTLAND CEMENT TY I/II	
0524GGBF10 :: GROUND GRANULATED BF SLAG GR 100	
0524GGBF12 :: GROUND GRANULATED BF SLAG GR 120	
0524PCUNSP :: PORTLAND CEMENT TYPE UNSPECIFIED	
05261D0000 :: MEMBRANE CURING COMPOUND TY 1-D	
0526200000 :: MEMBRANE CURING COMPOUND TY 2	

181

191

192 Thank you for your assistance in this matter.

193 Sincerely,

194 **TIMOTHY F. TWOMEY, P.E.**

195

Material Sources / Help /

The contractor is expected to enter sources here.



SiteManager Materials Sourcing Letter

The detail at which the contractor sources the material is explained here on the help sheet.

Choose your level of detail. By clicking items for that group will be displayed:
Group one (1) is for material detail
Group two (2) is for item category detail
Group three (3) is for item code detail
You may also expand or collapse individual details by selecting the (+) or (-) adjacent to the item's grouping.

MATERIAL	ITEM CATEGORY	ITEM CODE/DESCRIPTION	PRODUCER/SUPPLIER
01320B0000		:: EMBANKMENT MATL	Record the Producer/Supplier at the material level. It will be assumed that all item categories and items codes will share the same source.
01320B0100		:: EMBANKMENT MATL	
02470A0400		:: FLEX BASE TY A GR	
0300ACUNSP		:: UNSPECIFIED ASP	
0300EMAEP0		:: AE-P	
0300EMCHFP		:: CHFRS-2P	
0300EMCR2P		:: CRS-2P	
0300EMHF2P		:: HFRS-2P	Record the Producer/Supplier at the item category. It will be assumed that items codes under
0302SFTRAG		:: SURF TRT AGGR	
01320B0000		:: EMBANKMENT MATL	
0132		:: EMBANKMENT	
01320B0100		:: EMBANKMENT MATL	
0132		:: EMBANKMENT	

Material Sources Help



SiteManager Materials Sourcing Letter

District staffs are instructed to print a fully expanded copy and have it available for the contractor at the preconstruction meeting.

To fully expand the form, click the number four (4). This will open the last subgroup and show all rows.

File Edit View Insert Format Tools Data Window Help

c fnbr PROJECT: CL 1-2-46

1 2 3 4

CONTRACTOR:
C & C ROAD CONSTRUCTION, INC.
PO BOX 962788
EL PASO, TX 799962700

HIGHWAY: SH 20
COUNTY: EL PASO

To whom it may concern,
In accordance with Item 6, Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources of materials that may be used in the construction of this project by you and the sub-contractors. Please indicate the sources that are known to you.

Name/Address:
TIMOTHY F. TWO
4201 HONDO PAS
EL PASO, TX 7992

Fax Hlbr:
Email:

MATERIAL	PRODUCER/SUPPLIER
ITEM CATEG	
ITEM CODE	
PRODUCER/SUPPLIER (Recorded)	
0421CA0000 :: AGGR COARSE PC CONC	
0531 :: SIDEWALKS	
05312017 :: CURB RAMPS (TY 21)	
05312015 :: CONC SIDEWLKS (4")	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
05292002 :: CONC CURB (TY II)	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
05282001 :: COLORED TEXTURED CONC (4")	
0423 :: RETAINING WALLS	
04232006 :: RETAINING WALL (CONC BLOCK)	

Material Sources / Help



SiteManager Materials Sourcing Letter

Next Previous **Zoom** **Print...** Setup... Margins Page Break Preview Close Help

National Standard

SiteManager
Texas Department of Transportation
SiteManager Contract Materials Sourcing Letter
Form 400.01.000

CONTRACTOR:
C & C ROAD CONSTRUCTION, INC.
PO BOX 962788
EL PASO, TX 799962700

CONTRACT NO.:
000102046
PROJECT: CL 1-2-06
HIGHWAY: SH 20
COUNTY: EL PASO

To whom it may concern:
In accordance with Item B, Article 1 and 2 of the Standard Specifications, we request that you provide a list of materials that may possibly be incorporated in the construction of the project that are known to you presently, and return this letter to:

Name Address:
TIMOTHY F. TWOMEY, P.E.
4201 HONDO PASS DR.
EL PASO, TX 79924-0201

MATERIAL
ITEM CATEGORY
ITEM CODE/DESCRIPTION
PRODUCTION SUPPLIER (Recorded)
0421CA000 - AGGR COARSE PC CONC
0331 - SIDEWALKS
05312017 - CURB RAMPS (TY 21)
05312018 - CONC SIDE WALKS (4")
0529 - CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
05292002 - CONC CURBS (TY 8)
0528 - COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS
05282001 - COLORED TEXTURED CONC (4")
0423 - RETAINING WALLS
04232008 - RETAINING WALL (CONC BLOCK)
0421CA000 - COMPLETE MIX RCC
0331 - SIDEWALKS
05312017 - CURB RAMPS (TY 21)
05312018 - CONC SIDE WALKS (4")
0529 - CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
05292002 - CONC CURBS (TY 8)
0528 - COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS
05282001 - COLORED TEXTURED CONC (4")
0423 - RETAINING WALLS
04232008 - RETAINING WALL (CONC BLOCK)
0421FA000 - AGGR FINE PC CONC
0331 - SIDEWALKS
05312017 - CURB RAMPS (TY 21)
05312018 - CONC SIDE WALKS (4")
0529 - CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
05292002 - CONC CURBS (TY 8)
0528 - COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS
05282001 - COLORED TEXTURED CONC (4")
0423 - RETAINING WALLS
04232008 - RETAINING WALL (CONC BLOCK)
0421FA000 - SILICA FUME
0331 - SIDEWALKS
05312017 - CURB RAMPS (TY 21)
05312018 - CONC SIDE WALKS (4")
0529 - CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER
05292002 - CONC CURBS (TY 8)
0528 - COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS
05282001 - COLORED TEXTURED CONC (4")
0423 - RETAINING WALLS

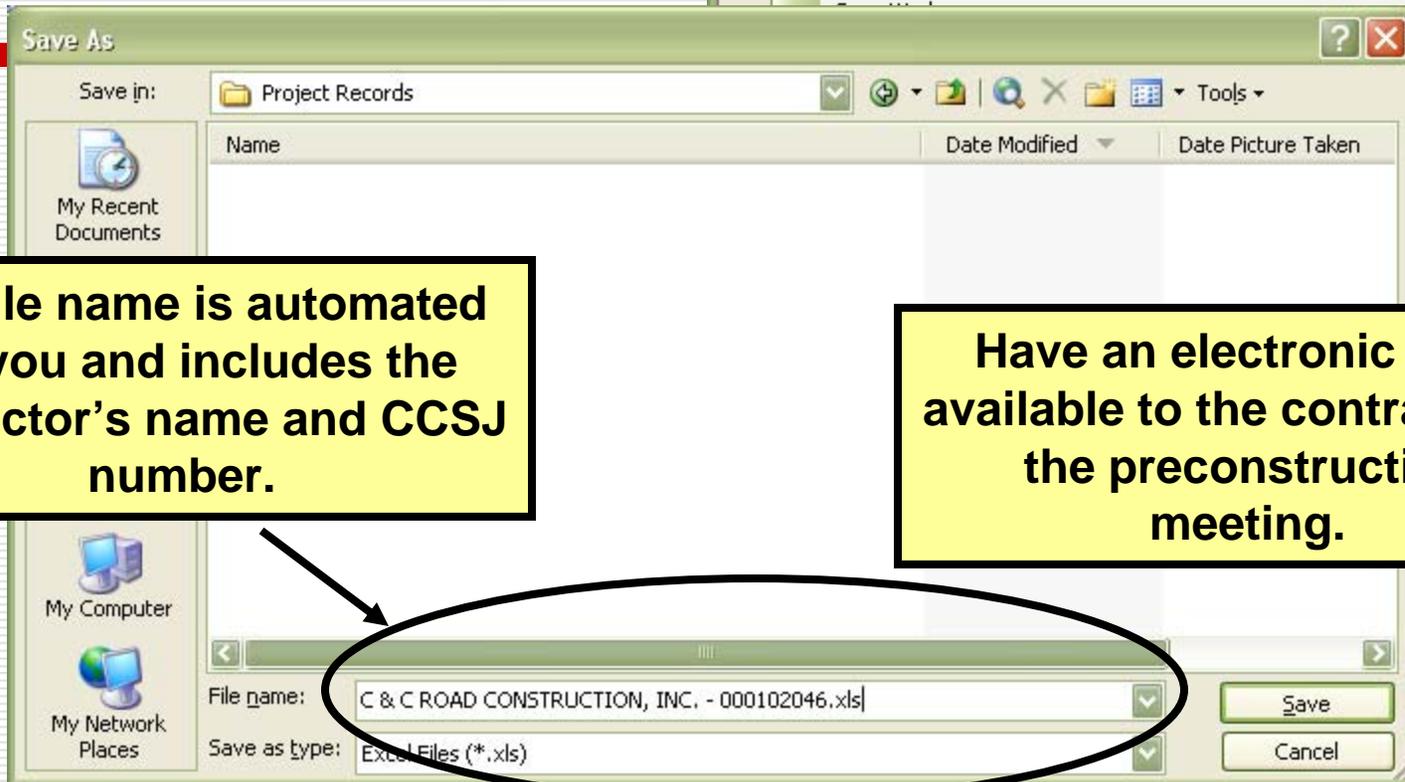
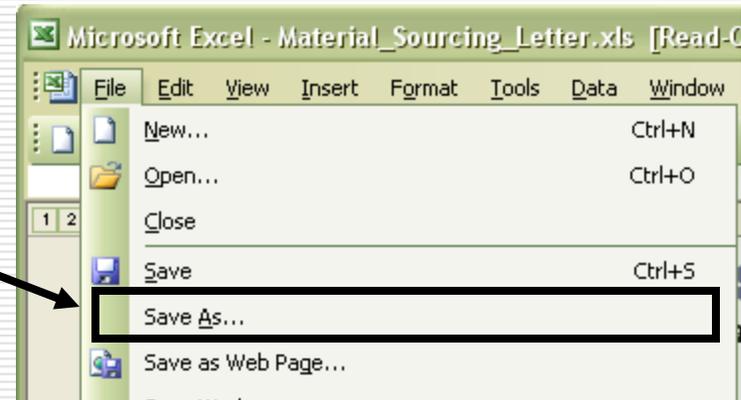
National Sourcing Letter Page 1 of 4

Print the form and make a copy available to the contractor at the preconstruction meeting.



SiteManager Materials Sourcing Letter

After the sourcing letter is generated, it should be saved.



The file name is automated for you and includes the contractor's name and CCSJ number.

Have an electronic copy available to the contractor at the preconstruction meeting.



SiteManager Materials Sourcing Letter

After the document is saved, you'll be returned to the master file where you may generate a new report.

Note: The material sourcing letter file and not the recently saved file, is the file that remains open after saving.

Microsoft Excel - Material_Sourcing_Letter.xls [Read-Only]

cont_id 000102046

SiteManager
Construction Management System

Texas Department of Transportation
SiteManager Contract Materials Sourcing Letter
Tuesday, May 12, 2009
Version: ibstpd-5/11/2009 10:51:30 AM

CONTRACTOR:
C & C ROAD CONSTRUCTION, INC.
P.O. BOX 962788

CONTRACT ID:
000102046
PROJECT: CL 1-2-46
HIGHWAY: SH 20
COUNTY: EL PASO

Standard Specifications, we are requesting that you provide us with all the sources for the construction of this project by you and the sub-contractors. Please indicate those sources in the following letter to:

Fax Hbr: _____
Email: _____

EL PASO, TX 79924-0201

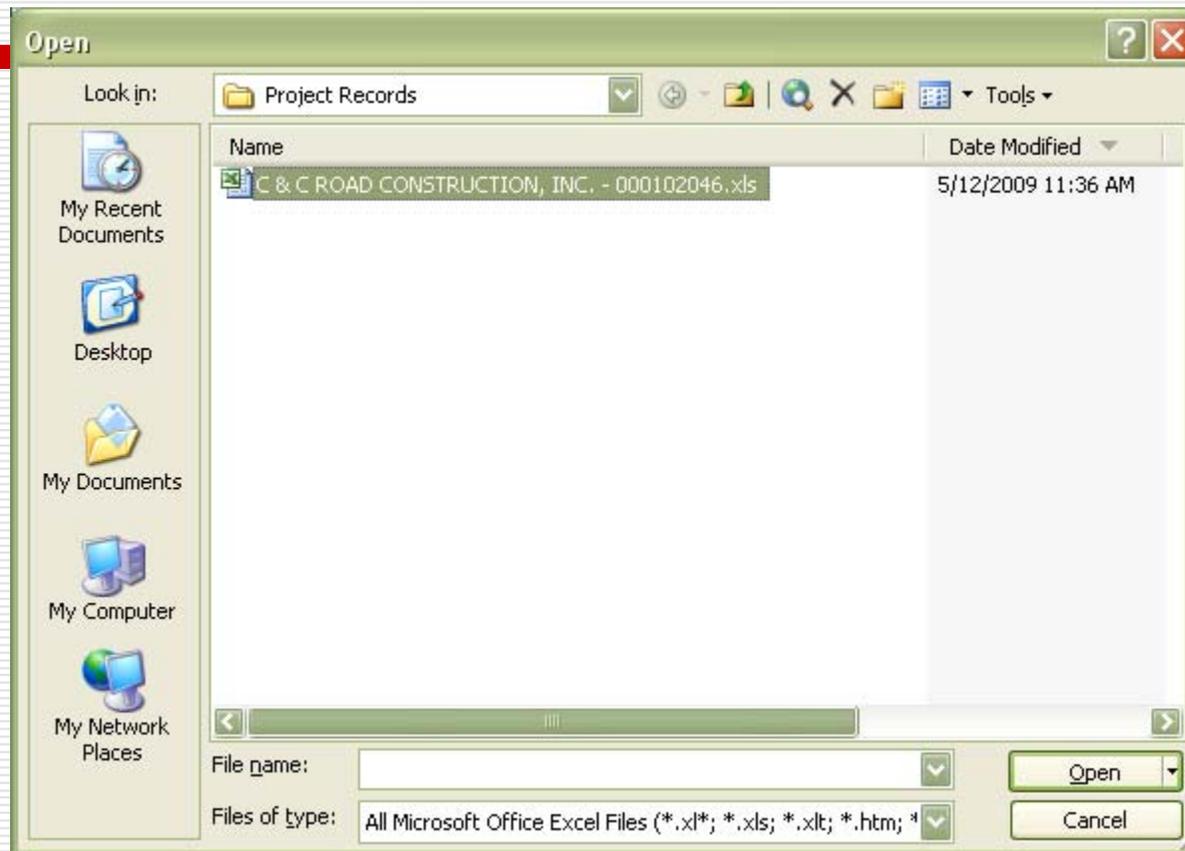
MATERIAL	PRODUCER/SUPPLIER
ITEM CATEGORY	
ITEM CODE/DESCRIPTION	
PRODUCER/SUPPLIER (Recorded)	
0421CA0000 :: AGGR COARSE PC CONC	
0421CM0000 :: COMPLETE MIX PCC	
0421FA0000 :: AGGR FINE PC CONC	
0421FASFS0 :: SILICA FUME	
0421FLASC0 :: FLY ASH CLASS C	
0421FLASF0 :: FLY ASH CLASS F	

Material Sources / Help /



SiteManager Materials Sourcing Letter

To review the differences between the contractor's file and the original file, navigate to the saved document's folder and select the file.





SiteManager Materials Sourcing Letter

Visually the contractor's file looks almost identical, but query definitions have been removed and it does not have an option to generate additional reports.

Microsoft Excel - C & C ROAD CONSTRUCTION, INC. - 000102046.xls

File Edit View Insert Format Tools Data Window Help

Haettenschw

A1 Texas Department of Transportation

1 2 3 4 A C D E F

Open

Look in: Project Records

Name Date Modified

C & C ROAD CONSTRUCTION, INC. - 000102046.xls 5/12/2009 11:36 AM

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name:

Files of type: All Microsoft Office Excel Files (*.xl*; *.xls; *.xlt; *.htm; *)

Open Cancel

SiteManager Materials Sourcing Letter

Version: ibetpd-5/11/2009 10:31:33 AM

CT ID
2046

CT: CL 1-2-46

AY: SH 20

TY: EL PASO

ing that you provide us with all the sources and the sub-contractors. Please indicate those

PRODUCER/SUPPLIER

0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER

05292002 :: CONC CURB (TY II)

000102046 / Help

Send the contractor the saved file.



SiteManager Materials Sourcing Letter

Microsoft Excel - SiteManager Material Sourcing Letter.xls [Read-Only]

cont_id 000102046

Texas Department of Transportation

The contractor should return the completed sourcing letter to the project staff via mail, fax, or email.

CONTRACTOR
C & C ROAD
PO BOX
EL PASO

To whom it may concern,
In accordance with Item 6. Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources of materials that may possibly be incorporated in the construction of this project by you and the sub-contractors. Please indicate those that are known to you presently, and return this letter to:

Name/Address: **Fax Hbr:**
TIMOTHY F. TWOMEY, P.E.
4201 HONDO PASS DR.
EL PASO, TX 79924-0201

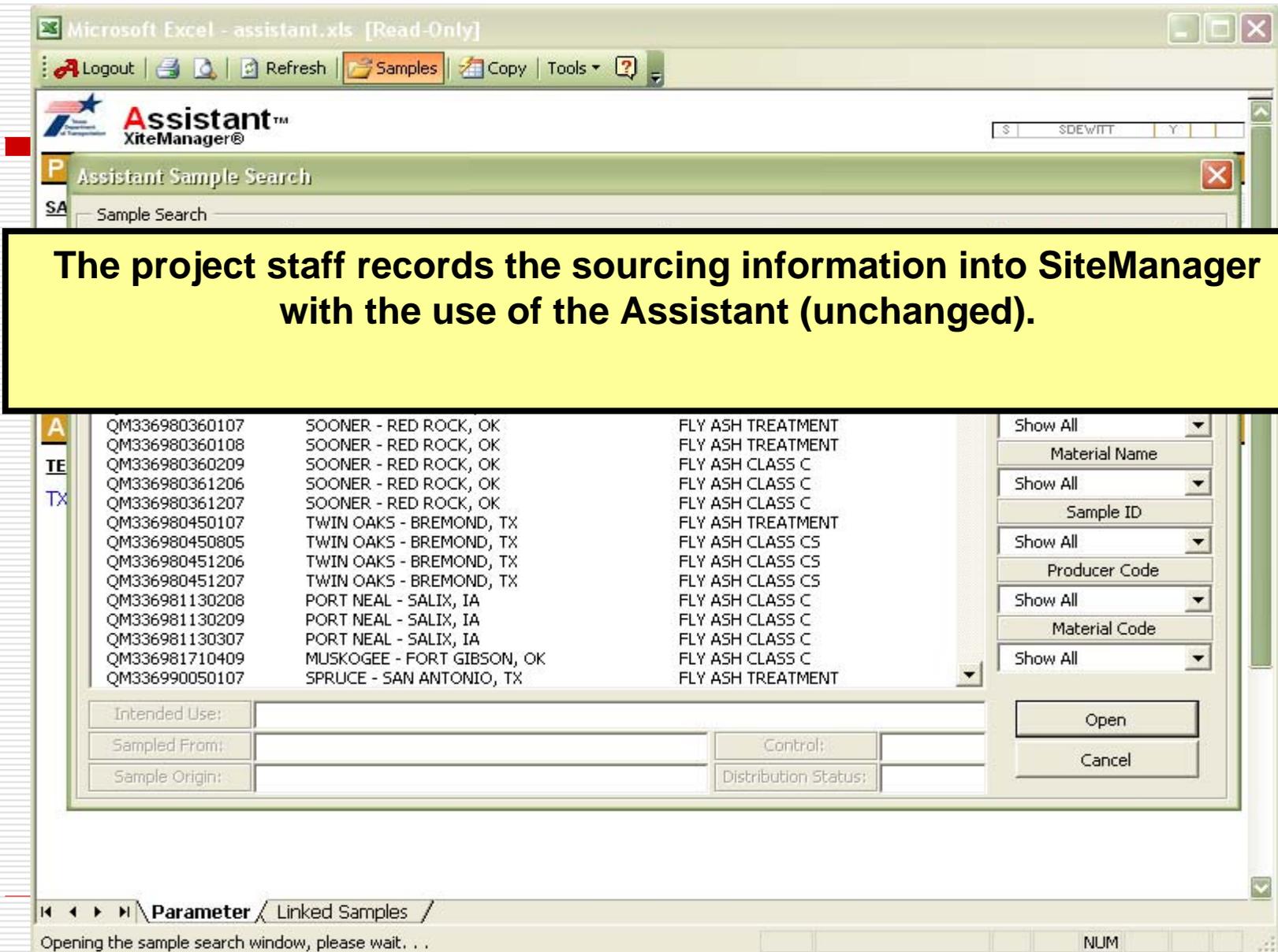
Email:

MATERIAL ITEM CATEGORY	PRODUCER/SUPPLIER
ITEM CODE/DESCRIPTION	
PRODUCER/SUPPLIER (Recorded)	
0421CA0000 :: AGGR COARSE PC CONC	HANSON
0421CM0000 :: COMPLETE MIX PCC	CONCRETE PRODUCER NAME,INC.
0531 :: SIDEWALKS	
0529 :: CONCRETE CURB, GUTTER, AND COMBINED CURB AND GUTTER	
0528 :: COLORED TEXTURED CONCRETE AND LANDSCAPE PAVERS	
0423 :: RETAINING WALLS	PREFAB CONCRETE SUPPLIER NAME

Material Sources / Help /



SiteManager Materials Sourcing Letter



The screenshot shows a Microsoft Excel window titled "assistant.xls [Read-Only]". The Assistant XiteManager interface is overlaid on the spreadsheet. The interface includes a menu bar with "Logout", "Refresh", "Samples", "Copy", and "Tools". The main area displays a table of sample data with columns for Sample ID, Location, and Material. A yellow callout box with a black border contains the text: "The project staff records the sourcing information into SiteManager with the use of the Assistant (unchanged)."

Sample ID	Location	Material
QM336980360107	SOONER - RED ROCK, OK	FLY ASH TREATMENT
QM336980360108	SOONER - RED ROCK, OK	FLY ASH TREATMENT
QM336980360209	SOONER - RED ROCK, OK	FLY ASH CLASS C
QM336980361206	SOONER - RED ROCK, OK	FLY ASH CLASS C
QM336980361207	SOONER - RED ROCK, OK	FLY ASH CLASS C
QM336980450107	TWIN OAKS - BREMOND, TX	FLY ASH TREATMENT
QM336980450805	TWIN OAKS - BREMOND, TX	FLY ASH CLASS CS
QM336980451206	TWIN OAKS - BREMOND, TX	FLY ASH CLASS CS
QM336980451207	TWIN OAKS - BREMOND, TX	FLY ASH CLASS CS
QM336981130208	PORT NEAL - SALIX, IA	FLY ASH CLASS C
QM336981130209	PORT NEAL - SALIX, IA	FLY ASH CLASS C
QM336981130307	PORT NEAL - SALIX, IA	FLY ASH CLASS C
QM336981710409	MUSKOGEE - FORT GIBSON, OK	FLY ASH CLASS C
QM336990050107	SPRUCE - SAN ANTONIO, TX	FLY ASH TREATMENT

Intended Use:

Sampled From:

Sample Origin:

Control:

Distribution Status:

Show All

Material Name

Show All

Sample ID

Show All

Producer Code

Show All

Material Code

Show All

Open

Cancel



SiteManager Materials Sourcing Letter

As material sources change with the life of the project, contractors may submit to the project office an updated letter identifying the new material sources. Project staffs may record the transition date in the remarks field of the specified QM materials when they are copied to the project.

001305054	03	054	MONTAGUE	JAMES REAVES	MARY GROTH	03/09/2007
004305100	03	054	WILBARGER	JAMES KELLEY	MONTY BROWN	01/08/2008
004305101	03	054	WILBARGER	ALLAN MOORE	ZACH HUSEN	03/07/2006
004305102	03	054	WILBARGER	JAMES KELLEY	MONTY BROWN	10/09/2007
004306075	03	054	WILBARGER	JAMES KELLEY	MONTY BROWN	06/08/2007
004307104	03	054	WILBARGER	JAMES KELLEY	KEVIN S STONE	04/22/2009
004309110	03	056	WICHITA	JAMES KELLEY	JON LEARY	03/09/2007
004309111	03	056	WICHITA	JAMES KELLEY	JON LEARY	09/06/2007
004309115	03	052	WICHITA	JESSE FLEMING, P.E.	GREG CORTEZ	12/04/2008
004309117	03	056	WICHITA	JAMES KELLEY	JON LEARY	03/11/2009

Project ID	Line #	Spec Item	Item Description	Factor	Bid Unit	Bid Qty	Installed Qty
001302019	0270	06722015	REFL PAV MRKR TY II-A-A	1	EA	18,107.00	17,529.00
001302019	0275	06722017	REFL PAV MRKR TY II-C-R	1	EA	1,338.00	1,327.00
004306079	0565	06722015	REFL PAV MRKR TY II-A-A	1	EA	3,927.00	3,927.00
004306079	0570	06722017	REFL PAV MRKR TY II-C-R	1	EA	148.00	148.00
051406008	0855	06722012	REFL PAV MRKR TY I-C	1	EA	1,412.00	1,412.00
051406008	0860	06722015	REFL PAV MRKR TY II-A-A	1	EA	52,145.00	51,032.00

CCSS District

Filter Contracts

Begins:

District Area

03

Find Contract ?

Create Sample

Sample's Quantity

Determined By: ?

Shipped Material

Installed Item

Quantity

0.00

Add Remarks

Authorize Sample

BUILD SAMPLE

CANCEL

This illustration shows the “add remarks” option available with the Assistant in the Copy Sample form. Choose this option to include remarks when recording the QM material source to the project.

Thank you

