



TRANSMITTAL LETTER

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Engineering and Construction Management System (ECMS) Construction Contractor Manual

INFORMATION AND SPECIAL INSTRUCTIONS:

Attached is the 2018 Edition of the Engineering and Construction Management System (ECMS) Construction Contractor Manual. The 2018 Edition retools the entire manual for ECMS. It also includes a new chapter on bidding within ECMS.

CANCEL AND DESTROY THE FOLLOWING:

All prior versions of Pub 637.

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Engineering and Construction Management System (ECMS) Construction Contractor Manual

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Chapter 1: Using ECMS

- About This Manual
- Common ECMS Functions
- Navigating in ECMS
- Using Search Portals
- Go Dropdown
- Using Online Help
- Printing from ECMS
- Publication 408

About This Manual

This manual is arranged in chapters, with each chapter covering a major subset of functionality. The chapters are ordered by business process, beginning with the Business Partner registration in ECMS. The scope of the manual ends with the Finalization of the project. The manual will apply to Contractors and Subcontractors that work with PennDOT and the ECMS system.

Bold faced text used in this Publication denotes the following:

- Important information
- Areas of specific interest to look for on ECMS
- Tells users when there are actions (click, enter, or select) in ECMS to follow the steps

Red boxes used in this Publication denotes the following in the images:

- Location of where actions (clicking, entering, or selecting) need to be completed on ECMS
- Specific areas of importance or information on the image

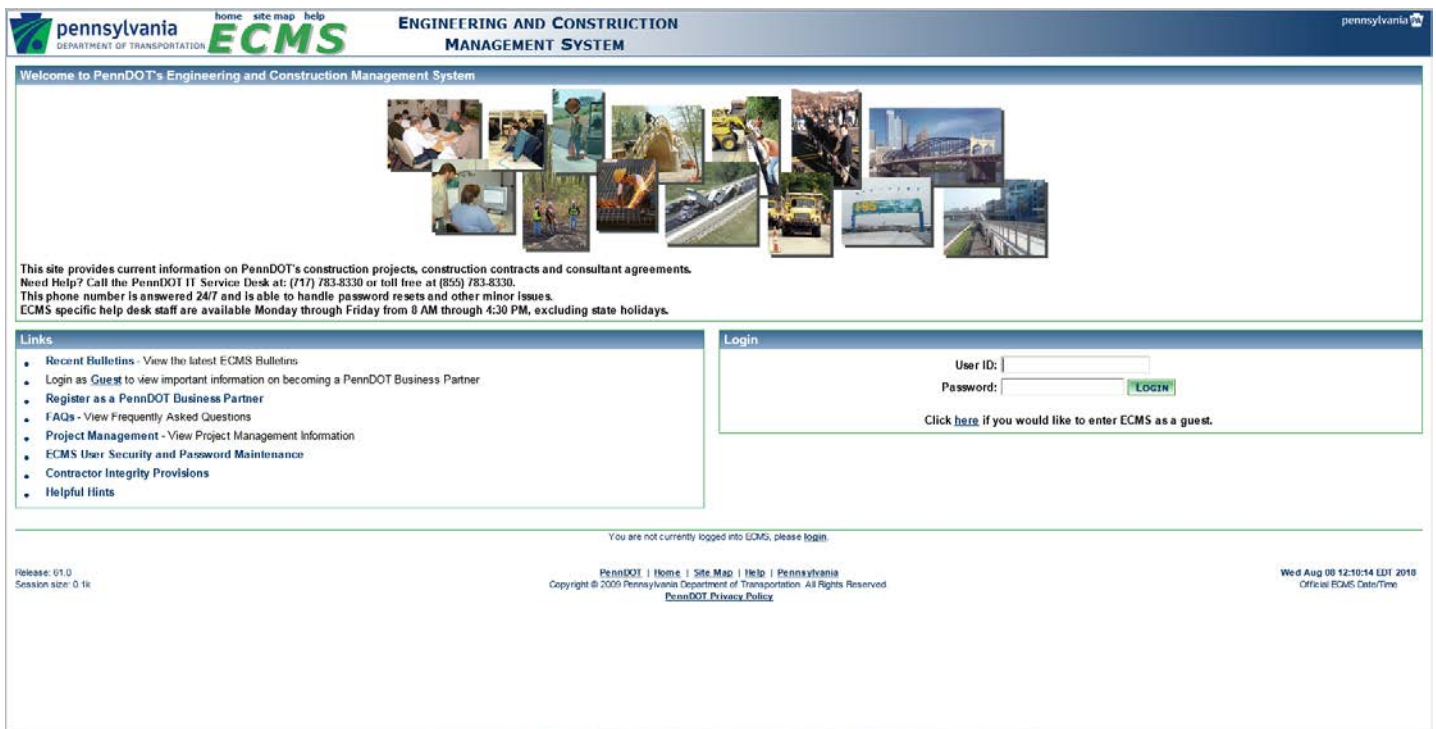
Common ECMS Functions

This section covers the common functions within ECMS that are consistent throughout the application. They include:

- Logging into the System
- Changing your Password
- Setting a Password Hint Question
- Resetting a Forgotten Password

Logging into the System

1. Open Internet Explorer and type in the ECMS web address www.dot14.state.pa.us/ECMS in the **Address Bar**. The ECMS login page is displayed.



- Under the **Login** heading on the lower right side of the ECMS Home Page, enter your **User ID** and **Password** in the **User ID** and **Password** fields. The User ID is not case sensitive, but the password is. For security purposes, the password entered is represented by asterisks (**).

The screenshot shows the ECMS Home Page. At the top, there is a navigation bar with the Pennsylvania Department of Transportation logo, the ECMS logo, and the text "ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM". Below the navigation bar is a banner with a collage of construction-related images. A text box below the banner provides information about the system and contact details for the IT Service Desk. On the left side, there is a "Links" section with a list of links. On the right side, there is a "Login" section with a form containing "User ID:" and "Password:" fields, a "LOGIN" button, and a link for guest access. The "LOGIN" button and the "User ID:" field are highlighted with a red box. At the bottom of the page, there is a footer with release information, copyright notices, and the current date and time.

- Click the **Login** button.
- A security warning as shown below will appear, click the **OK** button to proceed.

The screenshot shows a "Message from webpage" dialog box. The dialog box has a title bar with a close button. The main content area contains a question mark icon and the following text: "The PennDOT Engineering and Construction Management System (ECMS) shall be used solely for authorized government business purposes. Users are advised that their user ID and password information cannot be transferred to any third party without the express written permission of PennDOT. Any unauthorized use of ECMS will result in appropriate action by PennDOT including the loss of access privileges and the imposition of disciplinary measures." At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red box.

5. The ECMS Home Page is displayed.

Welcome to PennDOT's Engineering and Construction Management System

This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements.
Need Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330.
This phone number is answered 24/7 and is able to handle password resets and other minor issues.
ECMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays.

Links

- Recent Bulletins - View the latest ECMS Bulletins
- Login as [Guest](#) to view important information on becoming a PennDOT Business Partner
- Register as a PennDOT Business Partner
- FAQs - View Frequently Asked Questions
- Project Management - View Project Management Information
- ECMS User Security and Password Maintenance
- Request for System Access - This link is ONLY available when attached to the PennDOT LAN
- Contractor Integrity Provisions
- Helpful Hints
- Change User Password
- Documents for registered Business Partners

Bulletins

- Bid Letting
- Registration and Prequalification instructions for Facilities Projects
- PennDOT Facilities Projects List
- Bid Package
- Unofficial Plans for ECMS# 83736 - Roosevelt Expressway o/Wayne Junction
- Unofficial Plans posted for ECMS# 10466 SR78-12M
- Business Partner
- Trillium CNG looking for qualified contractors to bid on portions of work for 29 Compressed Natural Gas stations across the state.
- Creating User Ids for Business Partner users
- eSignature Process Overview
- Pre-Bid Design Files Agreement
- Overhead Information
- Documents for Registered Business Partners
- Documents for Business Partners
- General Information
- Notice to Contractors in Eastern Pennsylvania
- I-84 Section 282 - VE/ACTT Session
- 2018 - 2024 let date calendars
- District Map
- Helpful Hints
- DSP4 Submissions in ECMS
- DSP7 Submissions in ECMS
- DSP4 Final Report Guidance for Construction Contracts

- If your ECMS screen is idle for 30 minutes, your ECMS session will be ended automatically. You can monitor how many minutes are remaining in your current session by periodically checking the bottom of your screen for the current status message (e.g., “You are currently logged in as (Your Name). If this is incorrect, please login. Your session will timeout in XX minutes.”)
- After 25 minutes, a pop up window will appear asking if you wish to avoid being logged out, select **Yes** and the session time is set back to 30 minutes.
- To change or reset your ECMS password, you must be logged into the system.
- When you log into the system, your username will appear under Logout at the top of the screen. To view the user groups assigned to you, click on the user name hyperlink. The list of user groups will be displayed.
- When you are finished working in ECMS, be sure to click on the **Logout** hyperlink in the upper corner of the ECMS Banner to end your session. **DO NOT** click on the X in the Upper right corner.

Logging Out

1. Click the **Logout** hyperlink in the upper right corner of the ECMS Home Page. (**DO NOT** click on the on the X in the upper right corner.)
2. Your ECMS session is closed and the ECMS Login Page is redisplayed.

Changing Your Password

- ECMS requires the password to be changed every 60 days.
 - A password can be manually changed at any time.
1. Login to ECMS.
 2. At the ECMS Home Page, under the Links Heading, click on **Change User Password**.



The screenshot shows a 'Links' menu with the following items:

- **Recent Bulletins** - View the latest ECMS Bulletins
- Login as **Guest** to view important information on becoming a PennDOT Business Partner
- **Register as a PennDOT Business Partner**
- **FAQs** - View Frequently Asked Questions
- **Project Management** - View Project Management Information
- **ECMS User Security and Password Maintenance**
- **Request for System Access** - This link is ONLY available when attached to the PennDOT LAN
- **Contractor Integrity Provisions**
- **Helpful Hints**
- **Change User Password** (highlighted with a red box)
- **Documents for registered Business Partners**

You will be redirected to the old, Legacy ECMS **Change Profile Information** screen. If you are not redirected, you can go to <https://www.dotdom2.state.pa.us> and login to ECMS. **Please note that Legacy ECMS (<https://www.dotdom2.state.pa.us>) must be accessed using Internet Explorer Web Browser, it will not work on other web browsers.** Once logged-in, select Administration and then Application Security and click the Change User Profile link to access the screen below.

3. Enter your password in the Current Password field; enter your new password in the New Password field and again in the Confirm Password field.

Change Profile Information

• denotes required fields

• User ID: dmalini (1 - 7 positions)
• User Name: David A Maliniak
• Phone Number: 717 - 787 - 8599 x-
Fax Number: 717 - 705 - 2378
• Email Address: damaliniak@pa.gov
• Current Password:
New Password: (6 or more positions)
Confirm Password: (6 or more positions)

Back

Submit

4. Click the **Submit** button at the bottom of the screen. When finished, click on **Logout** in the navigation bar and **OK** on the successive message. The old ECMS Welcome Page is displayed. Click on the **X** in the upper right corner of the screen to close the old ECMS application. The ECMS Home Page is displayed.

Change Profile Information

• denotes required fields

• User ID: dmalini (1 - 7 positions)
• User Name: David A Maliniak
• Phone Number: 717 - 787 - 8599 x-
Fax Number: 717 - 705 - 2378
• Email Address: damaliniak@pa.gov
• Current Password:
New Password: (6 or more positions)
Confirm Password: (6 or more positions)

Back

Submit

5. At the ECMS II Home Page, click the **Logout** hyperlink in the upper right hand corner of the screen.
6. You may login to ECMS following the password change. (**Note:** it may take several minutes for the password change to become effective.)

Setting a Password Hint Question

ECMS provides an option whereby a user can reset a password which they have forgotten, enabling them to access the system without contacting the ECMS Administrator. In order to utilize this option, the user must first provide the system with the answer to one of several pre-programmed questions so that only they will be able to answer the question, if necessary, to reset their password.

1. Go to the old Legacy ECMS webpage at <https://www.dotdom2.state.pa.us>.
2. Enter your **User ID** in the first space of the **User ID / Password** field and enter your **Password** in the second space, then click the **Go** button. **Note:** this is the same **User ID** and **Password** combination used for ECMS.

User ID / Password

Drag bar to left for full-screen view.

Visit the **PA PowerPort**

FORNADOT.COM
PASSWORD?

● PENNDOT Systems
● Administration
● Business Partner
● Consultant Services
● Contractor Services
● Project Mgmt
● Project Services
● References
● Training Calendar

View User Groups

Passwords can only be updated using Internet Explorer 11 on a Windows PC. Other computers will not work (e.g. iPads, MacBook, iMac, iPhone).

Get Internet Explorer 11

When creating user ids do NOT use either '&' (ampersand) or '*' (asterisk) characters anywhere in the user id.

If certain dropdown menus do not work or an error message related to "Domino Developer View" is displayed, click on **Tools, Compatibility View Settings** and click **Add** beside "state.pa.us".

Welcome to the Engineering and Construction Management System Main Menu Page. This site provides up-to-date information on PennDOT's ECMS project and on the Department's Engineering Design and Construction Processes. If you have any questions regarding this site, please call the PennDOT IT Service Desk at 717.783.8330 or 855.783.8330

Recent ECMS Bulletins
- See the latest ECMS Bulletins!

FAQs
- See Frequently Asked Questions.

How to Register as a Business Partner
- See information on how to register as a Business Partner.

Project Management
- Project Management Tools & Information

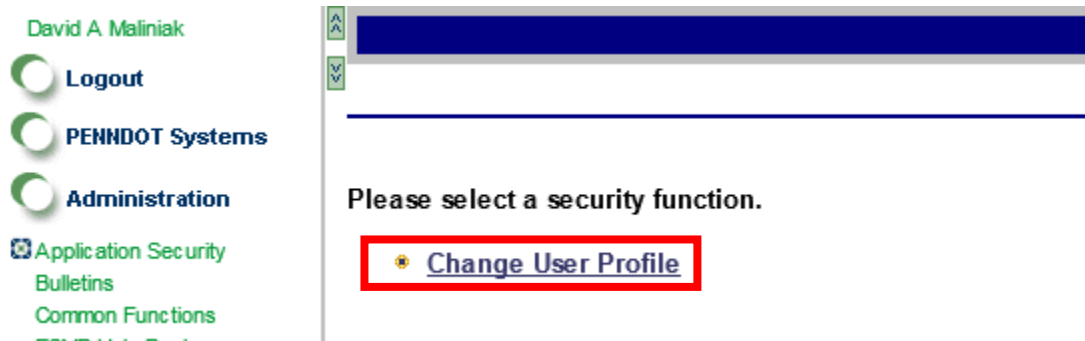
Helpful Hints

Atomic Clock Time for Bidding

- From the navigation bar, click **Administration** and then click **Administration Security**. The Application Security screen is displayed.



- Click the **Change User Profile** hyperlink. The Change Profile Information screen is displayed.



5. Click the drop-down arrow in the **Question** field and select the question you wish to answer.

The screenshot shows a web form titled "Change Profile Information" with a blue header bar. A legend indicates that a question mark icon denotes required fields. The form contains the following fields:

- User ID:** sdemopo (1 - 7 positions)
- User Name:** Sam Demopoulos
- Phone Number:** 000 - 000 - 0000 x- []
- Fax Number:** [] - [] - []
- Email Address:** ecmstrainer@yahoo.com
- Question:** [] (highlighted with a red box)
- Answer:** []
- Current Password:** []
- New Password:** [] (6 or more positions)
- Confirm Password:** [] (6 or more positions)

At the bottom of the form are two buttons: "Back" and "Submit".

6. Type your answer in the **Answer** field.

This screenshot is identical to the one above, showing the "Change Profile Information" form. In this view, the "Answer" field is highlighted with a red box, indicating the step where the user should enter their response to the selected question.

7. Type your password in the **Current Password** field.

The screenshot shows a web form titled "Change Profile Information" with a blue header bar. A legend indicates that a red asterisk denotes required fields. The form contains the following fields and values:

- User ID:** sdemopo (1 - 7 positions)
- User Name:** Sam Demopoulos
- Phone Number:** 000 - 000 - 0000 x- []
- Fax Number:** [] - [] - []
- Email Address:** ecmstrainer@yahoo.com
- Question:** []
- Answer:** []
- Current Password:** [] (highlighted with a red box)
- New Password:** [] (6 or more positions)
- Confirm Password:** [] (6 or more positions)

At the bottom of the form are two buttons: "Back" and "Submit".

8. Click the **SUBMIT** button. Click **OK** at the success message prompt and the ECMS home page is displayed.

This screenshot is identical to the previous one, showing the "Change Profile Information" form. The "Current Password" field is now empty. The "Submit" button at the bottom of the form is highlighted with a red box.

Resetting a Forgotten Password

1. Go to the old Legacy ECMS webpage at <https://www.dotdom2.state.pa.us>.

The screenshot shows the ECMS Engineering & Construction Management System Main Menu Page. The page features a blue header with the ECMS logo and navigation links (Home, Help, Index). A navigation bar on the left lists various system components. The main content area includes a login section with a 'User ID / Password' label and a 'Go' button. Below the login section, there is a 'Forgot your password?' link highlighted in red. A warning message states: 'Passwords can only be updated using Internet Explorer 11 on a Windows PC. Other computers will not work (e.g. iPads, MacBook, iMac, iPhone).' A link to 'Get Internet Explorer 11' is provided. Another warning message states: 'When creating user ids do NOT use either '&' (ampersand) or '*' (asterisk) characters anywhere in the user id.' Below this, there is a note about dropdown menus and a link to 'Tools, Compatibility View Settings'. A welcome message follows, and a table of links is displayed at the bottom.

ECMS ENGINEERING & CONSTRUCTION Management System
PENNDOT Visit the PA PowerPort

Home Help Index

User ID / Password
[Text Box] [Go]

Forgot your password?

- PENNDOT Systems
- Administration
- Business Partner
- Consultant Services
- Contractor Services
- Project Mgmt
- Project Services
- References
- Training Calendar

View User Groups

Drag bar to left for full-screen view.

Atomic Clock Time for Bidding

Recent ECMS Bulletins
- See the latest ECMS Bulletins!

FAQs
- See Frequently Asked Questions.

How to Register as a Business Partner
- See information on how to register as a Business Partner.

Project Management
- Project Management Tools & Information

Helpful Hints

Welcome to the Engineering and Construction Management System Main Menu Page. This site provides up-to-date information on PennDOT's ECMS project and on the Department's Engineering Design and Construction Processes. If you have any questions regarding this site, please call the PennDOT IT Service Desk at 717.783.8330 or 855.783.8330

2. From the navigation bar, click on the **Forgot Your Password** hyperlink. The User ID text box is displayed.

This close-up screenshot shows the ECMS logo and navigation links (Home, Help, Index). Below the navigation bar is a 'User ID / Password' section with two text boxes and a 'Go' button. A red box highlights the 'Forgot your password?' link. Below the login section, the navigation bar lists 'PENNDOT Systems' and 'Administration'.

ECMS
PENNDOT

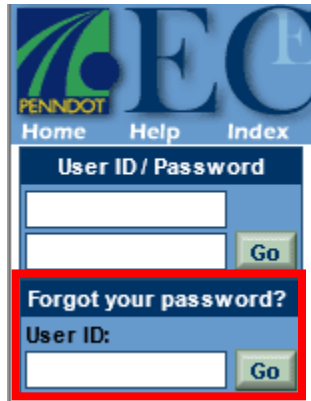
Home Help Index

User ID / Password
[Text Box] [Text Box] [Go]

Forgot your password?

- PENNDOT Systems
- Administration

3. Enter your **User ID** in the text box and click the **GO** button. The Automated Password Reset screen is displayed.



4. Enter the answer to the question displayed in the **Question** field.

Automated Password Reset

• denotes required fields

User ID: dmalini
User Name: David A Maliniak/PennDOT

Question: **What was my first car?**

• Answer:

• Reset Password: (6 or more positions)
• Confirm Password: (6 or more positions)

Back

Submit

5. Enter your new password in the **Reset Password** field and again in the **Confirm Password** field.

Automated Password Reset

• denotes required fields

User ID: dmalini
User Name: David A Maliniak/PennDOT

Question: **What was my first car?**

• Answer:

• **Reset Password:** (6 or more positions)
• **Confirm Password:** (6 or more positions)

Back

Submit

6. Click the **Submit** button at the bottom of the screen. Click **OK** at the success message. The old ECMS Welcome Page is displayed.

Automated Password Reset

• denotes required fields

User ID: dmalini
User Name: David A Maliniak/PennDOT

Question: **What was my first car?**

• Answer:

• **Reset Password:** (6 or more positions)
• **Confirm Password:** (6 or more positions)

Back


Submit

7. You may log back into ECMS after resetting your password. (**Note:** it may take several minutes for the password change to become effective.)

Navigating Within ECMS

Typical ECMS Screen Layout

Elements of a typical ECMS screen containing some of the new features are described in the table below.

Screen Element	Description
<u>ECMS Banner</u>	
Logout Hyperlink	Appears in far-right corner of ECMS Banner (once logged into ECMS)
Current User Hyperlink	Current User Name appears in far-right corner of ECMS Banner.
Menu Bar	Located at top of screen – used to navigate between functional areas.
Home/Site Index/Help Hyperlinks	Appear in far-left corner of ECMS Banner:
Toolbar	Displays buttons for the most common operations on the current screen
Message Area	(replaces most pop-up messages) – displays all informational, warnings and error messages
Screen Title	Displays name of current screen
Common Headers	Provide common information and hyperlinks to other areas of ECMS as follows: --Project hyperlink to main screen with more information (just one click away) -- quick jump capability by changing project number and clicking the GO button
Section Headings	Screens are divided into sections and sub-sections and contain buttons or hyperlinks to create or edit section data.
Required Fields	Required fields denoted with a flag  icon.

ECMS Banner

The ECMS banner always appears at the top of the screen. It contains links to the ECMS Homepage, Site Index and Help. It also contains a logout hyperlink which only appears after you have logged into ECMS.



Menu Bar

The Menu Bar is displayed near the top of the ECMS Homepage. When you click on one of the menu bar options, a sub-menu is displayed.



Tool Bar

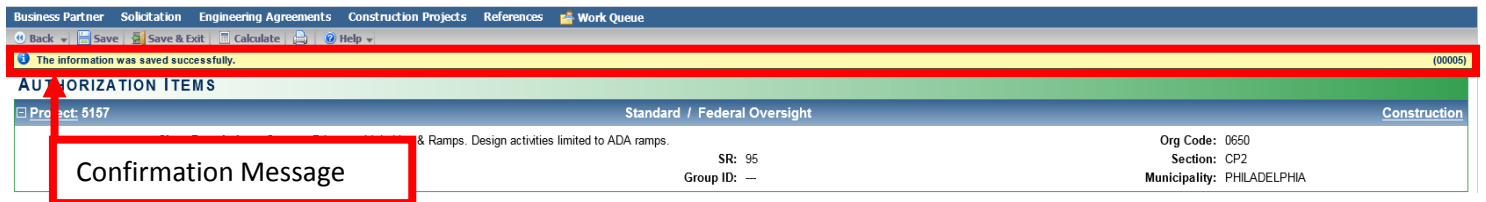
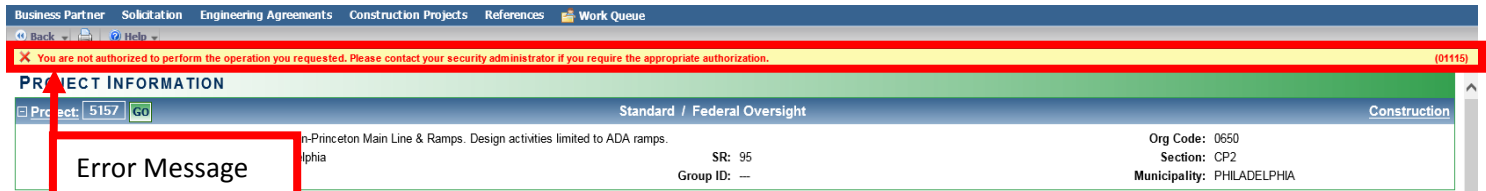
The toolbar is displayed immediately under the menu bar and displays buttons for the most common functions (for example, the Save and Save & Exit) on the current screen.



Message Area

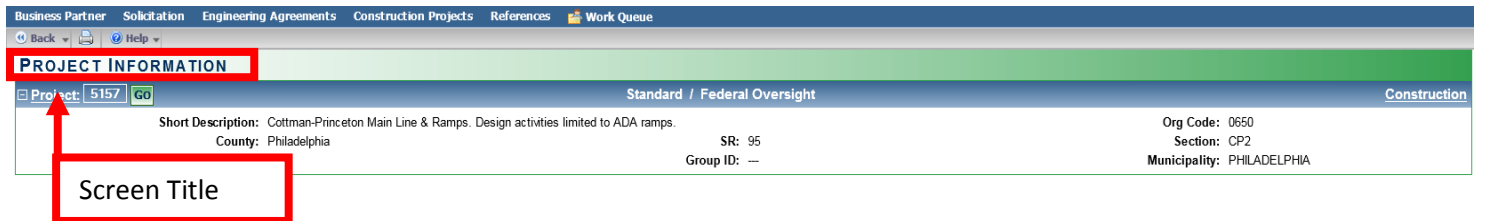
(replaces most pop-up messages)

Confirmation and Error Messages will display in the message area at the top of the screen under the Menu Bar. Error messages are displayed with an **X** next to the message and appear in red and bold type. Confirmation messages are displayed with an informational icon next to the message and appear in black.



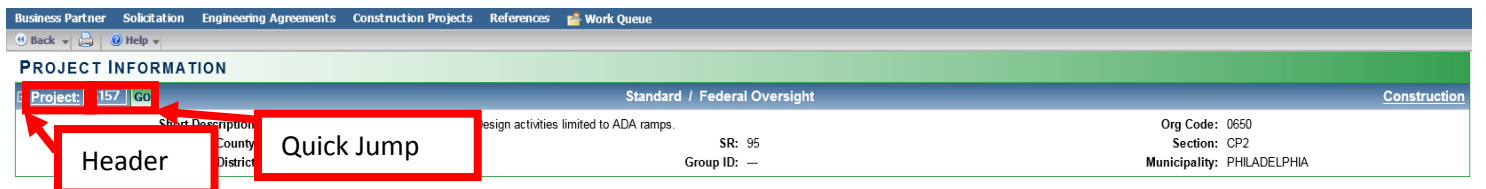
Screen Title

The screen title appears near the top of the screen and displays the name of the current screen



Common Headers

Common headers appear near the top of the screen and provide common information and hyperlinks to other areas of ECMS. The Project header shown below contains a quick jump field allowing you to jump to another project.



Section Headings

ECMS screens are divided into sections and sub-sections containing buttons or hyperlinks to create or edit section data.

The screenshot shows the 'PROJECT INFORMATION' screen for Project 5157. The navigation menu at the bottom is divided into five sections: Setup, Solicit, Award, Construct, and Closeout. Each section contains a list of sub-sections. A red box highlights the 'Section Headings' in the Setup section, which includes: Team, Milestones, Program Data (0), and Agreements (0). Other sections include Solicit (Project Conditions, Project Development Checklist, Special Provisions, Design Items, Bid Package 2), Award (Award Checklist, Minority Solicitations, Minority Participation and Commitment, Component Item Schedules, Bonds, Bid Items, Contract, and Contractor Checklist), Construct (Addresses, Subcontractor Requests, Construction Items, Source of Supply, Project Site Activities, Contract Work Authorizations, Work Orders, Estimates, Actual Force Accounts, Force Account Estimates, Adjustments, Time Extensions/Reductions, Reassigned (No), Report Facility, and Erosion and Sediment Visual Site Inspections), and Closeout (Audits, Construction Records, Contractor Evaluations, Quality Survey for Design Items, Project Punchlist, Finalization Checklist, Acceptance Certificate, and Final Quantities).

Required Fields

Required fields are denoted with a flag icon as shown on the screen below.

The screenshot shows the 'SOURCE OF SUPPLY - MATERIAL DETAIL' screen for Project 5157. The 'Material' field is highlighted in red and contains a yellow background, indicating it is a required field. The 'Fabrication Required' and 'Responsible Unit' dropdown menus are also highlighted in red and contain a flag icon, indicating they are required fields. The 'Material Comments' field is empty. The contractor is listed as 'Azure Excavation and Grading - 000270 - P'. The status is 'Draft'.

Common Selection Screens

Common Selection screens throughout ECMS allow you to select entries to be added. The selection screen shown below is used to add subcontractors to the project. Filters are available to search within lists and/or sort lists to quickly locate entries you need.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Cancel Help

COMMON SELECTION - SUBCONTRACTOR REQUEST

Available Records

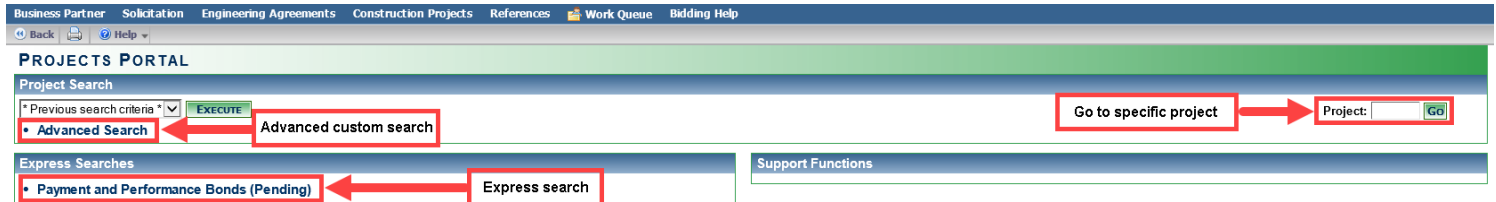
Filter Business Partner Go

Records 1 to 208 of 208 Page 1 of 1 Records Per Page: 500

Add	Business Partner	BP ID	VOSB	DB
	4th JPA P3	000532		
	Abbott Engineering	000685	N	Y
	Abbott Roadways	000686		
	Adams Cable, Inc.	000375		
	Alibaster Blaster	000833	N	
	Allied Secondary Service Providers, Inc.	000698		
	ASTA BP 1	000979		
	asta bp 10	000964		
	Bailey Contracting, Inc.	000670		
	Bart Simpson	000346		
	Batman	000597		
	bbb	000531		
	Best Contractor Services	000373		N
	Best Water	000425		Y
	Beth's Barricades	003313		
	Big Electric Inc.	000404		

Using Search Portals

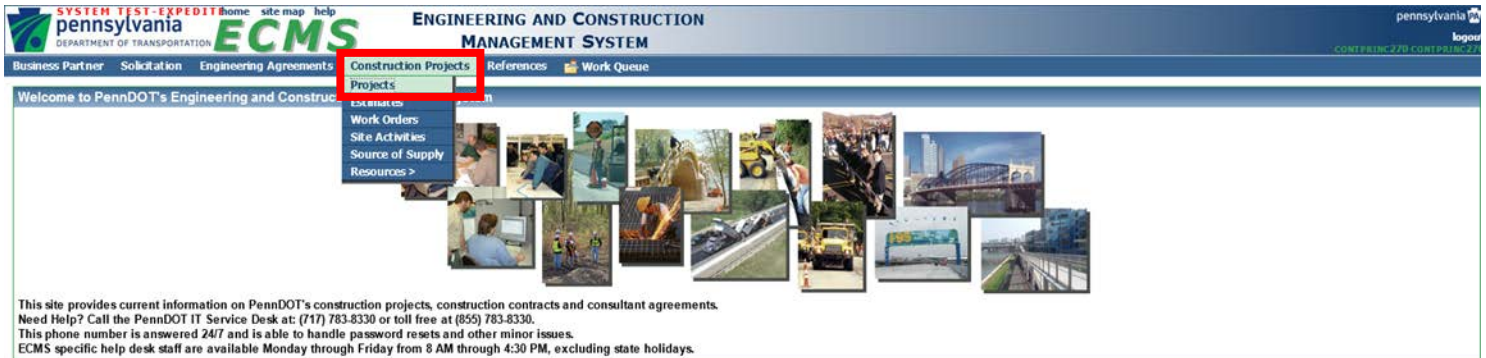
ECMS utilizes Portal screens to search for information and documents for various functions. For example, the screen below is an example of a Portal screen and shows the Projects Portal used to search for projects via custom searches or express searches. Other useful search portals are available in ECMS and how to access them are shown in the table below.



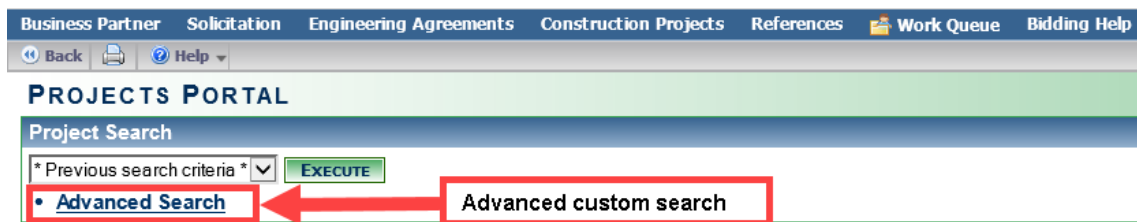
Portals Available	Menu Option
Contractors	Business Partner
Bid Package	Solicitation → Contractors
Bid Results	Solicitation → Contractors
Forum	Solicitation
Projects	Construction Projects
Estimates	Construction Projects
Work Orders	Construction Projects
Site Activities	Construction Projects
Source of Supply	Construction Projects
Asphalt-Diesel Prices	Construction Projects → Resources
Item Price History	Construction Projects → Resources
Master Items	Construction Projects → Resources
Special Provisions	Construction Projects → Resources
Steel Prices	Construction Projects → Resources
Work Class Codes	Construction Projects → Resources
Equipment Inventory	Construction Projects → Resources

Search for a Construction Project

1. Begin at the ECMS Homepage, Click **Construction Projects** on the Menu Bar and Select **Projects**. The Projects Portal is displayed.



2. At the Project Portal screen, click the **Advanced Search** hyperlink under the **Project Search** heading.



3. The Project Search screen is displayed. At the **Project Search** screen, enter your search criteria and click the **Search** button on the toolbar.

PROJECT SEARCH

Search Criteria

Project Information

Project: State Route:
 District: 01 | 02 | 03 | 04 Org Code: 0000 | 0100 | 0102 | 0103 County: Adams | Allegheny | Armstrong | Beaver

Project Details

Project Status: Design | Review Bid Package | Advised | Pre-Award Project Type: Emergency | Emergency Partial ECMS | Local Partial ECMS | Local Tracking Fed. Project Status: Federal Oversight | Non - Federal (100% State) | PENNDOT Oversight Non-NHS | PENNDOT Oversight NHS
 MPMS Number: Short Description: Group ID:
 BMS Structure ID: WBS Element: FPN:
 408 Version: Innovative Bidding Types: Design Build: Full | No | Partial
 Let Date: To NTP Date: To Data Source: CDS NextGen | ECMS | ECMS w/PSA option
 Bid Submitted Using:

Additional Criteria

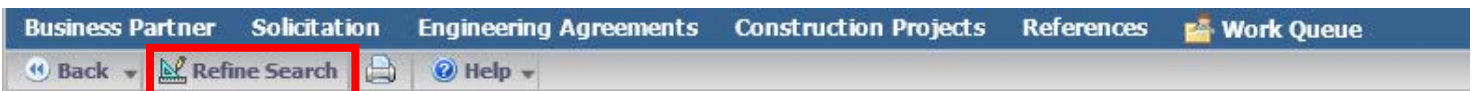
Saved Searches

* Previous search criteria * EXECUTE LOAD DELETE Save Search as: SAVE

4. The Search Results screen is displayed.

Project	Status	Type	District	County	SR	Section	Group	Bid Submitted Using	Short Description
171	Construction	Municipal	01	Crawford	7301	000	---	Expedite	LP-IP Production Clone Do Not Use
992	Construction	Standard	01	Bradford	5	B02	R24/Kantner	Expedite	R24 - Script B - System Test
3940	Construction	Standard	08	Dauphin	0000	---	---	Expedite	Copydata - Test Project#104306
4861	Construction	Municipal	02	Potter	0000	BR	---	Expedite	LP-IP Production Clone Do Not Use
5157	Construction	Standard	06	Philadelphia	95	CP2	---	Expedite	Cottman-Princeton Main Line & Ramps. Design activities limited to ADA ramps.
5252	Construction	Standard	05	Lehigh	1002	M89	---	Expedite	Copydata - Test Project
5595	Construction	Standard	03	Columbia	11	02E	06/03/02	Expedite	Bloomsburg Gateways
7498	Construction	Municipal	03	Union	0000	LBR	Local Bridge Repl/T-309	Expedite	LP-IP End to End Testing
10786	Construction	Standard	08	York	0094	007	---	Expedite	CLONE OF 87150 (08/09/2014)
11614	Construction	Municipal	05	Lehigh	7404	07M	---	Expedite	LP-IP Production Clone Do Not Use
12959	Construction	Municipal	06	Bucks	1013	10S	ERP	Expedite	RESERVED R26.3-A
13064	Construction	Municipal	06	Bucks	2097	01S	RESERVED R21.0-F	Expedite	RESERVED R21.0-F
14313	Construction	Municipal	06	Chester	1009	M00	---	Expedite	RESERVED FOR BETH H R4 TS10
14327	Construction	Standard	06	Chester	926	53S	---	Expedite	Street Road (PA 926) over Brandywine Creek
14437	Construction	Standard	08	Chester	0113	M03	---	Expedite	Test Construction Project
14527	Construction	Standard	08	Chester	0100	M06	---	Expedite	PA100.PRIZER RD-TR23(F)
15455	Construction	Municipal	06	Delaware	2005	HAV	---	Expedite	RESERVED FOR POST-UAT TESTING! - Pikitus
15459	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03
15488	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03
15489	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03
15490	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03
15491	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03
15492	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03
15493	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03
15494	Construction	Municipal	06	Delaware	0001	H06	---	Expedite	Veridyne Test "5" Municipal PRECAST BOX CULVERT, APPROACHES 7/10/03

5. If not satisfied with the results, click the **Refine Search** button on the toolbar and revise your criteria, or click the **Clear** button on the toolbar to begin over.



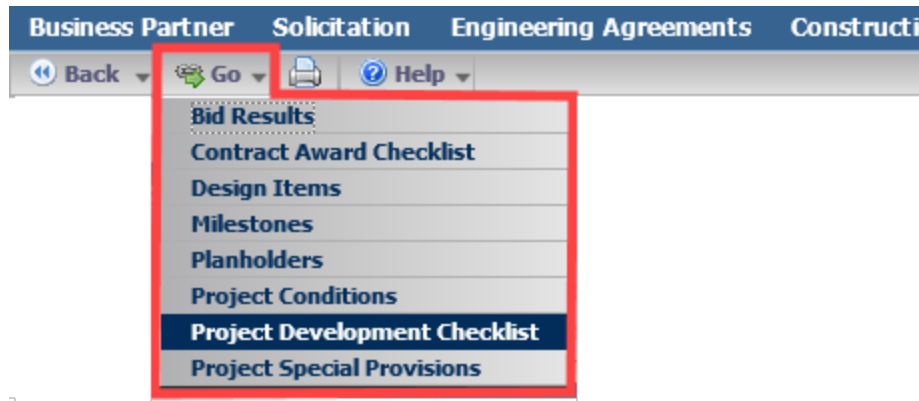
6. If satisfied with results, click on a **Project Number** hyperlink. The Project Information screen for that project will display.

Project	Status	Type	District	County	SR	Section	Group	Bid Submitted Using	Short Description
992	Construction	Municipal	01	Crawford	7301	000	---	Expedite	LP-IP Production Clone Do Not Use
3940	Construction	Standard	08	Dauphin	0000	---	---	Expedite	R24 - Script B - System Test
3940	Construction	Standard	08	Dauphin	0000	---	---	Expedite	Copydata - Test Project#104306

7. If you want to save and retrieve the search again at a later time, continue to the next topic.
Note: If no Criteria is entered in the Project Search screen, the search results will be limited to 500 records.

Go Dropdown

- Navigation within ECMS can also be done with this tool.
- Before selecting the Go dropdown on a screen make sure the information that has been entered on the screen is saved. If the information is not saved the user will have to re-enter it.
- The options within the Go dropdown change depending on what screen the user is on.



Using Online Help

- From anywhere within ECMS you will always see the banner across the top of the screen. The banner contains three helpful links: Home, Site Map and Help.
 - Context sensitive help is also available from most screens by clicking on the **Help** button on the toolbar and selecting Screen Help.
 - For specific security questions, such as who may access a specific screen in a given status (e.g., “Who can submit a bid?”), users may access the security function within the ECMS. To do this, while on any ECMS screen, click **Help** on the toolbar and select **Application Permissions** to display that screen’s security settings.
1. The ECMS banner contains three links: **Home**, **Site Index** and **Help**. The table below shows the result of clicking on each of these links.

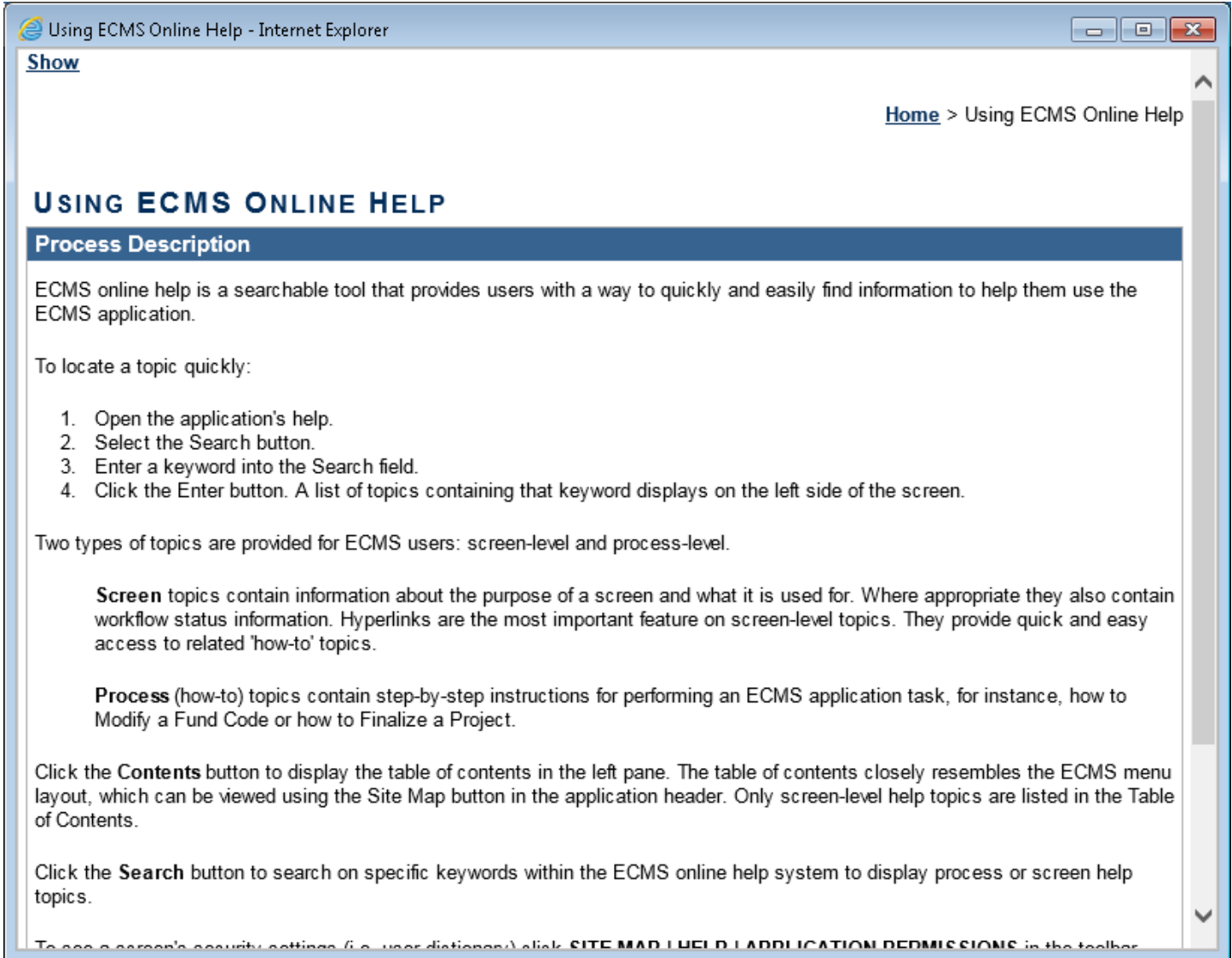


Hyperlink	Results
Home	Clicking on this hyperlink from anywhere in ECMS returns you to the ECMS Homepage.
Site Map	Clicking on this hyperlink displays an index of ECMS pages divided by sections with hyperlinks for quick jump capability
Help	Clicking on this hyperlink opens a separate pop-up window and displays a listing of ECMS Help topics and sub-topics.

2. Click the **Help** hyperlink on the ECMS banner.



3. A separate pop-up window opens on top of the current window as shown below.



Context Sensitive Help and Application Permissions

1. Click the **Help** button on the toolbar and select **Screen Help** for context sensitive help from within most function screens.



2. Click the **Help** button on the toolbar and select **Application Permissions** for specific security questions, such as who may access as specific screen in a given status (e.g., "Who can submit a bid?") and the screen's security settings in addition to the users who may access the security function within the ECMS applications.



Printing from ECMS

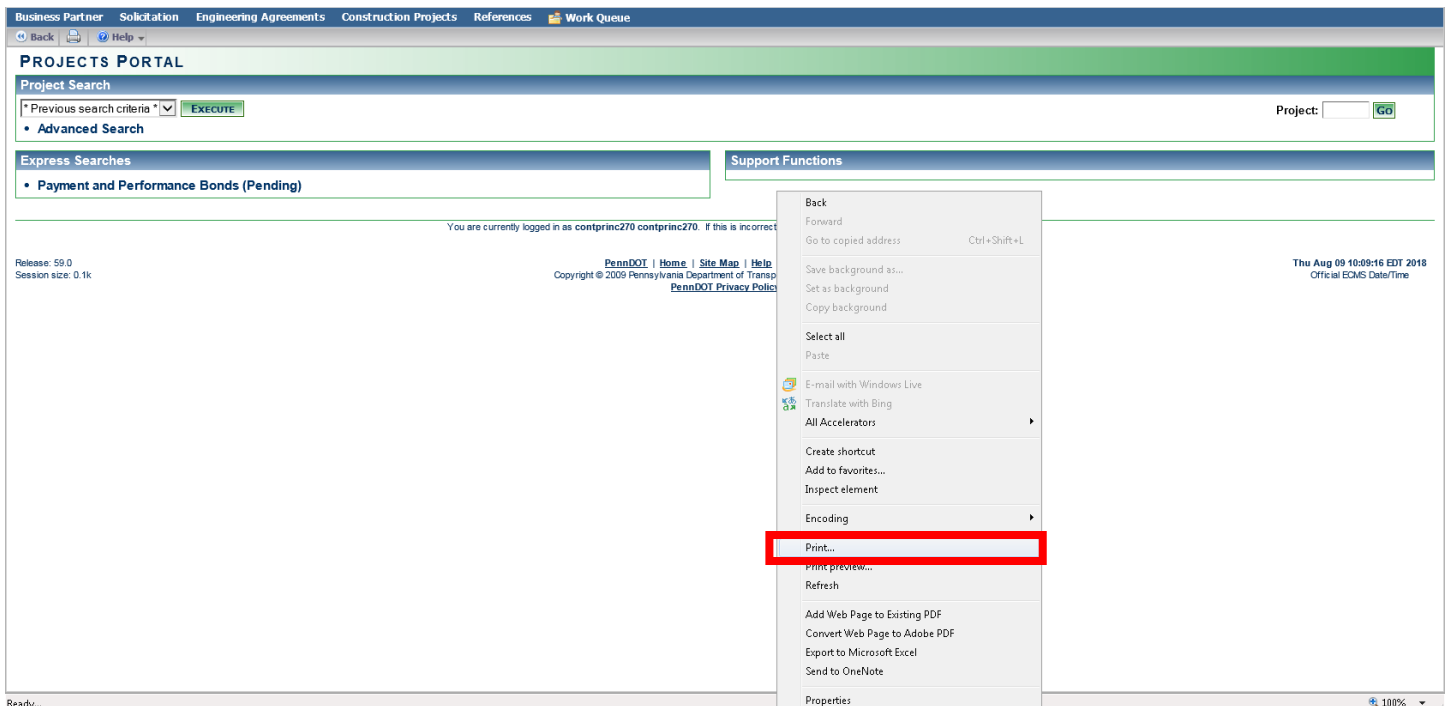
- ECMS provides print screen capability from any ECMS screen that allows a screen to be printed in its entirety as noted below.
- **Note:** When printing an ECMS screen within an application, be sure to use the Printer Icon on the on the ECMS toolbar, not the Printer Icon on the Internet Browser or the File/Print option in the Internet Browser Menu. This will ensure that the entire screen is printed, otherwise only the viewable portion of the screen will be printed.
- When printing a file that is downloaded from ECMS, first open the file and then use the File/Print option in the menu to print within the application system (e.g. Adobe, Word).

Print an ECMS Screen

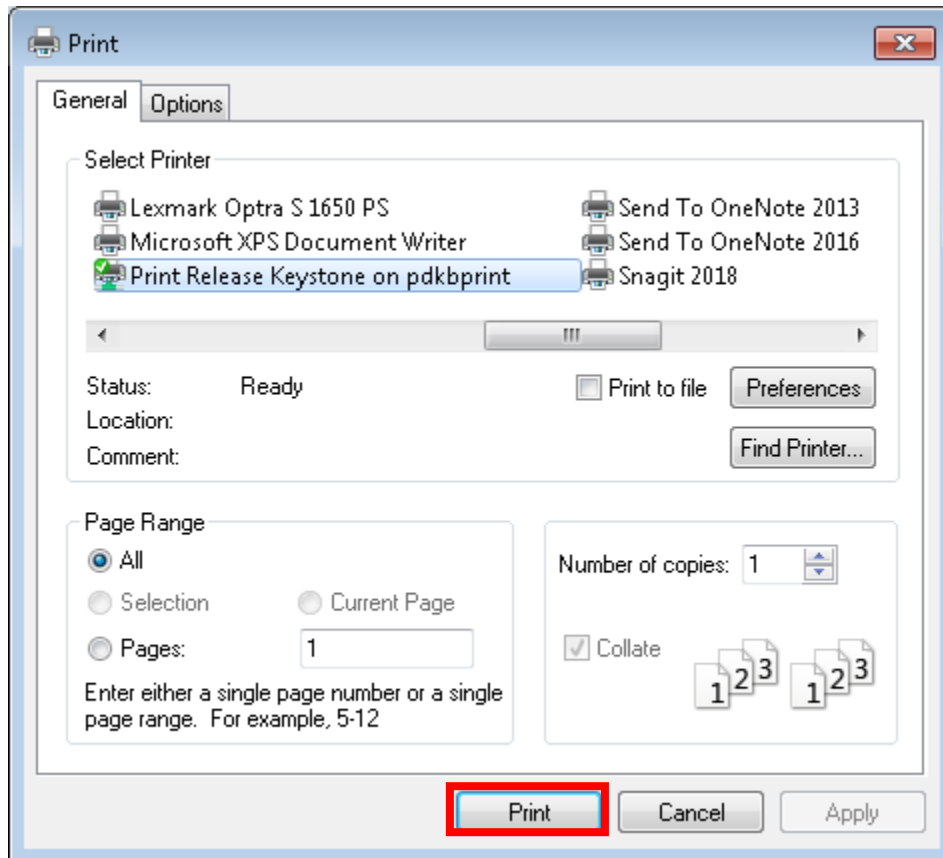
1. From any ECMS application screen, click on the **Printer** icon on the ECMS toolbar. A separate pop-up window appears on top of the current window with the screen to be printed.



2. When you right click anywhere on the new open window a sub-menu is displayed. Select **Print** on the sub-menu.



3. Click the **Print** button on the print dialog box to send the screen to the printer.



Publication 408

Publication 408 contains current Construction Specifications for PennDOT projects and can be accessed directly from ECMS or it is accessible from the public PennDOT website (<https://www.PennDOT.gov>).

Accessing Publication 408 from ECMS

1. From the toolbar select **References**, then **Publications**, and then select **Forms and Publications**.



2. Users will be redirected to the Forms, Publications, and Maps page of the public Penndot website.

A screenshot of the public PennDOT website. The header features the Pennsylvania Department of Transportation logo. The main heading is 'FORMS, PUBLICATIONS, AND MAPS'. Below the heading, there is introductory text and several links for more information. A 'FILTER RESULTS BY' section contains two dropdown menus for 'Document Type' and 'Topic', along with 'FILTER', 'RESET', and 'SEARCH' buttons. Below the filters, there is a 'Number of Items' dropdown set to '100'. A table lists various document types, including 'PA Driver's Accident Report', 'Application for Temporary Heliport License', and 'Airport / Heliport License Renewal'.

pennsylvania
DEPARTMENT OF TRANSPORTATION

FORMS, PUBLICATIONS, AND MAPS

PennDOT is committed to providing its customers with services in an eco-friendly and accessible manner. To that end, most of our forms, publications and maps are available in a digital format by searching for those items in the list below.

Print copies of selected Publications and Maps may be ordered using our [Sales Store List \(PDF\)](#), which also includes free items.

If you are seeking a map and it is not listed on the Sales Store List, please check our [Maps page](#).

For information on driver licensing and/or motor vehicle Forms or Publications, please contact [Driver and Vehicle Services](#) or contact the Customer Service Center at 717-412-5300.

For information on any other types of PennDOT Forms or Publications, please [email Office Services staff](#).

When viewing PDF documents on this site, it is recommended to use the latest version of Internet Explorer.

FILTER RESULTS BY

Document Type: Topic: OR

Number of Items:

Doc Num	Title	Doc Type	Topic
AA-600	PA Driver's Accident Report	Form	Maintenance & Operations
AV-2	Application for Temporary Heliport License	Form	Aviation
AV-3	Airport / Heliport License Renewal	Form	Aviation
AV-4	Application for New Airport / Heliport	Form	Aviation
AV-5	Airport Consultant Listing Application	Form	Aviation
AV-6	Application for Airport / Heliport License	Form	Aviation
AV-6	Application For Change Of License Category	Form	Aviation

3. Click the dropdown for **Number of Items**.

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For information on any other types of PennDOT Forms or Publications, please [email Office Services staff](#).

When viewing PDF documents on this site, it is recommended to use the latest version of Internet Explorer.

FILTER RESULTS BY

Document Type: Topic: **FILTER** **RESET** OR **SEARCH** 🔍

Number of Items:

Doc Num ↑	Title ↓	Doc Type ↓	Topic ↓
AA-600	PA Driver's Accident Report	Form	Maintenance & Operations
AV-2	Application for Temporary Heliport License	Form	Aviation
AV-3	Airport / Heliport License Renewal	Form	Aviation
AV-4	Application for New Airport / Heliport	Form	Aviation

4. Select **All**

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DEPARTMENT OF TRANSPORTATION

FORMS, PUBLICATIONS, AND MAPS

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For information on driver licensing and/or motor vehicle Forms or Publications, please contact [Driver and Vehicle Services](#) or contact the Customer Service Center at 717-412-5300.

For information on any other types of PennDOT Forms or Publications, please [email Office Services staff](#).

When viewing PDF documents on this site, it is recommended to use the latest version of Internet Explorer.

FILTER RESULTS BY

Document Type: Topic: **FILTER** **RESET** OR **SEARCH** 🔍

Number of Items:

Doc Num ↑	Title ↓	Doc Type ↓	Topic ↓
AA-600	PA Driver's Accident Report	Form	Maintenance & Operations
AV-2	Application for Temporary Heliport License	Form	Aviation
AV-3	Airport / Heliport License Renewal	Form	Aviation
AV-4	Application for New Airport / Heliport	Form	Aviation

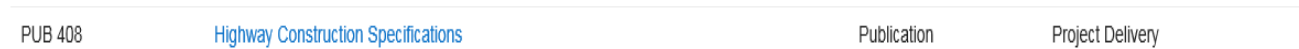
5. Select “Ctrl” & then “F” on your keyboard, a Find window will appear on your screen.



6. Type in **408** and select “Enter” on your keyboard



7. Navigate to Pub 408 Highway Construction Specifications



8. Select the **Publication Name**



9. Select the **Version** of Pub 408 that the contract specifies.



Commonwealth of Pennsylvania
Department of Transportation

Publication 408 / Pub 408

Below are links to different versions of Pub 408 and their respective effective dates. Select by clicking on the version.

Version	Effective Dates
Pub 408/2000	April 3, 2000 to September 30, 2003
Pub 408/2003	October 1, 2003 to April 1, 2007
Pub 408/2007	April 2, 2007 to March 31, 2011
Pub 408/2011	April 1, 2011 to March 31, 2016
Pub 408/2016	April 1, 2016 to April 2, 2020

10. Select the **Change Number** that is applicable to your contract. The effective date is listed to the right.



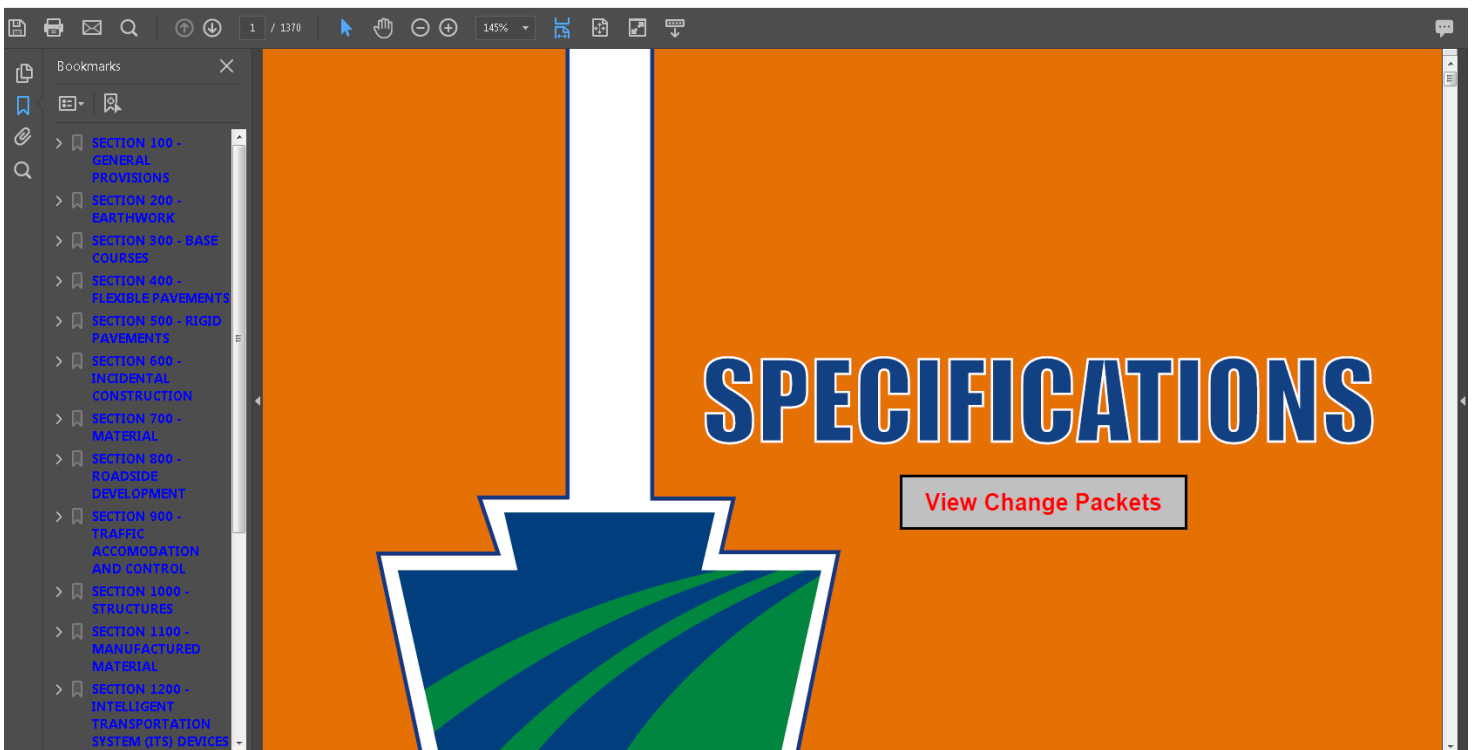
Commonwealth of Pennsylvania
Department of Transportation

Publication 408/2016

Below are links to the changes and list of effective dates. Select by clicking on the change.

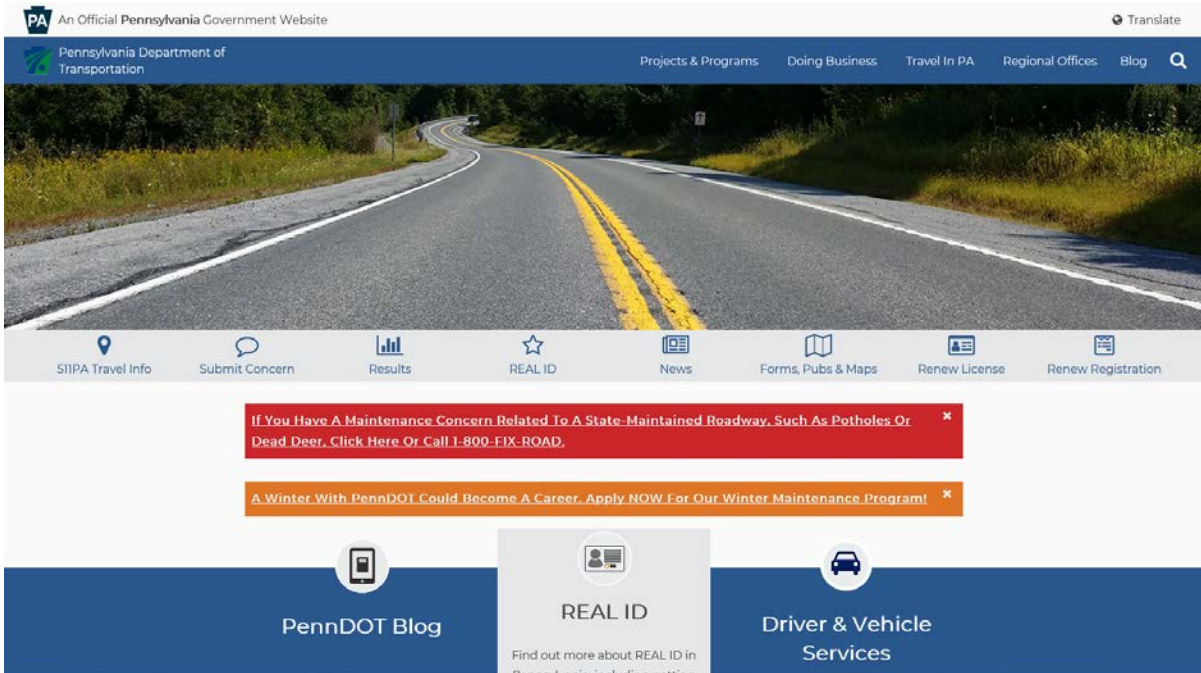
Change	Effective Date
Initial Edition	April 1, 2016
Change No. 1	October 7, 2016
Change No. 2	April 7, 2017
Change No. 3	October 6, 2017
Change No. 4	April 6, 2018
Change No. 5	October 5, 2018
Change No. 6	April 5, 2019
Change No. 7	October 4, 2019

11. Publication 408 will open



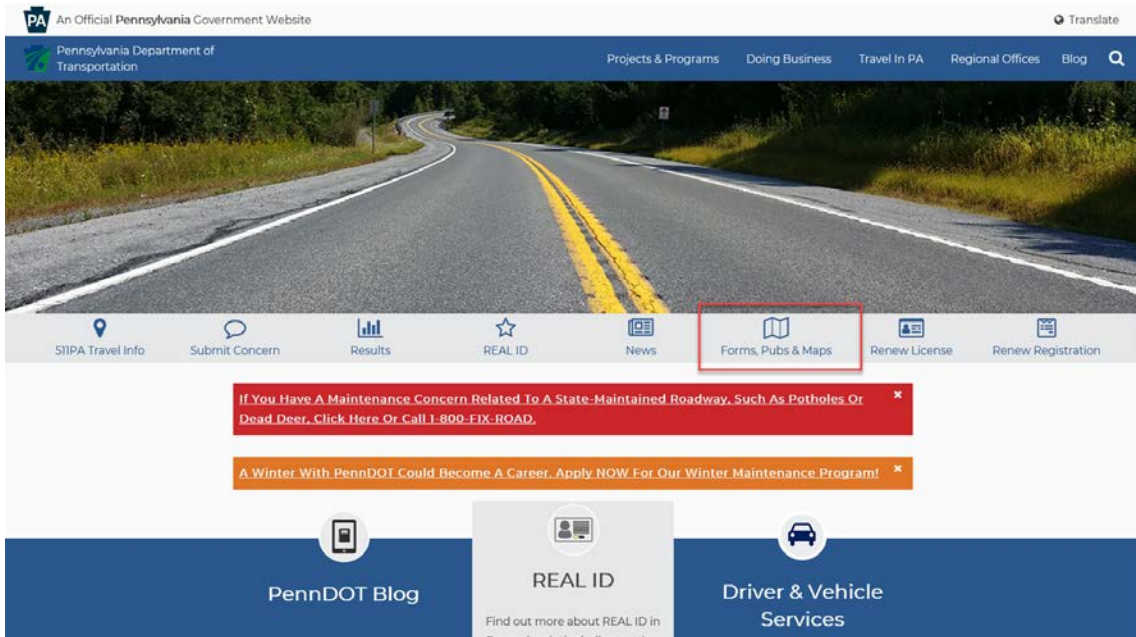
Accessing Publication 408 on Public PennDOT Website.

1. Go to the public PennDOT website, (<https://www.PennDOT.gov>).



2. Select **Forms, Pubs, & Maps Link**.

Note: Site is updated frequently and link location is subject to change.



3. Repeat steps 3 to 11 from Accessing Publication 408 from ECMS section.

Chapter 2: Business Partner Registration

- Business Partner Registration
- Completing & Mailing an AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS
- Completing & Submitting an Electronic Registration Form
- Tips to Complete the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS
- Common Business Partner Registration Mistakes

Business Partner Registration

- Business Partner Registration does NOT replace the Prequalification and DBE/DB Certification processes.

The ECMS system automates the Business Partner Registration Process by providing the necessary forms online that can be downloaded, printed and completed for submission to PennDOT, as well as the ability to register electronically.

In order to do business with PennDOT, you must become a Registered Business Partner. Public users (non-registered users) have access to some information in ECMS, but Business Partners have access to more information than what is available to the public. ECMS Business Partner registration is the first step in the process that provides the ability to perform services for PennDOT and requires a higher level of access.

Once the registration for your organization is complete, an email will be sent to the Security Administrator, as designated on the electronic registration form, providing an ECMS User ID and Password. This will allow your Security Administrator to:

- Establish User IDs and passwords for other users within your company.
- Assign users in your company to security groups, allowing these users to see, enter and submit information for your company, based on the level of security provided by the security group.
- Delete users for your company.
- Reset passwords for your users.

A Business Partner can register to do business as one or more of the following types:

Doing Business As Type:	Register As:
<ul style="list-style-type: none"> • Prime Contractor on any construction project • Subcontractor on any construction contract • Disadvantaged Business Enterprise (DBE) Supplier • Diverse Business (DB) Supplier • Service Provider (for example, hauling, mowing, snow removal, etc.) 	Construction Contractor
Prime or Subconsultant providing engineering design or construction services	Consultant

A Municipality that participates in a PennDOT construction contract providing funding and expecting reimbursement needs to register as a **Government Sector** Business Partner.

- If you are already registered as one type of business partner and need to add another to your registration, please contact the IT Service Desk at 717-783-8330 or toll free 855-783-8330 for instructions on how to request this addition.

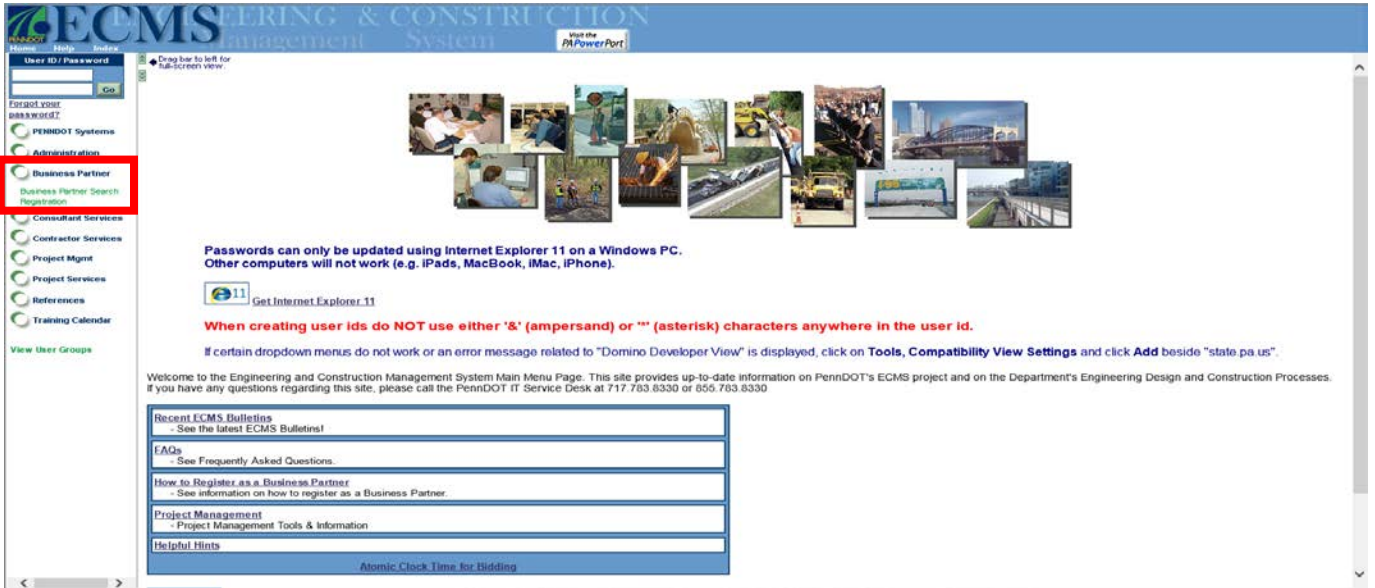
The following table describes the steps, users and functions that comprise the Business Partner Registration process.

Step	User
Download and print the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS from ECMS.	Contractor
Complete the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS. Once you have completed this three-page agreement correctly, you must then complete the electronic registration form. Information on both the three-page agreement and the electronic registration form must be the same.	Contractor
Complete the electronic registration form. Verify the information on the electronic registration form is the same as the information on the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS and submit the electronic registration form.	Contractor
Mail the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS to PennDOT. This three-page agreement must be received by PennDOT within 45 days of submitting the electronic registration form.	Contractor
PennDOT receives the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS and electronic registration form; approves the request. (usually within 2 weeks)	PennDOT
Upon approval of the Business Partner Registration, ECMS sends an email notification to the Business Partner Administrator with the Security Administrator User ID and Password.	ECMS
The Business Partner Security Administrator assigns contractor employee user ids and passwords.	Contractor

- Registering to become a Business Partner is a two-step process. Once you have completed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS correctly, you must then complete the electronic registration form.
- The information on both the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS and the electronic registration form must be the same.
- The AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS must be received by PennDOT within **45** days of completing your electronic registration form. Your business partner registration is not complete until PennDOT receives this three-page agreement.
- Typically, it takes two weeks from receipt of the electronic registration form and correctly completed AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS for PennDOT to complete the approval process and send email notification to your company.
- Please see “Tips to Complete the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS” section of this chapter for assistance in completing this agreement.
- **Please note that Legacy ECMS (<https://www.dotdom2.state.pa.us>) must be accessed using Internet Explorer Web Browser to complete your business partner registration; other web browsers will not work.**

Completing & Mailing an AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS

1. From the navigation bar in Legacy ECMS (www.dot2.state.pa.us), select **Business Partner** and click on **Registration**. The Business Partner Registration screen is displayed.



2. Under Select **Business Partner Type** to make **BP Agreement File** available, select **Private Sector Organization**.



3. Click on the icon above Business Partner Agreement.pdf. The AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS to PennDOT Systems appears in the browser window.



Department Use Only

Agreement No: _____

User ID Code: _____

AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS

THIS AGREEMENT, made and entered into this _____ day of _____,
by and between the Commonwealth of Pennsylvania, acting through the Bureau of Project Delivery of the Department
of Transportation, hereinafter referred to as DEPARTMENT,
AND

(NAME OF BUSINESS)

(REGISTERED OR PRINCIPAL OFFICE LEGAL ADDRESS OF APPLICANT)

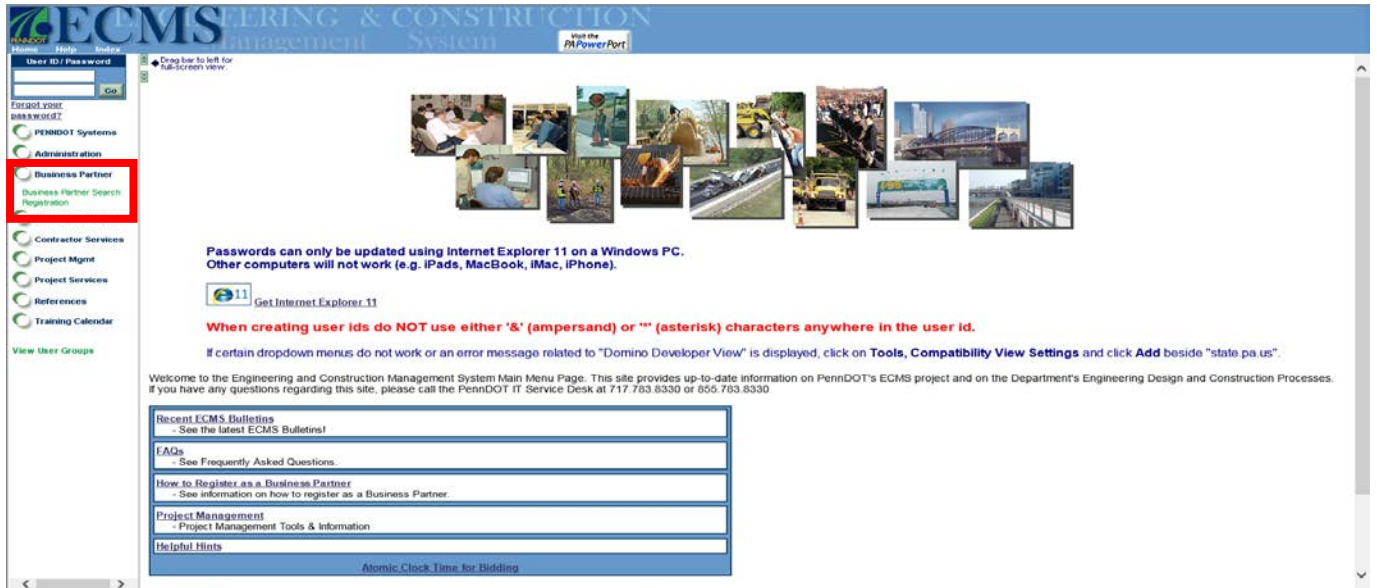
(FEDERAL ID NUMBER)

(PRINCIPAL OFFICE PHONE NUMBER)

4. Read the instructions in the document. Print, complete and submit the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS to PennDOT within 45 days of completing your electronic registration form. Mail this completed three-page agreement to the address indicated on it. **Note: Your business partner registration is not complete until PennDOT receives this three-page agreement.**

Completing & Submitting an Electronic Registration Form

1. From the navigation bar in Legacy ECMS (<https://www.dotdom2.state.pa.us>), select **Business Partner** and click on **Registration**. The Business Partner Registration screen is displayed.



2. Click the **Private Sector Organization** button.



- Click the **Register** button at the bottom of the screen to complete and submit the electronic registration form. The Business Partner Registration screen is displayed

Business Partner Registration

Please take a few minutes and register on the ECMS site. After registering, we will e-mail you a username and password that will allow you access to the Business Partner areas of the site. You do not need to register if you only want to browse through the public areas of the site.

Please print the Business Partner Registration form, complete, and return it by mail to:

ECMS Registration
PA Department of Transportation
Engineering and Computing Management Division
Bureau of Design
P.O. Box 3662
Harrisburg, PA 17105-3662

Select Business Partner Type to make BP Agreement File available.

Government Agency
 Private Sector Organization

 Business Partner Agreement.pdf

[Download or Print Instructions](#)

Your registration request will be incomplete until the registration form is received. All requests will remain active for 45 days.

All Government and Private Sector Business Partners that desire to complete financial transactions with PENNDOT should also register with the Commonwealth to obtain a SAP Vendor Number. The registration form can be found at <http://www.vendorregistration.state.pa.us>.

Continue the registration process by clicking the "Register" button below.

Register

- Complete each of the five tabs as outlined in the table below.


Business Partner Registration

• Areas required fields

General Info	Legal Address	Mailing Address	Administrator Info	Authorized Signatory
<ul style="list-style-type: none"> Business Partner Name: Federal ID Number (FID): Phone Number: Fax Number: Email: Number of Employees this Location: -Doing Business As: <ul style="list-style-type: none"> <input type="checkbox"/> Auto Tag User <input type="checkbox"/> Bonding Agency <input type="checkbox"/> Bridge Consultant <input type="checkbox"/> Bridge Owner / Plans <input type="checkbox"/> Bridge Planning Partner <input type="checkbox"/> Construction Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> DJI Association <input type="checkbox"/> ePermitting <input type="checkbox"/> External Utility <input type="checkbox"/> Highway Beautification Mgmt Sy <input type="checkbox"/> IPI - Selected P3 Vendor Only <input type="checkbox"/> PA VQP Applicant <input type="checkbox"/> Planning Partner <input type="checkbox"/> Printing Partner <input type="checkbox"/> Rail Freight, Ports, Waterways <input type="checkbox"/> Small Business Applicant <input type="checkbox"/> Surety Company <input type="checkbox"/> Traffic Signal Asset Mgmt Syst 				

Please print the Business Partner Agreement form, complete, and return it by mail to:

ECMS System Registration
PA Department of Transportation
Bureau of Project Delivery, Systems Management Section
400 North Street, 7th Floor
Harrisburg, PA 17126

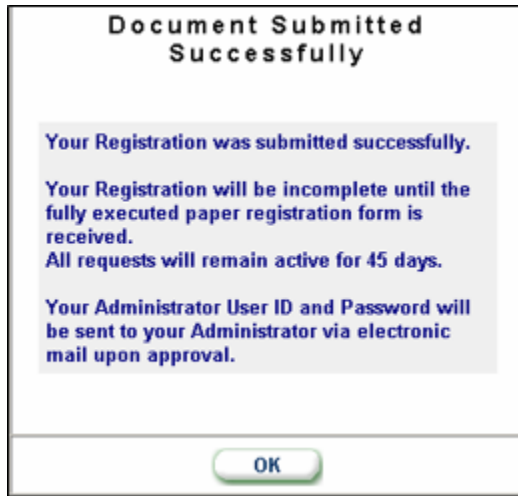
 Business Partner Agreement.pdf

[Download or Print Instructions](#)

[Back](#) [Submit](#)

Tab	Instructions
General Information	<ol style="list-style-type: none"> 1. Complete the Business Partner Business Name and list Inc., Co., trade name, d/b/a, etc. 2. Enter the Federal ID Number. 3. Enter the business phone number and fax. 4. State the number of employees this business has at this location. 5. Check the box next to "Construction Contractor".
Legal Address	<ol style="list-style-type: none"> 1. Click the Legal Address Tab. 2. Enter the complete legal address of the business.
Mailing Address	<ol style="list-style-type: none"> 1. Click the Mailing Address Tab. 2. If the mailing address is the same as the legal address of the business, click the checkbox next to Same as Legal Address. This will pre-fill the address information on the screen. 3. If the mailing address is different than the legal address, enter the information in the appropriate fields.
Administrator Information	<ol style="list-style-type: none"> 1. Click the Administrator Information Tab. 2. Enter the Administrator's name, phone number and email address.
Authorized Signatory The Authorized Signatory tab refers to the person who signed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS on the firm's behalf.	<ol style="list-style-type: none"> 1. Click the Authorized Signatory Tab. 2. Enter the Authorized Signer's name, title, phone number, and email. 3. Enter the name of the witness to this three-page agreement in the Attested by Name field. 4. Enter the Title of the witness in the Attested by Title field. 5. Enter the phone number of the witness in the Attested by Phone Number field.

5. Click the **Submit** button when you have entered information in all of the tabs. An email notification is generated and sent to the PennDOT Registrar. A confirmation message is displayed. Click **OK** to continue. A “success” message is displayed.



Click **OK** on the “success” message to continue. An email notification is generated and sent to the PennDOT Registrar.

6. Upon approval, an email notification with a Business Partner assigned ID and an ECMS Administrator User ID and Password will be sent to the Business Partner.

Tips to Complete the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS

Registering to become a Business Partner is a two-step process. Once you have completed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS correctly, you must then complete the electronic registration form. Information on both the three-page agreement and the electronic registration form must be the same.

In order to expedite the execution of your AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS, please follow the tips below:

For the First Page of this Agreement:

1. In the first paragraph, first line, please do **NOT** enter a date. The Department will enter the date once the signature process is completed.
2. Under "Name of Business", place your company's name and list Inc., Co, trade name, d/b/a, etc.
3. Please use your legal mailing address and phone number.

For the Second Page of this Agreement:

1. No Action is necessary.

For the Third Page of this Agreement:

1. In the top right-hand corner, please use the same Business Name from the first page, as noted in the first page item 2 above.
2. On the left-hand side under Attester's name, the Attester for a Corporation should have the title of Corporate Secretary, Corporate Treasurer, Assistant Corporate Secretary, or Assistant Corporate Treasurer. Anyone can attest for a Sole Proprietorship, General Partnership, Limited Partnership, or Limited Liability Company. The Attester for each party of a Joint Venture should also adhere to these requirements, depending on the type of legal entity involved. Be very careful of the title you use.
3. On the right-hand side under signature, the Signatory for a Corporation should have the title of President or Vice President. The Signatory for a Sole Proprietorship should have the title of Owner. The Signatory for a General Partnership or Limited Partnership should have the title of General Partner. The Signatory for a Limited Liability Company should have the title of Member or Managing Member. The Signatory for each party of a Joint Venture should also adhere to these requirements, depending on the type of legal entity involved. Be very careful of the title you use.

Common Business Partner Registration Mistakes

Most common mistakes that are made when completing either the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS OF PENNDOT SYSTEMS or the electronic registration form are as follows:

AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS OF PENNDOT SYSTEMS

- One of the main reasons that this agreement is returned by PennDOT's Legal Department for correction, asking "What type of business entity?", is due to a company neglecting to list Inc., Co., trade name, d/b/a, etc. under "Name of Business." The type of entity is required to determine who must sign on the last page of this agreement on the right-hand side.
- Another common reason that these agreements are returned by PennDOT's Legal Department for correction is that the title of the Signatory is incorrect. The Signatory for a Corporation should have the title of President or Vice President. The Signatory for a Sole Proprietorship should have the title of Owner. The Signatory for a General Partnership or Limited Partnership should have the title of General Partner. The Signatory for a Limited Liability Company should have the title of Member or Managing Member. The Signatory for each party of a Joint Venture should also adhere to these requirements, depending on the type of legal entity involved.

Electronic Registration Form

- The person who completed and signed the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS did not complete the electronic registration form, so the information that is entered for the electronic registration form, such as the signatory name, legal address, or phone number, does not match the AGREEMENT TO AUTHORIZE ELECTRONIC ACCESS TO PENNDOT SYSTEMS.
- The signatures on the Authorized Signatory Tab are in the wrong order. The Signatory from the right-hand side of the three-page agreement should be entered at the top of this tab, and the Attester from the left-hand side of the three-page agreement should be entered at the bottom of this tab.

Complete the three-page agreement first, and then complete the electronic registration form shortly thereafter. Then, verify that the information on the three-page agreement matches the electronic registration form. Once this verification is made, you can then submit the electronic registration form to PennDOT and mail the three-page agreement to the address indicated on it.

Chapter 3: Security Administration

- Security Administration Overview
- Access Rights for Prime Contractors and Subcontractors
- Initial Login Requirements After Registration & Receipt of Password
- Create Business Partner Users
- Delete Business Partner Users
- Security Administration Maintenance
- Change a Business Partner User's Personal Information
- Change a Business Partner User's Security Group
- Change Business Partner Registration Information
- Add an Office

Security Administration Overview

Once the business partner registration has been approved, the ECMS Administrator, listed on the registration form, will receive an email notification of the business partner approval. This email will include an administrator user ID and password. The Application Security function within ECMS allows the business partner administrator to create and maintain users and maintain business partner information.

The business partner's ECMS Administrator will have the authority to create Business Partner users, including a User ID, password, and appropriate security access rights as well as maintain name, phone number, and e-mail information for each user. The business partner's ECMS Administrator will also maintain user information and make any changes as necessary, for example, resetting passwords or changing other user information as necessary. The business partner's ECMS Administrator will also be able to update the business partner's company information, for example, adding a new office location to the business partner.

ECMS allows users to reset their password without having to contact the administrator by providing an answer to a pre-set "challenge" question. Every user will have the ability to select a challenge question and enter its answer. The steps to perform this task are summarized in Chapter 1 of this manual.

The steps outlining security administration are below:

Step	User
Complete and submit the business partner registration.	Business Partner
Approve the business partner registration.	PennDOT
Upon approval of the business partner registration, an automatic email notification is sent to the business partner's ECMS Administrator.	ECMS
The business partner's ECMS Administrator receives the email notification and has access to login to ECMS.	Business Partner ECMS Administrator
Business Partner ECMS Administrator will login to ECMS and will be required to change their password and set a challenge question for their User ID.	Business Partner ECMS Administrator
Create business partner users for the business partner.	Business Partner ECMS Administrator
Maintain user and business partner information. (i.e. reset passwords or update company information)	Business Partner ECMS Administrator

Access Rights for Prime Contractors and Subcontractors

The following table describes, at a high level, the capabilities of the security groups to which a Business Partner's ECMS Administrator can assign users within their firm. They are presented for each Business Partner relationship type.

User Group	ECMS Capabilities
Contractor Principal [ECMS]	<ul style="list-style-type: none"> • Review and approve/sign contracts • All abilities of Contractor Other Officers
Contractor Other Officers [ECMS]	<ul style="list-style-type: none"> • View current prequalification information for their organization, including financial capacity • View Line-of-Credit information for their organization • Submit requests for additional work class codes and inclusion of additional lines-of credit for financial capacity calculation • Submit bids • All abilities of Contractor Contract Admin
Contractor Contract Admin [ECMS]	<ul style="list-style-type: none"> • Submit questions about a published bid package • Submit post-bid opening forms/information required during contract award • Add/update contractor project team members assigned to a project • Create and submit subcontractor approval requests • Submit requests for a time extension • View official acceptance of a project • Enter and submit information required by FHWA • View and approve/reject Notice of Final Quantities • All abilities of Contractor Field Manager
Contractor Field Manager [ECMS]	<ul style="list-style-type: none"> • View items/component items for a project and the associated details • View approved estimates and details about the estimate including payment details • View work orders, work order details and associated authorizations for contract work • View past performance reports for their firm for projects to which they are assigned • View the contract for a project • All abilities of a Contractor General User
Contractor General User [ECMS]	<ul style="list-style-type: none"> • View Bid Packages/addenda • View current and original contract amounts for a contract awarded to their organization • Print hard copies of "blank" Performance and Payment Bonds • View officers in corporate structure list • View subcontractor approval and time extension requests submitted by their organization

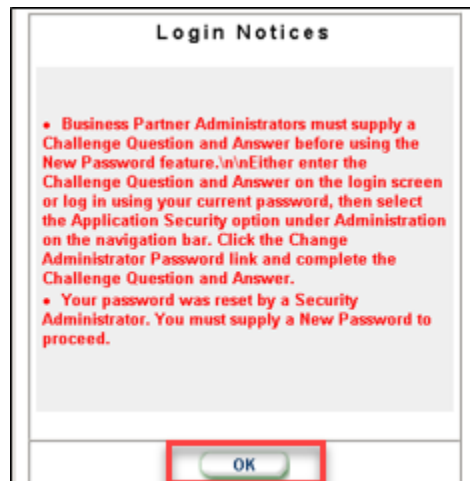
Initial Login Requirements After Registration & Receipt of Password

Please note that Legacy ECMS (<https://www.dotdom2.state.pa.us>) must be accessed using Internet Explorer Web Browser, other web browsers will not work. After your Business Partner registration has been approved and you have received your Security Administrator ID and Password from PennDOT, you will be required to change your password and select a “challenge” question and answer. You will only be required to do this the first time you login to ECMS.

1. Enter the User ID and password provided in the email you received from PennDOT in the **User ID/Password** field in the navigation bar. The User ID is not case sensitive, but the password is. For security purposes, the password entered is represented by asterisks (***). Click the **GO** button.



2. A **Login Notice** pop-up window is displayed. Read the login notice and then click the **OK** button. The Change Profile Information screen is displayed. You will be prompted to provide a new password and a challenge question and answer before you are able to proceed.



3. You will be prompted to provide a new password and a challenge question and answer before you are able to proceed. Select a Security Question from the **Question** drop down list and then enter an answer in the **Answer** field.

The screenshot shows a web form titled "Change Profile Information". At the top, it says "denotes required fields". The form contains the following fields and options:

- User ID:** admin-000706 (1 - 7 positions)
- User Name:** BP Admin
- Question:** A dropdown menu with a red box around it.
- Answer:** A text input field with a red box around it.
- Current Password:** A text input field with a list of security questions: "What is my child's nickname?", "What is my father's middle name?", "What is my favorite movie?", "What is my favorite pet's name?", "What is my favorite team?", "What is my favorite TV show?", "What is my mother's maiden name?", "What is my school's mascot?", "What was my first car?".
- New Password:** A text input field with "(1 - 7 positions)" to its right.
- Confirm Password:** A text input field with "(1 - 7 positions)" to its right.

At the bottom of the form are two buttons: "Back" and "Submit".

4. Enter the current password in the **Current Password** field.
5. Enter a new password in the **New Password** field and re-enter the new password in the **Confirm Password** field.
6. Click the **Submit** button at the bottom of the screen. A success message is displayed. Click **OK** on the success message to continue.
7. In order to continue, you will need to login with the new password. Return to ECMS II Enter the User ID and password in the **User ID/Password** field in the navigation bar. The ECMS Welcome page is displayed.

Create Business Partner Users

Business Partner Administrators have authority to establish Business Partner users, including User Ids, passwords, and security access rights as well as maintain the name, phone number, and e-mail information for each user.

1. Select **Administration** from the navigation bar and then select **Application Security**. The Application Security home page is displayed.



2. Click **Create User**. The Business User Maintenance screen is displayed.



3. Enter the first name, middle initial, last name and suffix (if applicable) in the **User Name** field.

Business Partner User Maintenance

* denotes required fields

* User Name: ABC projectmanager

(* first, MI, * last, suffix)

* Phone Number: 717 - 555 - 5555 x- []

Fax Number: 717 - 444 - 4444

* Email Address: ecmstrainer@yahoo.com

* User ID: ABCprojmgr (8 or more positions)

New Password: [] (6 or more positions)

Confirm Password: []

Check to Grant Group Access and un-check to Revoke Group Access:

Clear

ECMSBP Security Groups:

Back Save & Exit

The user name you assign will appear in all the user-lists within the system as well as in any Created By field associated with this user.

The user name cannot be duplicated. If your firm has two Robert A Smiths, they must be distinguished in some way. For example, you could use the Suffix field to create Robert A. Smith 1 and Robert A. Smith 2.

4. Complete the remaining contact information as required. The e-mail address you list here will be used to send any system-generated notices to this user.
5. Enter a User ID in the **User ID** field and a password in the **New Password** field for this user and repeat the password in the **Confirm Password** field.

Business Partner User Maintenance

* denotes required fields

* User Name: ABC projectmanager

(* first, MI, * last, suffix)

* Phone Number: 717 - 555 - 5555 x- []

Fax Number: 717 - 444 - 4444

* Email Address: ecmstrainer@yahoo.com

* User ID: ABCprojmgr (8 or more positions)

New Password: [] (6 or more positions)

Confirm Password: []

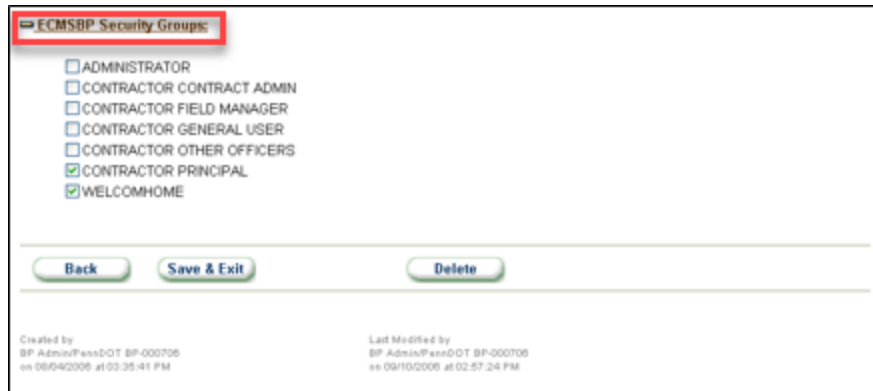
Check to Grant Group Access and un-check to Revoke Group Access:

Clear

ECMSBP Security Groups:

Back Save & Exit

- The User ID must be at least 8 characters.
 - The password must be at least 6 characters and must contain at least one letter and one number.
 - The user will be prompted to change the password the first time they log into ECMS
6. Click the **ECMSBP Security Groups** hyperlink. The list of ECMS Business Partner Security Groups is expanded.



7. Assign the appropriate security groups by clicking in the appropriate **Checkbox(es)** based on the level of security you wish to provide to this user. **A “CONTRACTOR PRINCIPAL” is the highest level of security group and has access to all capabilities of the other “CONTRACTOR” security groups. When selecting “CONTRACTOR PRINCIPAL”, do not select “CONTRACTOR OTHER OFFICERS”, “CONTRACTOR GENERAL USER”, etc. (Refer to the Access Rights for Prime Contractors and Subcontractors section of this chapter for the capabilities of each security group).**
8. Click **Save & Exit** button at the bottom of the screen. A success message is displayed. Click **OK** to continue.
9. To create additional users, repeat the above steps.

Delete Business Partner Users

Business Partner Administrators have authority to establish Business Partner Users as well as delete users from the system.

1. From the navigation bar, select **Administration** and then select **Application Security**. The Application Security screen is displayed.



2. Select **User Maintenance** to locate the user you would like to delete.



3. The Registered Users screen is displayed. Click the User Name hyperlink for the user you want to delete.



4. The Business Partner Maintenance screen is displayed.



5. Click the **Delete** button at the bottom of the screen. A confirmation message is displayed. Click **OK** to continue. Then a success message is displayed. Click **OK** to continue. The Registered BP Users screen is displayed.



Security Administration Maintenance

From the Application Security screen, Business Partner Administrators are able to update, reset and change security information for their ECMS users as well as update their personal information.

Reset or Change the Business Partner Administrator Password

To reset or change the Business Partner Administrator's password, the Business Partner must **call the IT Service Desk at 717-783-8330 or toll free at 855-783-8330.**

Reset or Change a Password for a Business Partner User

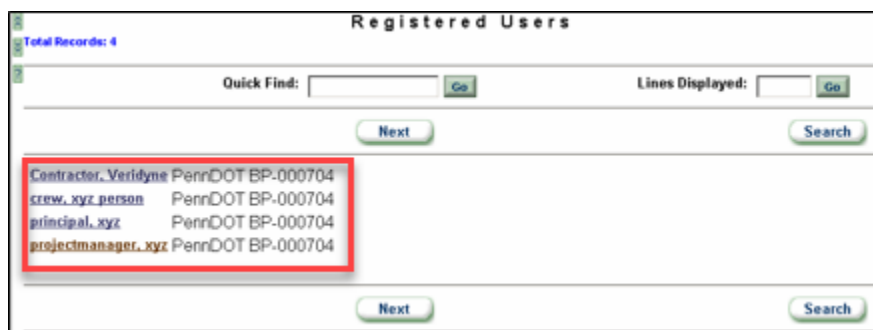
1. From the navigation bar, select **Administration** and click **Application Security**. The Application Security home page is displayed.



2. Click the **User Maintenance** hyperlink to locate the user whose password you want to change.



3. The Registered Users screen is displayed. Click the **User Name** hyperlink for the user whose password you want to change.

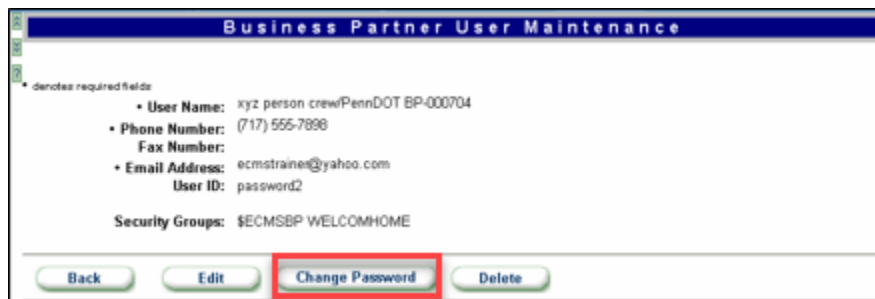


4. The Business Partner User Maintenance screen is displayed.



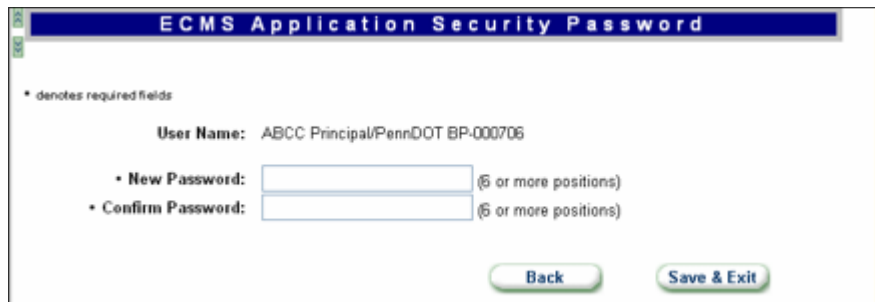
The screenshot shows the 'Business Partner User Maintenance' screen. At the top, there is a blue header with the title. Below the header, a legend indicates that an asterisk (*) denotes required fields. The user details are listed as follows: User Name: xyz person crewPennDOT BP-000704; Phone Number: (717) 555-7898; Fax Number: (blank); Email Address: ecmstraine@yahoo.com; User ID: password2. The Security Groups are listed as \$ECMSBP WELCOMHOME. At the bottom of the screen, there are four buttons: Back, Edit, Change Password, and Delete.

5. Click on the **Change Password** button at the bottom of the screen.



This screenshot is identical to the previous one, but the 'Change Password' button at the bottom is highlighted with a red rectangular box.

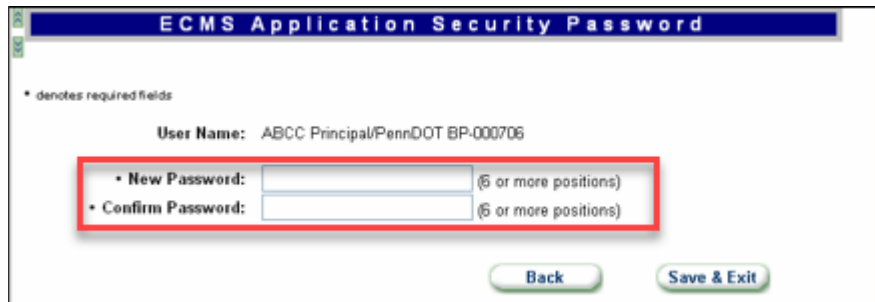
6. The ECMS Application Security Password screen is displayed.



The screenshot shows the 'ECMS Application Security Password' screen. It has a blue header with the title. A legend indicates that an asterisk (*) denotes required fields. The User Name is ABCC Principal/PennDOT BP-000706. There are two required fields: 'New Password' and 'Confirm Password', both with input boxes and a note '(6 or more positions)'. At the bottom, there are two buttons: Back and Save & Exit.

7. Enter the new password for this user in the **New Password** field.

8. Repeat the new password for this user in the **Confirm Password** field.



This screenshot is identical to the previous one, but the 'New Password' and 'Confirm Password' input fields are highlighted with a red rectangular box.

9. Click on the **Save & Exit** button at the bottom of the screen. A confirmation is displayed stating the password has been updated. Click **OK** to continue. You are returned to the Application Security screen.

ECMS Application Security Password

* denotes required fields

User Name: ABCC Principal/PennDOT BP-000706

• New Password: (6 or more positions)

• Confirm Password: (6 or more positions)

Back Save & Exit

Change a Business Partner User's Personal Information

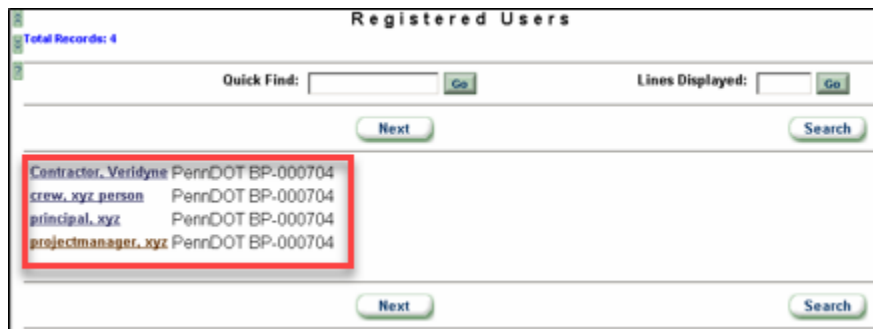
1. From the navigation bar, select **Administration** and click **Application Security**. The Application Security home page is displayed.



2. Click **User Maintenance** hyperlink to locate the user you would like to change.



3. The Registered Users screen is displayed. Click the **User Name** hyperlink for the user whose information you want to change.



4. Click the **Edit** button at the bottom of the screen.



5. The Business Partner User Maintenance screen is displayed in edit mode.

The screenshot shows a web browser window titled "Business Partner User Maintenance". The form contains the following fields and controls:

- User Name:** ABCC Principal/PennDOT BP-000706
- Phone Number:** 717 666 4565 x- []
- Fax Number:** 717 444 5555
- Email Address:** ecmstrainer@yahoo.com
- User ID:** abcprinc
- New Password:** [] (6 or more positions)
- Confirm Password:** []

Below the form, there is a checkbox for "Grant Group Access" and a checkbox for "Revoke Group Access". A "Clear" button is located below the checkboxes. A link for "ECMSBP Security Groups" is also present. At the bottom of the form, there are three buttons: "Back", "Save & Exit", and "Delete".

6. Make necessary changes in the **Phone Number**, **Fax Numbers**, or **Email Address** fields as required.

7. Click the **Save & Exit** button at the bottom of the screen. A success message is displayed. Click **OK** to continue. You are returned to the Registered BP Users screen.

This screenshot is identical to the one above, but with a red rectangular box highlighting the "Phone Number", "Fax Number", and "Email Address" fields. A red arrow points from the "Save & Exit" button at the bottom of the form to the highlighted fields, indicating the action to be taken.

Change a Business Partner User's Security Group

1. From the navigation bar, select **Administration** and click **Application Security**. The Application Security home page is displayed.



2. Click the **User Maintenance** hyperlink.



3. The Registered Users screen displays. Click the **User Name** hyperlink whose security group(s) you would like to change.



4. The Business Partner User Maintenance screen displays. Click the **Edit** button at the bottom of the screen.



5. The Business Partner User Maintenance screen is displayed in edit mode.

The screenshot shows the 'Business Partner User Maintenance' screen. At the top, there is a blue header with the text 'Business Partner User Maintenance'. Below the header, there is a section for user information. A note indicates that an asterisk (*) denotes required fields. The user information includes: User Name: ABCC Principal/PennDOT BP-000706; Phone Number: 717-666-4565 x-; Fax Number: 717-444-5555; Email Address: ecmstrainer@yahoo.com; User ID: abcprinc; New Password: (with a note '(6 or more positions)'); and Confirm Password. Below the user information, there is a section for group access with the text 'Check to Grant Group Access and un-check to Revoke Group Access:' and a 'Clear' button. At the bottom of the form, there is a red-bordered box containing a plus sign and the text 'ECMSBP Security Groups:'. At the very bottom, there are three buttons: 'Back', 'Save & Exit', and 'Delete'.

6. Click the **ECMSBP Security Groups** hyperlink.

This screenshot is identical to the one above, showing the 'Business Partner User Maintenance' screen. The only difference is that the red-bordered box containing the plus sign and the text 'ECMSBP Security Groups:' is highlighted with a red border, indicating that this is the element to be clicked.

7. The list of ECMS Business Partner Security Groups is expanded.

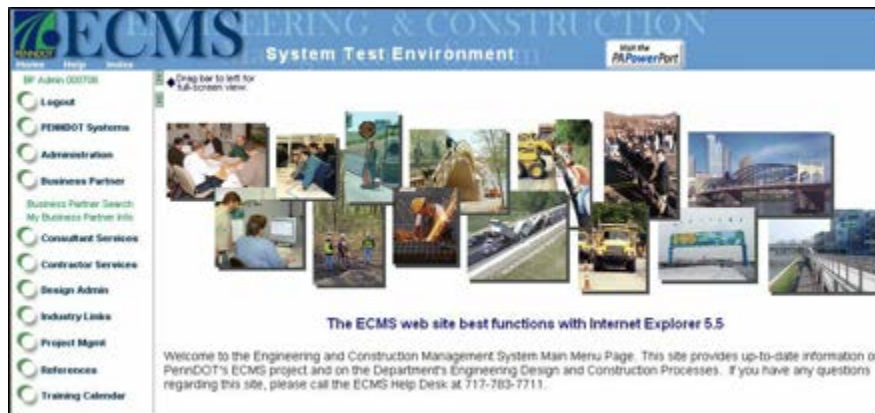


8. Change the security group(s) for this user by clicking in the appropriate **checkbox(es)** to select or deselect (remove) a security group, based on the level of security you wish to provide to this user. **A "CONTRACTOR PRINCIPAL" is the highest level of security group and has access to all capabilities of the other "CONTRACTOR" security groups. When selecting "CONTRACTOR PRINCIPAL", do not select "CONTRACTOR OTHER OFFICERS", "CONTRACTOR GENERAL USER", etc. (Refer to the Access Rights for Prime Contractors and Subcontractors section of this chapter for the capabilities of each security group).**
9. Click the **Save & Exit** button at the bottom of the screen. A confirmation message is displayed. Click **OK** to continue. A success message is displayed. Click **OK** to continue.



Change Business Partner Registration Information

Business Partner Administrators can view and modify portions of the information for their company—except Business Partner Name, Federal ID, Legal Address, and Signatory Name and Title. If the Federal ID has changed for your company, a new business partner registration will be required. If your Business Partner Name, Legal Address, and/or Signatory Name and Title has changed, call the Business Partner Registration Office at 717-705-1501 for direction and next steps.



1. From the navigation bar, select **Business Partner** and click on **My Business Partner Information**.



2. The Business Partner Information screen is displayed. Click on the **Company Name** hyperlink



- The Business Partner Registration screen is displayed showing the current data for your company. Click the **Edit** button at the bottom of the screen.

Business Partner Registration

* denotes required fields

General Info	Legal Address	Mailing Address	Administrator Info	Authorized Signatory
<ul style="list-style-type: none"> • Business Partner Name: ABC Construction Inc • Federal ID Number (FID): 00-0222333 • Phone Number: (717) 555-5555 • Fax Number: (717) 444-4444 • Email: ecmstrainer@yahoo.com • Number of Employees this Location: 10 BP Relationship Types: Construction Contractor 				
Business Partner ID: 000706 Business Partner Status: Approved Date Submitted: 08/02/2006 Date Verified: 08/03/2006 Verified by: Howard Lynda Date Reviewed: 08/04/2006 Reviewed by: Howard Lynda				

Buttons: Back, **Edit**, Add Office

- The Business Partner Registration screen is displayed in edit mode.

* denotes required fields

General Info	Legal Address	Mailing Address	Administrator Info	Authorized Signatory
<ul style="list-style-type: none"> • Business Partner Name: ABC Construction Inc • Federal ID Number (FID): 00-0222333 • Phone Number: (717) - 555 - 5555 Ext: <input type="text"/> • Fax Number: (717) - 444 - 4444 • Email: <input type="text" value="ecmstrainer@yahoo.com"/> • Number of Employees this Location: <input type="text" value="10"/> 				
Business Partner ID: 000706 Business Partner Status: Approved Date Submitted: 08/02/2006 Date Verified: 08/03/2006 Verified by: Howard Lynda Date Reviewed: 08/04/2006 Reviewed by: Howard Lynda				

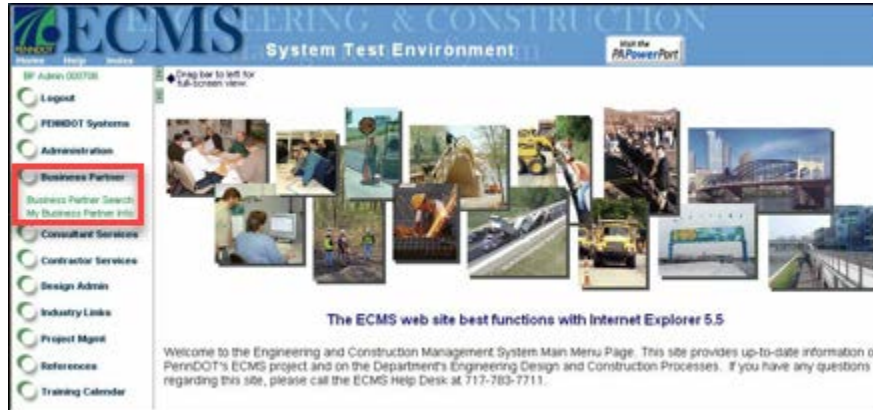
Buttons: Back, Save&Exit, Add Office

5. Change the information as necessary on each of the tabs on this screen as outlined in the following table.

Business Partner Registration Screen	
General Information	<ol style="list-style-type: none"> 1. Change the phone number, fax number, or email address for the company or the employee information as necessary. 2. Click Save & Exit and changes are saved. 3. You are returned to the Business Partner Information screen.
Legal Address	The Legal address cannot be changed using this feature.
Mailing Address	<ol style="list-style-type: none"> 1. Click the Mailing Address Tab. 2. Enter the new address information. 3. Click Save & Exit and changes are saved. 4. A success message is displayed. Click OK to continue. 5. You are returned to the Business Partner Information screen.
Administrator Information	<ol style="list-style-type: none"> 1. Click the Administrator Information Tab. 2. Enter the new Administrator's information (name, phone number and email address). 3. Click Save & Exit and changes are saved. 4. A success message is displayed. Click OK to continue. 5. You are returned to the Business Partner Information screen.
Authorized Signatory	<ol style="list-style-type: none"> 1. Click the Authorized Signatory Tab. The Authorized Signatory tab only allows changes to the phone and fax numbers. 2. Enter the new phone and/or fax numbers. 3. Click Save & Exit and changes are saved. 4. A success message is displayed. Click OK to continue. 5. You are returned to the Business Partner Information screen.

Add an Office

1. From the navigation bar, select **Business Partner** and click on **My Business Partner Information**. The Business Partner Information screen is displayed.



2. The Business Partner Information screen is displayed. Click on the **Company Name** hyperlink.



3. The Business Partner Registration screen is displayed. Click on the **Add Office** button at the bottom of the screen.



4. The Business Partner Office screen is displayed. Enter the Business Office information.

The screenshot shows a web application window titled "Business Partner Office". At the top, it displays business partner information: "Business Partner Name: ABC Construction Inc", "Federal ID Number (FID): 00-0222333", and "Business Partner ID: 000706". Below this, there are two tabs: "Office Address" (selected) and "Office Contact". The "Office Address" tab contains several input fields: "Office Name", "Number of Employees this Location", "Address 1", "Address 2", "Address 3", "City", "State" (a dropdown menu), and "Zip Code" (with a "Zip +4" field). A red box highlights the "Office Name" field and the "Number of Employees this Location" field. Another red box highlights the "Address 1", "Address 2", "Address 3", "City", "State", and "Zip Code" fields. At the bottom of the form, there are "Back" and "Save&Exit" buttons.

5. Click in the **Office Contact** tab. The Business Partner Office screen showing the Office Contact fields is displayed. Enter the **Contact Information** for this business office location.

The screenshot shows the same "Business Partner Office" window, but now the "Office Contact" tab is selected. The "Office Address" tab is still visible but not active. The "Office Contact" tab contains input fields for "Contact Name", "Contact Phone Number" (with "Ext:"), "Contact Fax Number", and "Contact Email". A red box highlights the "Contact Name" field. Another red box highlights the "Contact Phone Number", "Contact Fax Number", and "Contact Email" fields. The "Back" and "Save&Exit" buttons are still visible at the bottom.

6. Click the **Save & Exit** button at the bottom of the screen. A success message is displayed. Click **OK** to continue. You are returned to the Business Partner Information screen.

Chapter 4: Contractor Prequalification

- Contractor Prequalification Overview
- Submit Prequalification Application as a Prime Contractor or Subcontractor
- Submit Prequalification Renewal Application as a Prime Contractor or Subcontractor
- Submit a Line of Credit Form
- View Work Class Codes
- Request Additional Work Class Codes
- View Current Certificate
- View Certificates
- View Employee List
- Reference Information

Contractor Prequalification Overview

To perform work on a PennDOT highway and/or bridge bid project, a potential contractor or sub-contractor must be prequalified under a set of PennDOT regulations contained in Title 67, Chapter 457. To become prequalified, a Prequalification Application (Form CS-4300), which is available online on the Engineering and Construction Management System (ECMS) website at <https://www.dot14.state.pa.us/ECMS/>, must be completed. The application consists of three parts: Part (1) Contractor's Financial Statement, Part (2) Organization and Experience Statement, and Part (3) Affirmative Action Statement. The Contractor's Financial Statement (Part 1) is not required if application is being made as a subcontractor.

Part (1), the Contractor's Financial Statement, must be completed by either a certified public accountant, or a public accountant, registered in accordance with the CPA Law of 26 May 1947, PL 318, as amended by Act No.286 of 1976. PennDOT uses the financial statement and a specific formula to set a maximum financial capacity for dollar amount of work that the potential contractor can perform at one time. Prequalified contractors must renew their prequalification every two years based on their Alpha prefix as follows: (A thru K every even year) (L thru Z every odd year).

The prime contractor on any project must perform at least 50% of the proposed work. Subcontractors may perform any work for which they are prequalified. Refer to Publication 408 or the ECMS website for examples of work classification categories.

Submit Prequalification Application as a Prime Contractor or Subcontractor

Business Partner Registration does NOT replace the Prequalification and DBE/DB Certification processes.

In most cases, contractors are required to be prequalified for PennDOT construction projects through an application process. The types of work of which PennDOT prequalifies are listed in its prequalification applications. Although specialty work-such as trucking, flagging, and street sweeping-does not require prequalification, approval from PennDOT's Prequalification Office as a specialty service is required. To determine if your company is required to prequalify for construction projects or is not required to prequalify for construction projects, call PennDOT's Prequalification Office at either (717) 787-3733 or (717) 787-7032.

PennDOT's prequalification applications are available for download and printing from ECMS to complete offline. ECMS allows you to either print the prequalification applications from your browser window or download the prequalification applications to a local drive. Instructions for both methods are provided below.

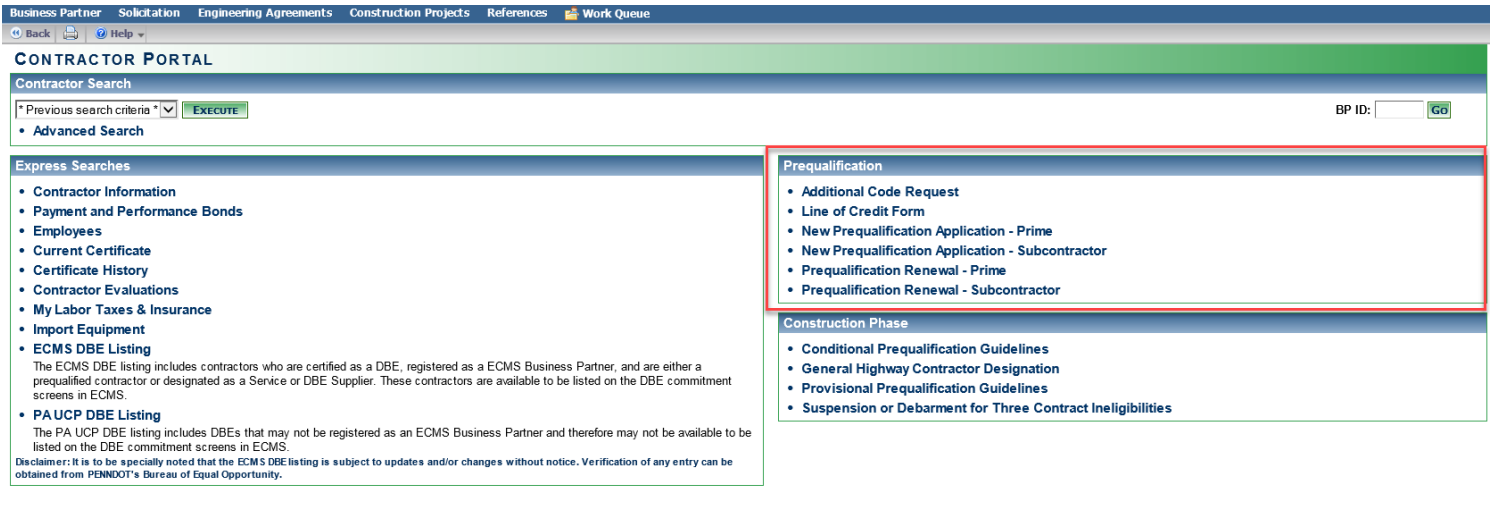
1. From the menu bar, select **Business Partner**



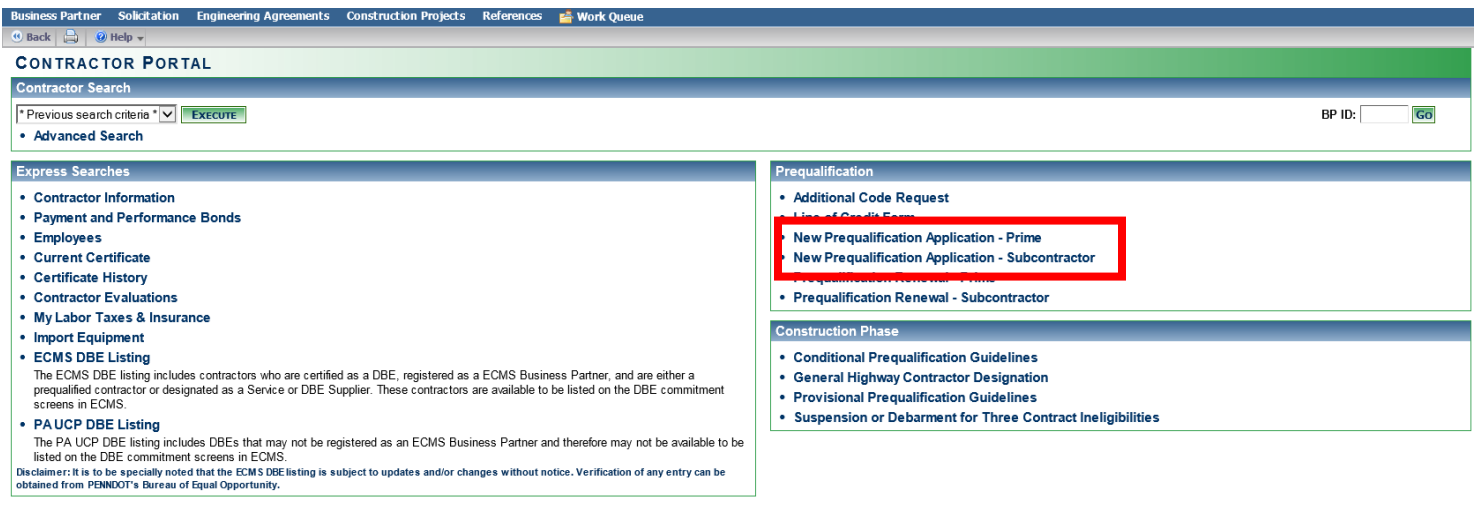
2. Then click **Contractors**



- The Contractor Portal Home screen is displayed. From this screen, the various Prequalification Forms are located on the right under the **Prequalification** header.



- Click the **New Prequalification Application - Prime** or **New Prequalification Application - Subcontractor** hyperlink.



- You may be prompted to open or save the application. If so, click the **Open** button. The application opens in the browser window.



- Click the **File** tab and then click **Print**. The prequalification application prints to your default printer.

7. To save the prequalification application, click the **File** tab and then click **Save**. You will be prompted to designate a location of which to save this application.
8. After printing the prequalification application, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

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9. Employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” will be notified via email when the prequalification application is approved. If a prequalification application is disapproved, the Prequalification Office will mail this notification to the address that was provided in the prequalification application. Employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” or “Contractor Other Officers” can view/print your Prequalification Certificates through ECMS. (See *Viewing Certificates* section of this chapter)

Please be aware that PennDOT contacts the project references that you provide in your prequalification application. The primary reason that a prequalification application is disapproved is that one or more of your project references have not responded to the letter that PennDOT sent to them.

Submit Prequalification Renewal Application as a Prime Contractor or Subcontractor

A contractor is responsible for maintaining its Prequalification Certificate and must, in general, be renewed every 2 years. 90 days prior to the expiration of your Prequalification Certificate, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of "Contractor Principal" as a courtesy reminder to complete and mail a prequalification renewal application. When a Prequalification Certificate expires, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of "Contractor Principal" as a notification of this change of prequalification status.

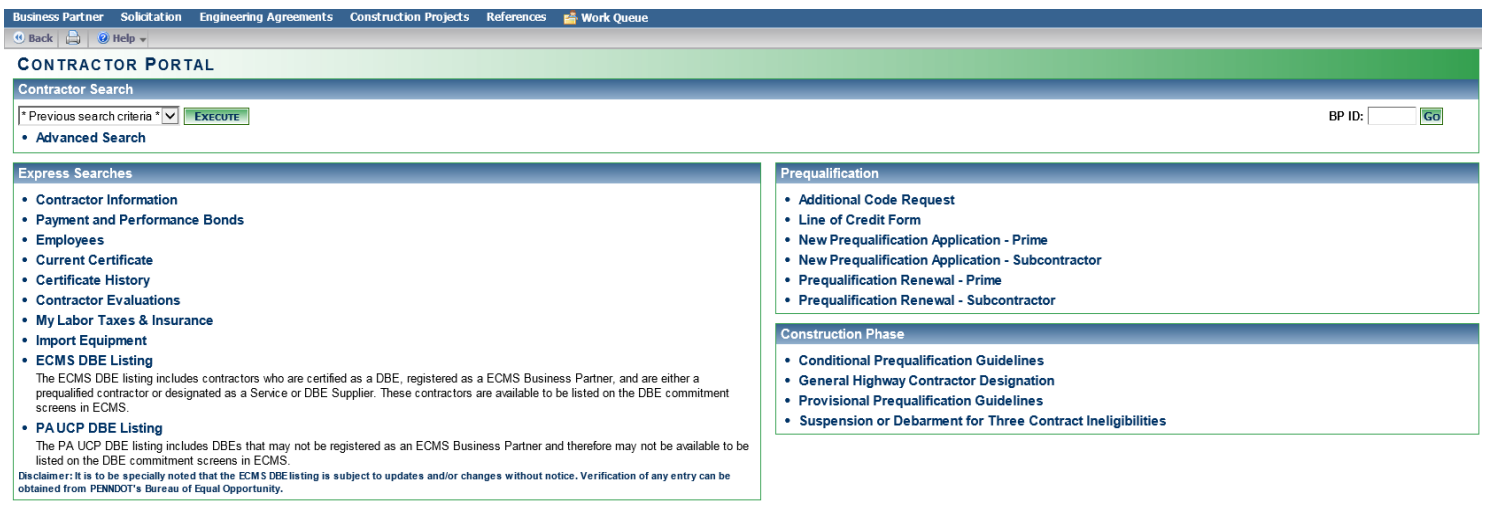
1. From the menu bar, select **Business Partner**



2. Then click **Contractors**



3. The Contractor Portal Home screen is displayed.



- Click the **Prequalification Renewal - Prime** or **Prequalification Renewal – Subcontractor** hyperlink.

The screenshot shows the 'CONTRACTOR PORTAL' interface. At the top, there are navigation tabs: Business Partner, Solicitation, Engineering Agreements, Construction Projects, References, and Work Queue. Below this is a search bar with a dropdown menu for 'Previous search criteria' and an 'EXECUTE' button. To the right is a 'BP ID:' field with a 'GO' button. The main content area is divided into two columns. The left column is titled 'Express Searches' and lists various search categories like 'Contractor Information', 'Payment and Performance Bonds', etc. The right column is titled 'Prequalification' and lists options such as 'Additional Code Request', 'Line of Credit Form', 'New Prequalification Application - Prime', 'New Prequalification Application - Subcontractor', 'Prequalification Renewal - Prime', and 'Prequalification Renewal - Subcontractor'. The last two options are highlighted with a red box. Below this is a 'Construction Phase' section with options like 'Conditional Prequalification Guidelines', 'General Highway Contractor Designation', etc.

- You may be prompted to open or save the application. If so, click the **Open** button. The application opens in the browser window.

The screenshot shows a file dialog box with the text: 'Do you want to open or save Prequalification Renewal Application Prime.doc (636 KB) from dotdev15.state.pa.us?'. There are four buttons: 'Open', 'Save', 'Cancel', and a close button (X). The 'Open' button is highlighted with a red box.

- Click the **File** tab and then click **Print**. The prequalification application prints to your default printer.
- To save the document, click the **File** tab and then click **Save**. You will be prompted to designate a location of which to save this application.
- After printing the prequalification application, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

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Submit a Line of Credit Form

A line of credit statement is not required to be approved as a prime contractor; however, a line of credit statement will increase a prime contractor's bidding capacity. A subcontractor should not submit a line of credit statement.

A prime contractor is responsible for maintaining its line of credit statement and must be renewed every year. 30 days prior to the expiration of your line of credit statement, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of "Contractor Principal" as a courtesy reminder to complete and mail a line of credit statement.

Any alterations to PennDOT's line of credit statement will invalidate the statement and not be approved.

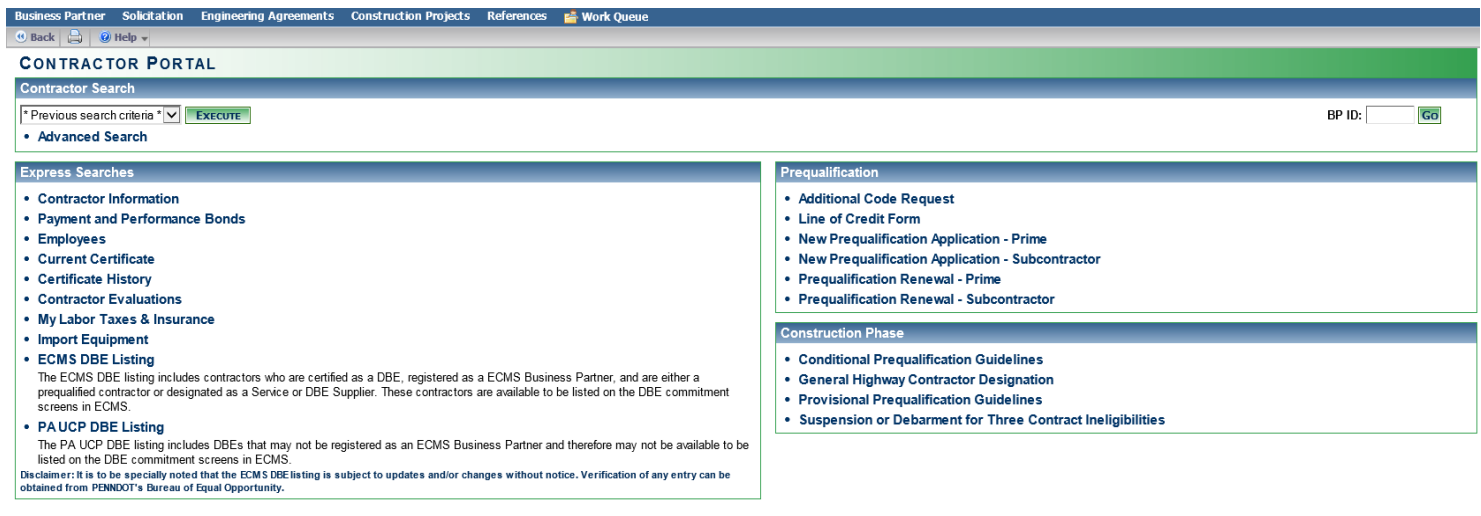
1. From the menu bar, select **Business Partner**



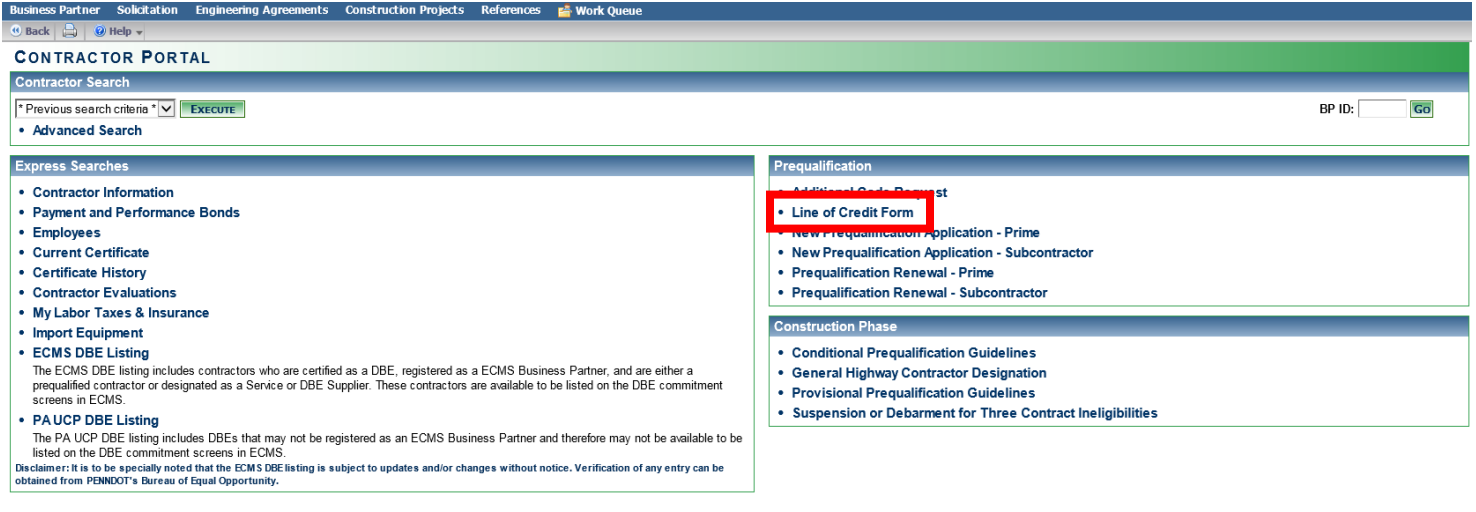
2. Then click **Contractors**



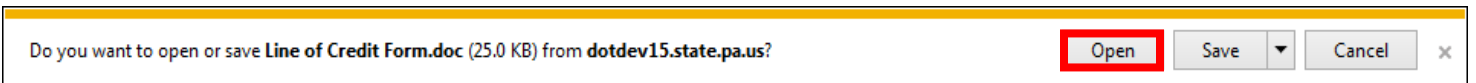
3. The Contractor Portal Home screen is displayed.



4. Click the **Line of Credit Form** hyperlink.



5. You may be prompted to open or save the statement. If so, click the **Open** button. The statement opens in the browser window.



6. Click the **File** tab and then click **Print**. The statement prints to your default printer.
7. To save the document, click the **File** tab and then click **Save**. You will be prompted to designate a location of which to save this statement.
8. After printing the line of credit statement, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

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Harrisburg, Pennsylvania 17120-0094

View Work Class Codes

The work class code link from the Contractor Information page allows you to view the types of work of which PennDOT prequalifies contractors. PennDOT will assign these work class codes to a contractor based on the actual experience that the contractor demonstrates to PennDOT as a contractor of record, or as an approved subcontractor, through the responses of its project references.

1. From any screen, select **Construction Projects**. Then, from the sub-menu, select **Resources**.
2. Click **Work Class Codes**.

This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements. Need Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330. This phone number is answered 24/7 and is able to handle password resets and other minor issues. ECMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays.

3. The **Work Class Codes** screen is displayed. The Work Class Codes are organized by Groups, such as Earthwork, Pavement, and Structures.

Group	Code	Description	Enabled
Earthwork	A	Clearing and Grubbing	Yes
	AZ	test	Yes
	B	Building Demolition	Yes
	C	Roadway Excavating and Grading	Yes
	C1	NonRoadway, Drainage, Structure Related Excavation and Grading	Yes
	C2	Drilling and Blasting	Yes
	C5	Anchors	Yes
Base Course	C6	Drilling	Yes
	PS	Cleanup Building	Yes
	C4	Rubblizing: This is testing for replacing carriage return with space in work class	Yes
	D	Rigid Base Course	Yes
Pavement	E	Flexible Base Course	Yes
	ZW	another test	Yes
	F	Bituminous Pavement	Yes
	F1	Bituminous Pavement Patching and Repair	Yes
	F2	Bituminous Joint and Crack Sealing	Yes
F3	Milling, Rumble Strips, Scarification Bituminous or Concrete	Yes	
F4	Bituminous Surface Treatments, Seal Coats	Yes	

- To see the work class codes that have been assigned to your company, go to the **Contractor Portal** by selecting **Business Partner**, then **Contractors**. Finally, select **Contractor Information**.

The screenshot shows the top navigation bar with 'Business Partner' highlighted. A dropdown menu is open, showing 'Business Partner >', 'Bonding Agencies >', 'Consultants', 'Contractors' (highlighted with a red box), and 'Sureties >'. Below the navigation is the 'CONTRACTOR PORTAL' header. Under 'Contractor Search', there is a search criteria dropdown and an 'EXECUTE' button. A 'Prequalification' section lists options like 'Additional Code Request' and 'Line of Credit Form'. A 'Construction Phase' section lists 'Conditional Prequalification Guidelines' and 'General Highway Contractor Designation'. An 'Express Searches' section lists 'Contractor Information' (highlighted with a red box), 'Payment and Performance Bonds', 'Employees', 'Current Certificate', 'Certificate History', 'Contractor Evaluations', 'My Labor Taxes & Insurance', 'Import Equipment', and 'ECMS DBE Listing'.

- In the **Contractor Prequalified** screen, the contractor's assigned work class codes are listed in the **Work Class Codes** sub-portal.

The screenshot shows the 'CONTRACTOR PREQUALIFIED' screen for 'Azure Excavation and Grading - 000270'. It includes sections for 'General' (Address: 5 Duke St, York, PA 17109-1234), 'Detail' (Type: Prime Contractor, New to PennDOT: Yes), and 'Financial' (Adj Working Capital: \$100,000,000). The 'Work Class Codes' section is highlighted with a red box and contains the following table:

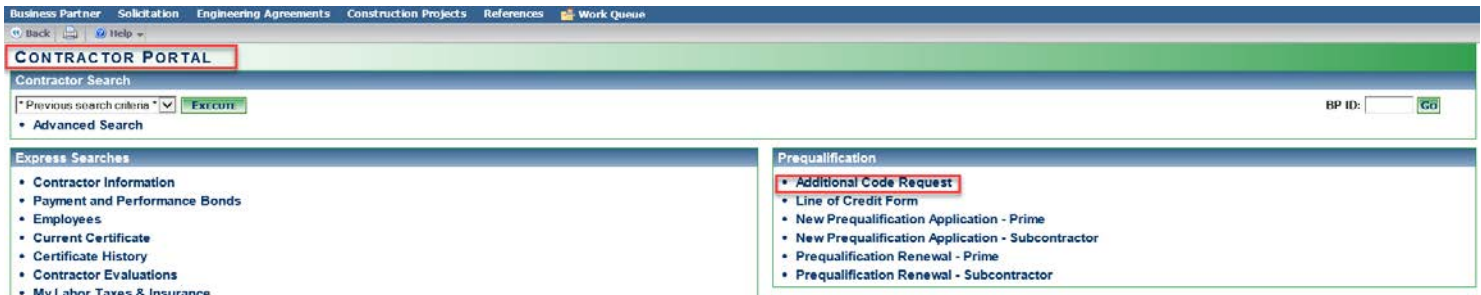
Status	Code	Description	Group	Type	Effective
Approved	C	Roadway Excavating and Grading	Earthwork	Regular	02/10/2003
	F	Bituminous Pavement	Pavement	Regular	02/10/2003
	G	Rigid Pavement	Pavement	Regular	02/10/2003
	H	Drainage, Water Main, Storm Sewer	Incidental Construction	Regular	02/10/2003
Pending	S	Cement Concrete Bridges Over 120 Ft./37M	Structures (Bridges)	Regular	02/10/2003
	A	Clearing and Grubbing	Earthwork	Conditional	
	B1	Asbestos Removal	Incidental Construction	Provisional	
	C5	Anchors	Earthwork	Conditional	

The 'Audit Information' section at the bottom shows 'Created By: Lisa McGroarty/PennDOT', 'Created On: 02/10/2003 12:42:19 PM', 'Modified By: Lisa M Miller/PennDOT', and 'Modified On: 06/03/2014 07:58:24 AM'.

Request Additional Work Class Codes

If your firm gains experience in work types that have not been assigned by PennDOT, you may request the assignment of their work class codes through the completion and submittal of an Additional Codes Request Form.

1. From the menu bar, select **Business Partner** and then click **Contractors**. The **Contractor Portal** screen is displayed. From this screen, the various Prequalification Forms are located on the right under the “Prequalification” header.
2. Under the **Prequalification** sub-portal, click the **Additional Code Request** hyperlink.



3. You may be prompted to open or save the Additional Codes Request Form. If so, click the **Open** button. The form opens in the browser window.
4. Click the **File** tab and then click **Print**. The form prints to your default printer.
5. After printing the form, complete it, and mail it, along with any supporting documentation, to the Prequalification Office.

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View Current Certificate

Only employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” or “Contractor Other Officers” can view your Prequalification Certificate. The Prequalification Certificate shows a snapshot of data, including the contractor's basic information, maximum bidding capacity, assigned work class codes, and total lines of credit, as well as information about the certificate itself, such as effective/expiration dates and the reason why the certificate was generated.

1. From the menu bar, select **Business Partner** and then click **Contractors**. The Contractor Portal screen is displayed.
2. Click the **Current Certificate** link.

The screenshot shows the Contractor Portal interface. At the top, there is a navigation bar with 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', 'References', and 'Work Queue'. Below this is a 'CONTRACTOR PORTAL' header. A 'Contractor Search' section includes a dropdown for 'Previous search criteria' and an 'EXECUTE' button. The 'Express Searches' menu on the left has 'Current Certificate' highlighted with a red box. To the right, the 'Prequalification' section lists several options: 'Additional Code Request', 'Line of Credit Form', 'New Prequalification Application - Prime', 'New Prequalification Application - Subcontractor', 'Prequalification Renewal - Prime', and 'Prequalification Renewal - Subcontractor'. Below that, the 'Construction Phase' section lists 'Conditional Prequalification Guidelines', 'General Highway Contractor Designation', 'Provisional Prequalification Guidelines', and 'Suspension or Debarment for Three Contract Ineligibilities'.

3. The current Prequalification Certificate is displayed.

The screenshot shows the 'PREQUALIFICATION CERTIFICATE' page. The header 'PREQUALIFICATION CERTIFICATE' is highlighted with a red box. The page is divided into several sections:

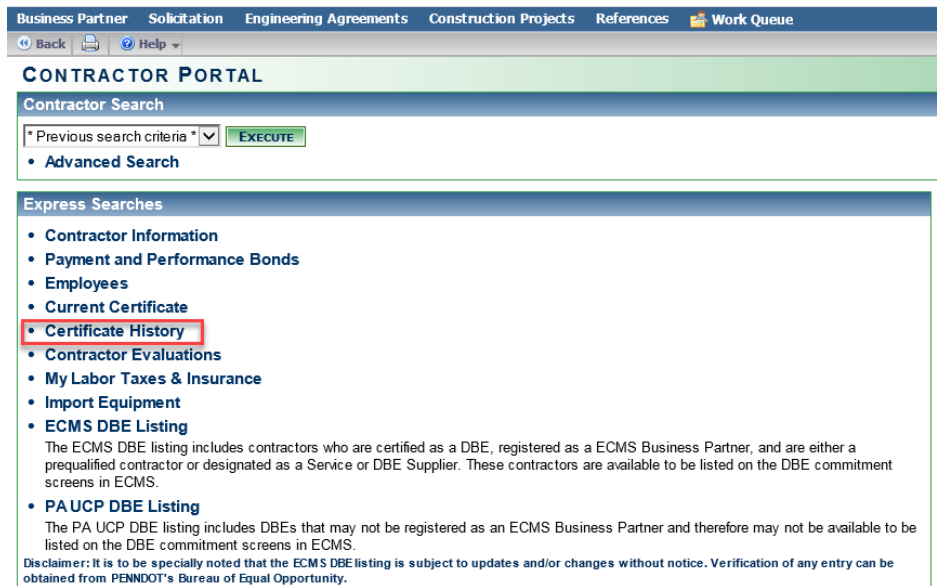
- General:** Displays Business Partner Id: 000270, Status: Qualified, Federal ID Number: 19-5607880, Line Of Credit: \$0.00, Maximum Capacity: \$15,000,000.00, Performance Factor: 5, Issued: 08/01/2014, Effective: 08/01/2014, and Expiration: 07/28/2047. A note states: "In accordance with the Department regulations you are hereby notified of the performance factor, maximum capacity rating, and work classifications assigned to you. You are eligible to perform as a Prime Contractor."
- Contractor:** A table with columns: Name, Address, City, State, Zip, Zip + 4. Row: Azure Excavation and Grading, 5 Duke St, York, PA, 17109, 1234.
- Subsidiaries:** A table with columns: Name, FID. Row: No records found.
- Work Class Codes:** A table with columns: Code, Group, Description, Type. Rows include C (Earthwork), F (Pavement), G (Pavement), H (Incidental Construction), and S (Structures (Bridges)).

At the bottom, a note states: "You have been qualified as a General Highway Contractor to do work in the Commonwealth of Pennsylvania."

View Certificates

Contractors may have multiple certificates depending on maintenance done to their contractor prequalification information over time. For example, when PennDOT removes a work class code from a contractor, or when a line of credit expires, a new certificate is generated. Then, ECMS generates an automated email to the employees of your company that have been assigned the Business Partner Security Group of “Contractor Principal” as a notification of this change of prequalification status. This screen displays a chronologically sorted list of all Prequalification Certificates for a specified contractor, including both current and expired certificates. The list of certificates is sorted by effective date, from newest to oldest.

1. From the menu bar, select **Business Partner** and then click **Contractors**. The Contractor Portal screen is displayed.
2. Click the **Certificate History** link.



3. The **Certificates** screen is displayed. If multiple certificates exist, they are sorted by Effective date, from newest to oldest.

The screenshot shows the Certificates screen for "Azure Excavation and Grading - 000270". The table displays a list of certificates sorted by effective date from newest to oldest. The "Effective" column is highlighted in green. The "Filter" dropdown is set to "Effective".

Effective	Expiration	Reason
08/01/2014	07/28/2047	Prequalification Application Approved
04/02/2009	08/01/2014	Certificate expired by system
10/15/2008	04/02/2009	Prequalification Application Approved
05/03/2005	10/15/2008	Certificate expired by system
02/21/2005	05/03/2005	One or more Lines-of-Credit expired
01/21/2005	02/21/2005	Removed as a subsidiary
02/10/2003	01/21/2005	Prequalification Application Approved

View Employee List

Employees of your company that have been assigned any contractor Business Partner Security Group can view your key employees, such as officers and superintendents. The Prequalification Office maintains this list depending on the information that you provide in your prequalification applications. This listing is sorted alphabetically by employee first name.

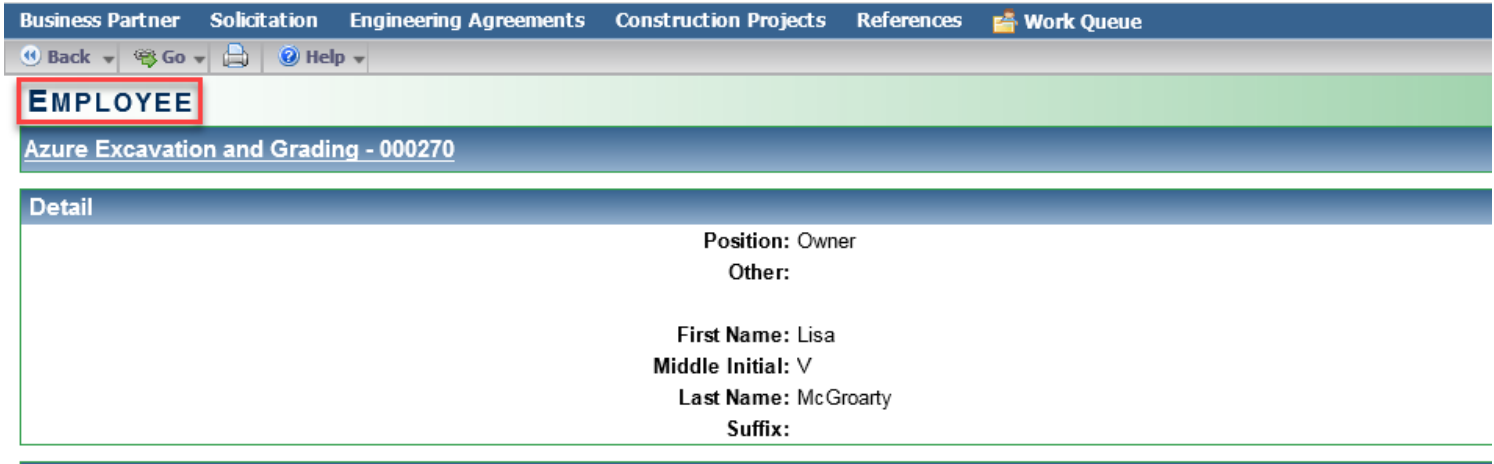
1. From the menu bar, select **Business Partner** and then click **Contractors**. The Contractor Portal screen is displayed.
2. Click the **Employees** hyperlink in the Express Searches sub-portal.

The screenshot shows the Contractor Portal interface. At the top, there is a navigation bar with links for Business Partner, Solicitation, Engineering Agreements, Construction Projects, References, and Work Queue. Below this is a search bar with a dropdown menu for search criteria and an EXECUTE button. The Express Searches section is visible, listing various search options: Contractor Information, Payment and Performance Bonds, Employees (highlighted with a red box), Current Certificate, Certificate History, Contractor Evaluations, My Labor Taxes & Insurance, Import Equipment, and ECMS DBE Listing. Below the list, there is a brief description of the ECMS DBE listing.

3. The **Employees** screen is displayed. Click the **Employee Name** hyperlink to view additional employee details.

The screenshot shows the Employees screen. At the top, there is a navigation bar with links for Business Partner, Solicitation, Engineering Agreements, Construction Projects, References, and Work Queue. Below this is a search bar with a dropdown menu for search criteria and a Go button. The main content area displays the title "EMPLOYEES" (highlighted with a red box) and the project name "Azure Excavation and Grading - 000270". Below this is a table with the following columns: Name, Position, and Other. The table contains one record: Lisa V McGroarty (highlighted with a red box) in the Name column, Owner in the Position column, and Other in the Other column. The table is sorted by Name.

4. The **Employee** screen is displayed.



The Employee screen lists various positions of officers in a contractor's corporate structure. The primary positions of interest are Owners, Superintendents, and Equal Employment Opportunity (EEO) Officer. Other positions of secondary concern are CEO, Foreman, General Manager, or any user defined office, such as Secretary/Treasurer. In addition to employee title, First Name, Middle Initial and Last Name will be captured as well. A contractor is required to provide information about all of the Owners, Superintendents and Other Officers and to identify one EEO Officer.

Reference Information

Please refer to the following sources for additional information regarding prequalification and contractor responsibility.

Title 67, Chapter 457, Prequalification of Bidders:

<https://www.pacode.com/secure/data/067/chapter457/chap457toc.html>

Contractor Responsibility Program:

https://www.oa.pa.gov/Policies/md/Documents/215_9.pdf

Chapter 5: Contractor Portal

- Contractor Portal Overview
- View Contractor Portal
- Search for a Contractor

Contractor Portal Overview

The Contractor Portal is available to Business Partners, Public and PennDOT users and is accessed by the Contractors option under Business Partner in the menu bar. The hyperlinks available on this page are based on the specific user's security level.

The Contractor Portal provides access for Contractors to their Contractor screen, Certificate History, or Employees. In addition, Contractors may download a Prequalification Application, view or search for Prequalified and Prequalified Exempt Contractors, and access information about firms that are certified as disadvantaged business enterprises.

Service Providers and Suppliers can view their Service screen and access any Pending Minority Participation and Commitment forms requiring their acknowledgment.

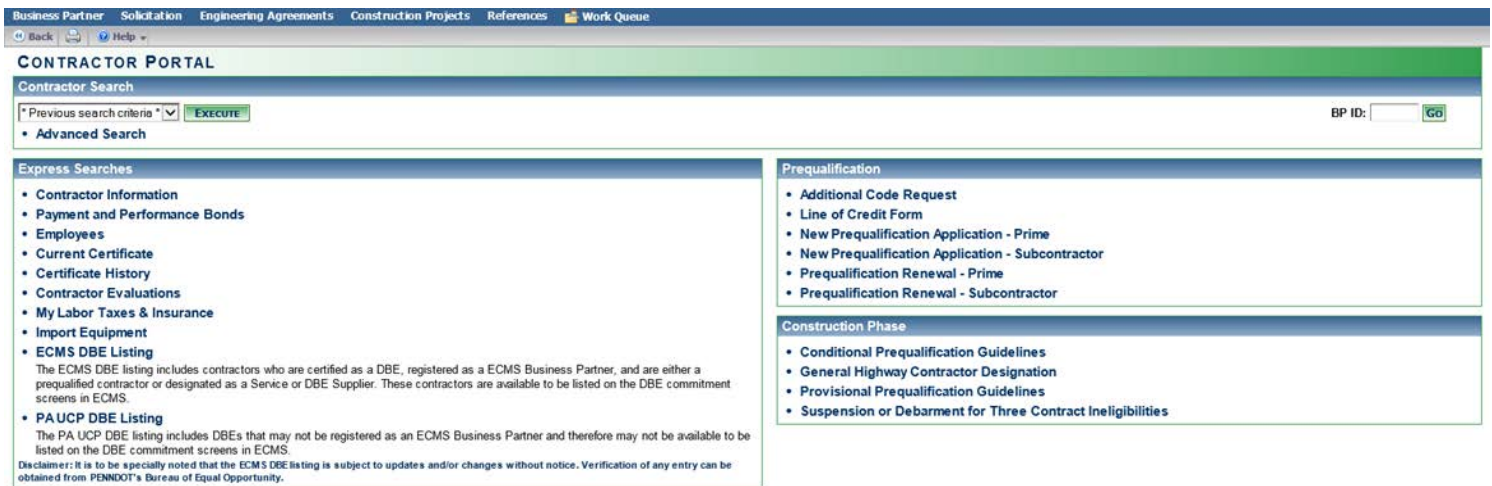
PennDOT users can access pending applications and Subcontractor Approval Requests, create initial records for new contractors and services, and perform Work Class Code maintenance.

View Contractor Portal

1. From the menu bar, select **Business Partner** and then click on **Contractors**.



2. The Contractor Portal page is displayed.



3. Click on an available **hyperlink** to view information. The following table describes the hyperlinks on the Contractor Portal and their functions by type of user.

Hyperlink	Description	User(s)
Additional Code Request	Provides access to the Additional Code Request document. (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Line of Credit Form	Provides access to the Line of Credit Form document. (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
New Prequalification Application – Prime	Provides access to the New Prequalification Application - Prime document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor

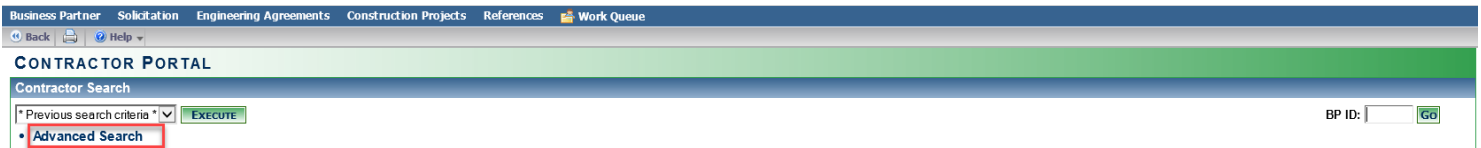
New Prequalification Application – Subcontractor	Provides access to the New Prequalification Application - Subcontractor document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Prequalification Renewal – Prime	Provides access to the Prequalification Renewal – Prime document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Prequalification Renewal – Subcontractor	Provides access to the Prequalification Renewal - Subcontractor document (User may print the document from the browser window or download the document file for printing later.)	Public Contractor
Contractor Information	Provides ability to view information in ECMS for a particular contractor including Available Capacity, Approved Work Class Codes, and Value of Current PennDOT Work.	Contractor
Payment and Performance Bonds	Provides ability to view /access Payment and Performance bonds by status for multiple projects or for a single project.	Contractor
Employees	Provides ability to view the list of Employees entered into ECMS and to create a new employee record. This hyperlink is only available for prequalified contractors.	Contractor
Current Certificate	Provides access to the certificate showing the contractor's maximum capacity, qualified work class codes, and total lines of credit, as well as information about the certificate itself, such as effective/expiration dates. (Contractors may have multiple certificates depending on maintenance done to their contractor prequalification information.)	Contractor
Certificate History	Provides access to a list of all Prequalification Certificates for a specified contractor including both current and expired certificates. The list of certificates is sorted by effective date, from newest to oldest.	Contractor
Contractor Evaluations	Provides access to evaluations done on the contractor.	Contractor
My Labor Taxes & Insurance	Provides access to labor taxes and insurance information and associated documentation.	Contractor
Import Equipment	Allows contractor to import and manage their equipment in ECMS.	Contractor

ECMS DBE Listing	Provides a list of contractors that are certified as DBEs, registered as ECMS Business Partners, and are either prequalified contractors or designated as a Service or DBE Suppliers. These contractors are available to be listed on the DBE commitment screens in ECMS.	Public Contractor Minority Business Enterprise
PA UCP DBE Listing	Provides a list of DBEs that may not be registered as ECMS Business Partners and therefore may not be available to be listed on the DBE commitment screens in ECMS.	Public Contractor Minority Business Enterprise

Search for a Contractor

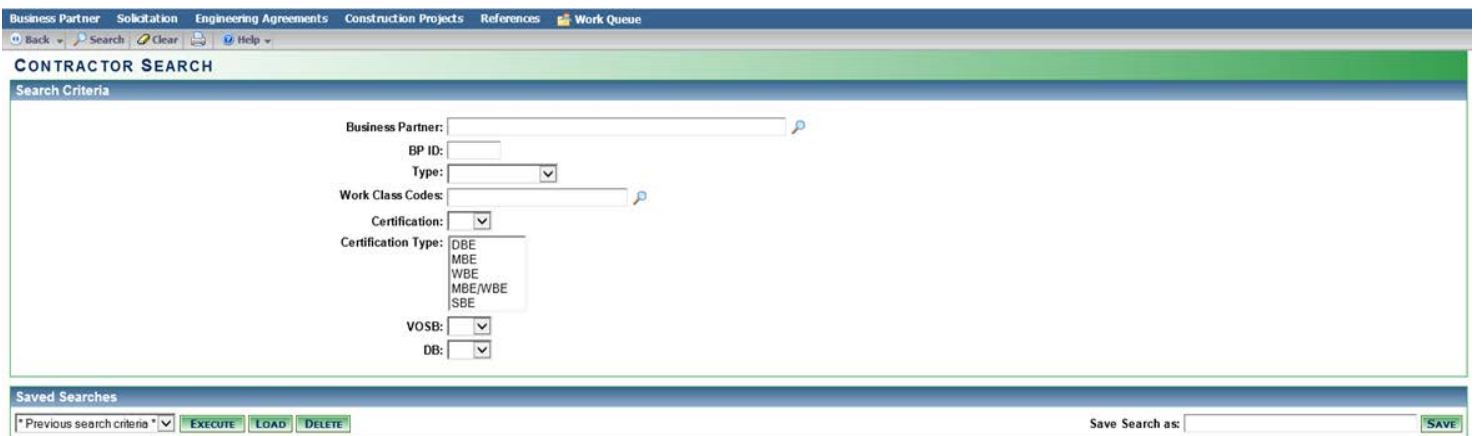
You may search for a Contractor by Business Partner Name, Type, Work Class Codes and/or Certification Type, including Veteran-Owned Small Businesses (VOSB) and Diverse Businesses (DB).

1. From the menu bar, select **Business Partner** and then click on **Contractors**. Select **Advanced Search** under Contractor Search sub-portal.



The screenshot shows the top navigation bar with 'Business Partner' selected. Below it, the 'CONTRACTOR PORTAL' header is visible. Underneath, the 'Contractor Search' section has a dropdown menu with 'Advanced Search' highlighted. There is also an 'EXECUTE' button and a 'BP ID:' field with a 'Go' button.

2. Advanced Search Screen is displayed below. At least one criterion must be entered to perform a search.



The screenshot displays the 'CONTRACTOR SEARCH' screen with a 'Search Criteria' section. It includes fields for 'Business Partner', 'BP ID', 'Type', 'Work Class Codes', 'Certification', 'Certification Type' (with a dropdown menu showing options like DBE, MBE, WBE, MBE/WBE, SBE), 'VOSB', and 'DB'. Below the search criteria is a 'Saved Searches' section with 'EXECUTE', 'LOAD', and 'DELETE' buttons, and a 'Save Search as:' field with a 'SAVE' button.

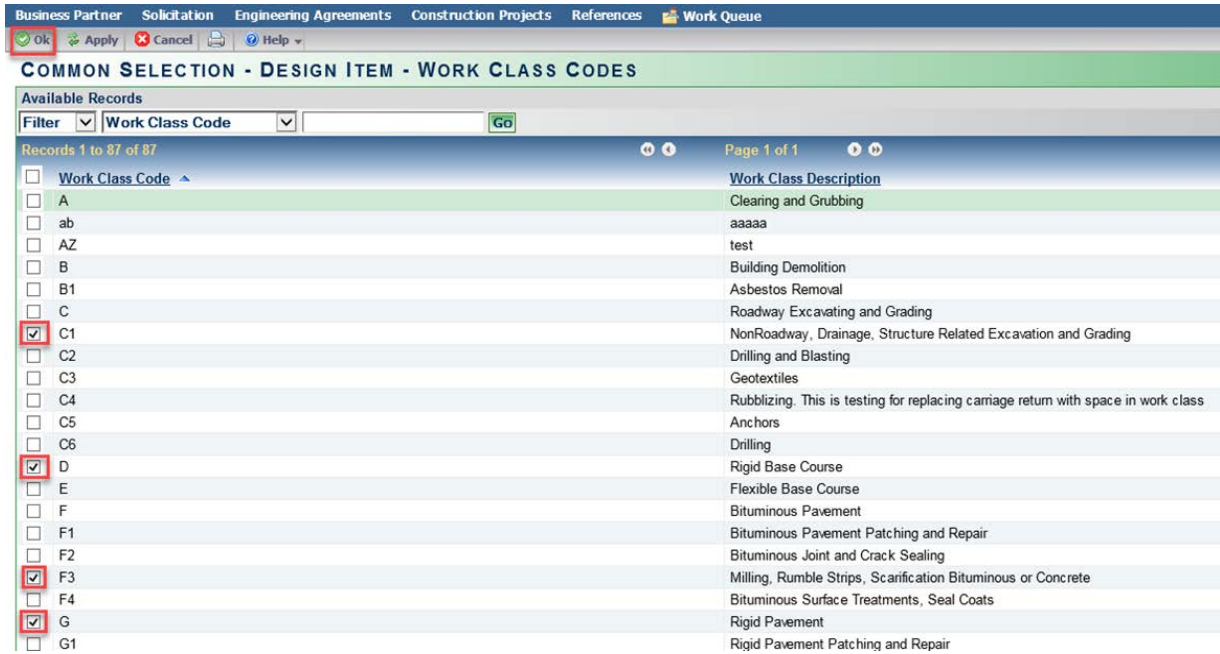
3. Enter the Business Partner name in the **Business Partner** field or select the **magnifying glass** to the right of the **Business Partner** field. A list of contractors will appear, click the **“green plus”** symbol next to the company you want.



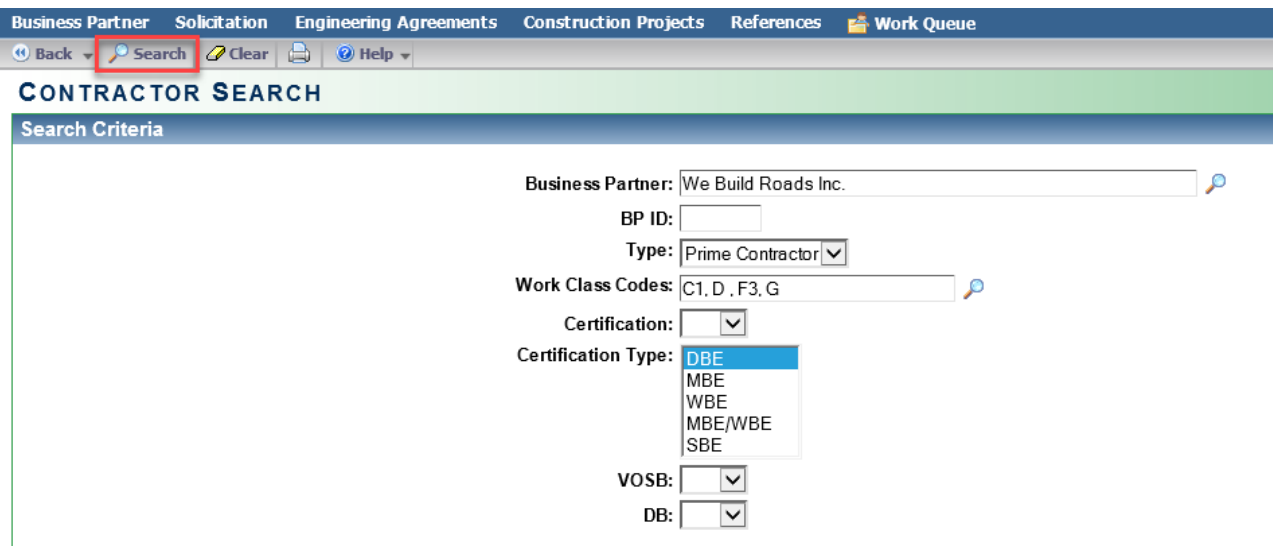
The screenshot shows the 'COMMON SELECTION - CONTRACTOR - BUSINESS PARTNER' screen. It features a table of 'Available Records' with columns for 'BP Id' and 'Business Partner'. The table lists 10 records, with the 5th record (BP Id: 000224, Business Partner: Gamma, Gamma & Bamma) highlighted in green. A red box highlights the green plus icon next to the BP Id 000224. The table also includes a 'Filter' dropdown, a 'BP Id' dropdown, and a 'Go' button. The page number 'Page 1 of 1' is displayed at the bottom right.

BP Id	Business Partner
000037	Collare Paving
000097	Dick Corporation
000100	SAI Consulting Engineers, Inc.
000134	GAI Consultants, Inc.
000224	Gamma, Gamma & Bamma
000246	Brown Street Cultural Resource Consulting
000249	Greenhome & O'Mara, Inc.
000270	Azure Excavation and Grading
000274	JAK Kantner Engineering

- Select the **type of contractor** from the drop-down list in the **Type** field (e.g. prime contractor).
- Select the work class code(s) to be included in your search by selecting the **magnifying glass** to the right of the **Work Class Codes** input dialogue box. Multiple work class codes may be selected by clicking the boxes near each code. Then select **OK** in the tool bar.



- You may select **Yes** or **No** from the drop-down list in the **Certification** field. Note the same result can be found just by clicking **DBE**.
- Select **Search** to execute the search using the parameters defined. The following is an example of what the populated fields look like.



8. The Contractor Search Results screen will display.

Business Partner	BPID	Type	Work Class Codes	Certification Type	DBE Cert	SBE	DB	VOSB		
Contractor B	000426	Prime Contractor	ZZ, P1, C6, C5, C4, C3, C2, C1, B1, B, AZ, ab, A, G, S, H, C, P, O3, O2, O1, O, N1, N, M3, M2, M1, M, L, K2, K, JG, J2, J1, J, H2, H1, G4, G3, G2, G1, F4, F3, F2, F1, F, E, D, ZW, X, W, V2, V1, V, U1, U, S4, S3, S2, S1, R1, R, Q1, Q, P5, P8, P7, P6, P5, P4, P3, P2, T9, T8, T7, T6, T5, T4, T3, T2, T1, T, S9, S8, S7, S6, S5							
Contractor N	000440	Prime Contractor	C5, C4, C3, C2, C1, B, B1, A, H2, H1, G, G4, G3, G2, G1, F, F4, F3, F2, F1, E, D, C, O6, R1, T8, T7, T6, T5, T4, T3, T2, T1, S, S9, S8, S7, S6, S5, S4, S3, S2, S1, R, Q, Q1, P, P8, P7, P6, P5, P4, P3, P2, P1, O, O3, O2, O1, N, N1, M, M3, M2, M1, L, K, K2, K1, J, J2, J1, H, Z, Z, Y, X, W, V, V2, V1, U, U1, T, T9	MBE, DBE	98563	Y				
Contractor O	000441	Prime Contractor	A, B, B1, Z, ZZ, Y, X, W, V, V2, V1, U, U1, T, T9, T8, T7, T6, T5, T4, T3, T2, M3, M2, M1, L, K, K2, K1, J, J2, J1, H, H2, H1, G, G4, G3, G2, G1, F, F4, F3, F2, F1, E, D, C, O6, C5, C4, C3, C2, C1, T1, S, S9, S8, S7, S6, S5, S4, S3, S2, S1, R, R1, Q, Q1, P, P8, P7, P6, P5, P4, P3, P2, P1, O, O3, O2, O1, N, N1, M							

Note: This search was executed using only the work class codes shown above. All other inputs were deleted.

9. Click on the **Business Partner** hyperlink for the contractor you wish to view. The Contractor screen is displayed displaying contractor information.

Status	Code	Description	Group	Type	Effective
Approved	ab	aaaa	Structures (Bridges)	Regular	08/15/2013
	A	Clearing and Grubbing	Earthwork	Regular	08/15/2013
	AZ	test	Earthwork	Regular	08/15/2013
	B	Building Demolition	Earthwork	Regular	08/15/2013
	B1	Asbestos Removal	Incidental Construction	Regular	08/15/2013
	C	Roadway Excavating and Grading	Earthwork	Regular	04/09/2002
	C1	NonRoadway, Drainage, Structure Related Excavation and Grading	Earthwork	Regular	08/15/2013
	C2	Drilling and Blasting	Earthwork	Regular	08/15/2013
	C3	Geotextiles	Incidental Construction	Regular	08/15/2013
	C4	Rubblizing. This is testing for replacing carriage return with space in work class	Base Course	Regular	08/15/2013
	C5	Anchors	Earthwork	Regular	08/15/2013
	C6	Drilling	Earthwork	Regular	08/15/2013
	D	Rigid Base Course	Base Course	Regular	08/15/2013
	E	Flexible Base Course	Base Course	Regular	08/15/2013
	F	Bituminous Pavement	Pavement	Regular	08/15/2013
	F1	Bituminous Pavement Patching and Repair	Pavement	Regular	08/15/2013
	F2	Bituminous Joint and Crack Sealing	Pavement	Regular	08/15/2013
	F3	Milling, Rumble Strips, Scarification Bituminous or Concrete	Pavement	Regular	08/15/2013
	F4	Bituminous Surface Treatments, Seal Coats	Pavement	Regular	08/15/2013
	G	Rigid Pavement	Pavement	Regular	04/09/2002
	G1	Rigid Pavement Patching and Repair	Pavement	Regular	08/15/2013
	G2	Diamond, Carbide Grinding Concrete or Bituminous	Pavement	Regular	08/15/2013
	G3	Spall Repair	Pavement	Regular	08/15/2013
	G4	Joint Rehabilitation, Sawing and Sealing Concrete or Bituminous	Pavement	Regular	08/15/2013

Chapter 6: Searching for Projects and Plans

- Searching for Projects and Plans Overview
- Viewing the Bid Package Portal
- View New Postings (last 2 weeks)
- View Bid Packages by Let Date (next 52 weeks)
- Search for a Bid Package
- Bid Package Hyperlinks
- General Information
- Pre-Bid Design Files
- Additional Information
- Description
- Questions and Responses
- View Unofficial Plans and Specifications
- View Project List of Planholders
- Go Dropdown
- Viewing Project Letting Dates

Searching for Projects and Plans Overview

The Bid Packages Portal allows users to search for and access all electronic bidding information based on the security assigned to the user's ID. Public users can access much of the information on the Bid Packages Portal. However, to perform certain tasks, you must be logged-in to ECMS.

This chapter shows how to search for advertised projects/bid packages and view related information including plans, design items, special provisions, attachments and the proposal report. If any changes are made to a project after a bid package has been published, an addendum to the bid package will be published. Steps are included in this chapter to view bid package addenda. Through ECMS, contractors can also view unofficial plans and specifications, view a list of planholders, and project letting dates.

Step	User ECMS Security Role
Bid Package published to the ECMS website	PennDOT
Search for and view advertised bid package and related information	Business Partner <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Updates to a bid package are published via an addendum	PennDOT
View bid package addenda and related information	Business Partner <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Download plans	Business Partner <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Prepare and submit bid within ECMS. This is covered in the Bidding Chapter	Business Partner <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Upon the let date, bids are opened and the contract awards process can begin.	PennDOT Business Partner <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin

Viewing the Bid Package Portal

1. To access the Bid Packages Portal page, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.

home site map help

DEPARTMENT OF TRANSPORTATION **ECMS** ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References Administration Work Queue

Welcome to PennDOT's Engineering and Construction Management System

Contractors > Bid Packages

This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements. Need Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330. This phone number is answered 24/7 and is able to handle password resets and other minor issues. ECMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays.

Links

- Recent Bulletins - View the latest ECMS Bulletins
- Login as Guest to view important information on becoming a PennDOT Business Partner
- Register as a PennDOT Business Partner
- FAQs - View Frequently Asked Questions
- Project Management - View Project Management Information
- ECMS User Security and Password Maintenance
- Request for System Access - This link is ONLY available when attached to the PennDOT LAN
- Contractor Integrity Provisions
- Helpful Hints
- Change User Password
- Documents for registered Business Partners

Bulletins

- Bid Letting
 - Registration and Prequalification instructions for Facilities Projects
 - PennDOT Facilities Projects List
- Bid Package
 - District 3 Emergency Projects
 - Unofficial Plans for ECMS# 83736 - Roosevelt Expressway o/Wayne Junction
- Business Partner
 - Trillium CNG looking for qualified contractors to bid on portions of work for 29 Compressed Natural Gas stations across the state.
 - Creating User Ids for Business Partner users
 - eSignature Process Overview
 - Pre-Bid Design Files Agreement
 - Overhead Information
- Documents for Registered Business Partners
 - Documents for Business Partners
- General Information
 - 2018 - 2024 let date calendars
 - District Map
- Helpful Hints
 - DSP4 Submissions in ECMS
 - DSP7 Submissions in ECMS
 - DSP4 Final Report Guidance for Construction Contracts
 - DSP4 Guidance for Construction Contracts
 - Diverse Business Program (DSP4 & DB) FAQs

2. The Bid Package Portal is displayed.

DEPARTMENT OF TRANSPORTATION **ECMS** ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References Administration Work Queue

Back Help

BID PACKAGES PORTAL

Bid Packages Search

Previous search criteria EXECUTE Project: GO

Advanced Search

Express Searches

- New Postings (last 2 weeks)
- Unofficial Plans and Specifications
- Bid Packages by Let Date (next 52 weeks)
- Contractor Bulletins

Reference

- Planned 12-Month Letting Schedule (PDF)
- Planned 12-Month Letting Schedule (XLS)
- Planned 12-Month Letting Schedule - Detail

Downloads

- PennDOT Document Viewer
- Expedite Bid Software (Previous Versions)
- Expedite Prequalified Contractor File

You are currently logged in as Contractorprincipal A. Contractorprincipal270. If this is incorrect, please login. Your session will timeout in 29 minutes.

Release: 62.0
Session size: 74.9k

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PennDOT Privacy Policy

The Aug 20 12:28:02 EDT 2018
Official ECMS Date/Time

A list of the links available is shown in the following table:

Link	Description
Express Searches	
New Postings (last 2 weeks)	Postings (advertisements, addenda, let date extensions) published within the past two weeks.
Unofficial Plans and Specifications	Unofficial plans and specifications for upcoming projects that have not yet been officially advertised.
Bid Packages by Let Date (next 52 weeks)	Projects scheduled to be let within the next 52 weeks.
Contractor Bulletins	Lists all of the bulletins of which a contractor has access.
Reference	
Planned 12-Month Letting Schedule (PDF)	A pdf document of upcoming projects, sorted by letting date, displayed for the next 12 months.
Planned 12-Month Letting Schedule (XLS)	A Microsoft Excel document of upcoming projects, sorted by letting date, displayed for the next 12 months.
Planned 12-Month Letting Schedule - Detail	A pdf document of detailed information about the projects, sorted by letting date, for the next 12 months.
Bid Packages Search	
Advanced Search	Allows users to search for projects based on Project, Project Type, District, County, State Type of Work, Let Date, Work Class Codes, Federal Project Status, State Route, Section, Group ID, Design Build, and Bid Submitted Using.
Project	Allows you to search Project directly by typing in the project number.

View New Postings (last 2 weeks)

- To access the Bid Packages Portal page, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.

The screenshot shows the ECMS homepage. The navigation bar includes 'Solicitation', 'Engineering Agreements', 'Construction Projects', 'References', 'Administration', and 'Work Queue'. The sub-menu under 'Solicitation' shows 'Contractors' and 'Bid Packages' highlighted. The main content area features a collage of construction images and a text block providing contact information for PennDOT's IT Service Desk. Below this, there are two columns of links and bulletins.

Links

- Recent Bulletins - View the latest ECMS Bulletins
- Login as Guest to view important information on becoming a PennDOT Business Partner
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- Project Management - View Project Management Information
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Bulletins

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 - DSP7 Submissions in ECMS
 - DSP4 Final Report Guidance for Construction Contracts
 - DSP4 Guidance for Construction Contracts
 - Diverse Business Program (DSP4 & DB) FAQs

- Click the **New Postings (last 2 weeks)** hyperlink under the **Express Searches** heading.

The screenshot shows the Bid Packages Portal search interface. It features a search bar with a dropdown menu for 'Previous search criteria', an 'EXECUTE' button, and a 'Project:' field with a 'Go' button. Below the search bar, there are two main sections: 'Express Searches' and 'Reference'.

BID PACKAGES PORTAL

Bid Packages Search

*Previous search criteria * Project:

Express Searches

- New Postings (last 2 weeks)**
- Unofficial Plans and Specifications
- Bid Packages by Let Date (next 52 weeks)
- Contractor Bulletins

Reference

- Planned 12-Month Letting Schedule (PDF)
- Planned 12-Month Letting Schedule (XLS)
- Planned 12-Month Letting Schedule - Detail

Downloads

- PennDOT Document Viewer
- Expedite Bid Software (Previous Versions)
- Expedite Prequalified Contractor File

3. New Posting (last 2 weeks) will be displayed.

NEW POSTINGS						
Filter	Posted	GO				
Records 1 to 10 of 10	Page 1 of 1					Records Per Page: 100
Posted	Project	Type	District	Notice Type	Short Description	
08/27/2018 06:54:22 PM	13510	Standard	06	Addendum 1	EXPEDITE TESTING DNT	
08/27/2018 06:53:13 PM	13510	Standard	06	Let Date Extended	EXPEDITE TESTING DNT	
08/27/2018 06:53:09 PM	13510	Standard	06	Let Date Extended	EXPEDITE TESTING DNT	
08/24/2018 11:20:05 AM	96820	Standard	02	Addendum 3	Western Interch - Mainline	
08/24/2018 11:18:10 AM	96820	Standard	02	Let Date Extended	Western Interch - Mainline	
08/24/2018 11:18:07 AM	96820	Standard	02	Let Date Extended	Western Interch - Mainline	
08/15/2018 10:05:41 AM	4822	Standard	02	Bid Package Withdraw	Release 12.1 - System Test	
08/15/2018 10:04:52 AM	99002	Standard	12	Bid Package Withdraw	SR 3105: Fayette Co Line to PA 819	
08/15/2018 10:03:51 AM	99001	Standard	12	Bid Package Withdraw	SR 3105: Fayette Co Line to PA 819	
08/15/2018 10:03:10 AM	99000	Standard	12	Bid Package Withdraw	SR 3105: Fayette Co Line to PA 819	
Records 1 to 10 of 10	Page 1 of 1					Records Per Page: 100

Links on New Postings Screen:	Will Take You To:
Project Hyperlink	Only accessible to awarded Contractor
Notice Type	Takes users to the Project Addendum or Bid Package screen.

View Bid Packages by Let Date (next 52 weeks)

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.

home site map help

DEPARTMENT OF TRANSPORTATION **ECMS** ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References Administration Work Queue

Welcome to PennDOT's Construction Management System

Contractors > Bid Packages > Forum Bid Results

This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements. Need Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330. This phone number is answered 24/7 and is able to handle password resets and other minor issues. ECMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays.

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 - DSP7 Submissions in ECMS
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 - DSP4 Guidance for Construction Contracts
 - Diverse Business Program (DSP4 & DB) FAQs

2. Click the **Bid Packages by Let Date (next 52 weeks)** hyperlink under the **Express Searches** heading.

BID PACKAGES PORTAL

Bid Packages Search

* Previous search criteria * EXECUTE Project: Go

Advanced Search

Express Searches

- New Postings (last 2 weeks)
- Unofficial Plans and Specifications
- Bid Packages by Let Date (next 52 weeks)**
- Contractor Bulletins

Reference

- Planned 12-Month Letting Schedule (PDF)
- Planned 12-Month Letting Schedule (XLS)
- Planned 12-Month Letting Schedule - Detail

Downloads

- PennDOT Document Viewer
- Expedite Bid Software (Previous Versions)
- Expedite Prequalified Contractor File

3. Bid Packages Results page will be displayed.

BID PACKAGES RESULTS													
Filter	Bid Submitted Using											EXPORT RESULTS TO EXCEL	
Records 1 to 11 of 11											Records Per Page: 100		
Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range (\$1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	21376	Standard	08	Bedford	30	009	---	0-100	RECONSTRUCTION	Expedite	44%		
09/03/2018 11:00 AM	72109	Standard	10	Jefferson	0000	---	---	0-100	CONCRETE PAVEMENT REHABILITATION	Expedite	37%		
09/03/2018 11:00 AM	96820	Standard	02	Centre	322	B06	Plan Sets Test	0-100	RELOCATION/NEW CONSTRUCTION	Expedite	0%		
09/04/2018 11:00 AM	13708	Standard	06	Bucks	0	T12	TRAC	0-100	GUIDE RAIL	Expedite	0%		
09/04/2018 11:00 AM	13709	Standard	08	Bucks		T13	TRAC	0-100	NEW AND REVISED MAJOR TRAFFIC SIGNALS	Expedite	35%		
09/04/2018 11:00 AM	16671	Emergency	06	Montgomery	29	06M	Kantner	0-100	SLIDES CORRECTION	Expedite	0%		
09/05/2018 11:00 AM	13741	Standard	06	Bucks	2065	55M	---	0-100	RELOCATION/NEW CONSTRUCTION	Expedite	59%		
09/06/2018 11:00 AM	10027	Standard	08	Wayne	590	671	---	0-100	BRIDGE REPLACEMENT	Expedite	0%		
09/06/2018 11:00 AM	61289	Standard	08	York	116	013	---	0-100	MISCELLANEOUS REHABILITATION WORK	Expedite	37%		
09/07/2018 11:00 AM	48010	Standard	09	Bedford	96	14X	---	0-100	BRIDGE REPLACEMENT	Expedite	73%		
09/13/2018 11:00 AM	13853	Standard	06	Chester	6030	B04	TRAC	0-100	R&R EXISTING DECK WITH HALF WIDTH CONSTRUCTION	Expedite	0%		
Records 1 to 11 of 11											Records Per Page: 100		

Links on Bid Package Results Screen:	Will Take You To:
Let Date	Bid Package screen
Project Number	Project Information page, only clickable for low bidder
LOP (List of Planholders)	Planholders screen
ROL (Reading Order List)	Reading order list screen

Search for a Bid Package

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.

The screenshot shows the ECMS homepage with a navigation menu at the top. The 'Solicitation' menu item is highlighted, and a sub-menu is open showing 'Contractors' and 'Bid Packages'. Below the navigation is a banner with various construction-related images. A text block provides contact information for PennDOT's IT Service Desk. On the left, there is a 'Links' section with a list of helpful links. On the right, there is a 'Bulletins' section with a list of recent updates and documents.

2. Click the **Advanced Search** hyperlink under the **Bid Packages Search** heading.

The screenshot shows the 'BID PACKAGES PORTAL' search interface. At the top, there is a search bar with a dropdown menu for 'Previous search criteria' and an 'EXECUTE' button. Below the search bar, the 'Advanced Search' link is highlighted. The interface is divided into three main sections: 'Express Searches' on the left, 'Reference' in the middle, and 'Downloads' on the right. The 'Express Searches' section lists 'New Postings (last 2 weeks)', 'Unofficial Plans and Specifications', 'Bid Packages by Let Date (next 52 weeks)', and 'Contractor Bulletins'. The 'Reference' section lists 'Planned 12-Month Letting Schedule (PDF)', 'Planned 12-Month Letting Schedule (XLS)', and 'Planned 12-Month Letting Schedule - Detail'. The 'Downloads' section lists 'PennDOT Document Viewer', 'Expedite Bid Software (Previous Versions)', and 'Expedite Prequalified Contractor File'.

3. Enter in any search criteria on the Bid Packages Search screen.

The screenshot shows the 'BID PACKAGES SEARCH' interface. A red box highlights the search criteria section, which includes the following fields:

- Project: [Text Input]
- Project Type: [Dropdown]
- District: [List: 01, 02, 03, 04, 05]
- County: [List: Adams, Allegheny, Armstrong, Beaver, Bedford]
- State Type of Work: [Dropdown]
- Let Date: [Date Picker] To [Date Picker]
- Work Class Codes: [Text Input]
- Federal Project Status: [Dropdown]
- Bid Package Status: Published, Withdrawn
- State Route: [Text Input]
- Section: [Text Input]
- Group ID: [Text Input]
- Design Build: [Dropdown]
- Bid Submitted Using: [Dropdown]

4. Click Search.

This screenshot is identical to the previous one, but the 'Search' button in the top navigation bar is highlighted with a red box. Below the search criteria section, there is a 'Saved Searches' area with a dropdown menu showing '* Previous search criteria *' and buttons for 'EXECUTE', 'LOAD', and 'DELETE'. A 'Save Search as:' field with a 'SAVE' button is also present.

5. View Bid Packages Results page.

BID PACKAGES RESULTS

Filter: Bid Submitted Using [Dropdown] EXPORT RESULTS TO EXCEL

Records 1 to 11 of 11 Records Per Page: 100

Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range (\$1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	21376	Standard	08	Bedford	30	009	---	0-100	RECONSTRUCTION	Expedite	44%		
09/03/2018 11:00 AM	72109	Standard	10	Jefferson	0000	---	---	0-100	CONCRETE PAVEMENT REHABILITATION	Expedite	37%		
09/03/2018 11:00 AM	96820	Standard	02	Centre	322	B06	Plan Sets Test	0-100	RELOCATION/NEW CONSTRUCTION	Expedite	0%		
09/04/2018 11:00 AM	13708	Standard	06	Bucks	0	T12	TRAC	0-100	GUIDE RAIL	Expedite	0%		
09/04/2018 11:00 AM	13709	Standard	08	Bucks	---	T13	TRAC	0-100	NEW AND REVISED MAJOR TRAFFIC SIGNALS	Expedite	35%		
09/04/2018 11:00 AM	16671	Emergency	06	Montgomery	29	06M	Kantner	0-100	SLIDES CORRECTION	Expedite	0%		
09/05/2018 11:00 AM	13741	Standard	06	Bucks	2065	55M	---	0-100	RELOCATION/NEW CONSTRUCTION	Expedite	59%		
09/06/2018 11:00 AM	10027	Standard	06	Wayne	590	671	---	0-100	BRIDGE REPLACEMENT	Expedite	0%		
09/06/2018 11:00 AM	61289	Standard	08	York	116	013	---	0-100	MISCELLANEOUS REHABILITATION WORK	Expedite	37%		
09/07/2018 11:00 AM	48010	Standard	09	Bedford	96	14X	---	0-100	BRIDGE REPLACEMENT	Expedite	73%		
09/13/2018 11:00 AM	13853	Standard	06	Chester	6030	B04	TRAC	0-100	R&R EXISTING DECK WITH HALF WIDTH CONSTRUCTION	Expedite	0%		

Records 1 to 11 of 11 Records Per Page: 100

Download Results

Bid Package Hyperlinks

View Project Plans

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 [Go](#)
Standard / Non - Federal (100% State)
Advertised

Short Description: **Shri - Expedite Test Project**

County: Northampton

District: 08

SR: 78

Group ID: TRAC

Org Code: 0800

Section: 005

Municipality: BETHLEHEM

Overview							
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

[PREPARE AND SUBMIT BID](#)

General
Status: Published [Bid Results](#)

Project Cost Range: \$0.00 - \$99,999.99

Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM

Let Type: Scheduled

Anticipated NTP: 09/11/2018

Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION

408 Version: 2003-6

Version: 2

Structure Work: 0.00%

Pre-Bid Meeting: None

Wage Rates: No

Prequalification Requirement: No

[Diesel Fuel Price Index](#)

Note: In the **Overview** sub-portal under the column **Type** users will see different headings, described below:

- **Current** – displays the original items along with any items added/removed/modified via an addendum.
- **Original** – displays the original items as the bid package was originally published.
- **Addendum** – displays only items that have been added/removed/modified via the addendum. If more than one addendum has been added, the addenda will be numbered.

2. From the Bid Package screen in the Overview sub-portal area click the hyperlink under the **Plans** column the user wants to see.

Overview							
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							09/13/2018 11:00:00 AM
Original							09/13/2018 11:00:00 AM
Addendum 1							
Addendum 2							
Addendum 3							
Addendum 4							

- On the Project Development Checklist screen select the hyperlink under the **Title** column to view the sheets plan sheets.

Project: 6754 Standard / PENNDOT Oversight Non-NHS Advertised									
Short Description: SR45 ov Chillisquaque Crk County: Northumberland District: 03					SR: 45 Group ID: BRIDGE DECK REHABILITATION			Org Code: 0300 Section: 033 Municipality: EAST CHILLISQUAQUE T	
Checklist Items - Plans View: Current GO									
Filter Action GO									
Records 1 to 5 of 5 Page 1 of 1 GO									
Category	Title	Modified	BP Ind	Completed	Contract	DocLink	Addendum	Action	Records Per Page: 250
Plans	Roadway Plan - SR 45-033	07/19/2018	Yes	Yes					
Supplemental Plans	Erosion and Sediment Pollution Control Plan - SR 45-033	07/19/2018	Yes	Yes					
	Existing Structure Plan - S-1707	06/20/2018	Yes	Yes					
	Structure Plan - S-33270	07/19/2018	Yes	Yes					
	Traffic Control Plan - SR 45-033	07/19/2018	Yes	Yes					
Records 1 to 5 of 5 Page 1 of 1 GO									

- Click the **.pdf** hyperlink next to the EDMS Document Link to view the plan sheets individually.

PROJECT DEVELOPMENT CHECKLIST DETAIL	
Project: 6754 Standard / PENNDOT Oversight Non-NHS Advertised	
Short Description: SR45 ov Chillisquaque Crk County: Northumberland District: 03	
SR: 45 Group ID: BRIDGE DECK REHABILITATION	
Org Code: 0300 Section: 033 Municipality: EAST CHILLISQUAQUE T	
Roadway Plan Addendum: 0	
Title: SR 45-033	
General	
Name of Plan: Roadway Plan	
Number of Sheets: 12	
Approved: 06/20/2018	
Approved By: LS Richards	
Comments:	
EDMS Document Link: ARD0001OF12.pdf	
ARD0002OF12.pdf	
ARD0003OF12.pdf	
ARD0004OF12.pdf	
ARD0005OF12.pdf	
ARD0006OF12.pdf	
ARD0007OF12.pdf	
ARD0008OF12.pdf	
ARD0009OF12.pdf	
ARD0010OF12.pdf	
ARD0011OF12.pdf	
ARD0012OF12.pdf	
Include Item in Bid Package: Yes	
Completed: Yes	

- To view all the plan sheets together on the Bid Package screen, select the **file cabinet** icon under the **Plans** column.

Overview							
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							09/13/2018 11:00:00 AM
Original							09/13/2018 11:00:00 AM
Addendum 1							
Addendum 2							
Addendum 3							
Addendum 4							

6. On the Attached Documents screen the user will select the plan sets they wish to view.

ATTACHED DOCUMENTS	
File Name	Title
6754_1_Roadway Plan.pdf	6754_1_Roadway Plan
6754_2_Traffic Control Plan.pdf	6754_2_Traffic Control Plan
6754_3_Erosion and Sediment Pollution Control Plan.pdf	6754_3_Erosion and Sediment Pollution Control Plan
6754_4_Structure Plan.pdf	6754_4_Structure Plan
6754_5_Existing Structure Plan.pdf	6754_5_Existing Structure Plan

7. The user will open the file and view the plan sets in a .pdf viewer.

View Project Special Provisions

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: **11942** Standard / Non - Federal (100% State) Advertised

Short Description: **Shri - Expedite Test Project** Org Code: 0800
 County: Northampton SR: 78
 District: 08 Group ID: TRAC Section: 005
Municipality: BETHLEHEM

Overview	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Project Cost Range: \$0.00 - \$99,999.99

Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM

Let Type: Scheduled

Anticipated NTP: 09/11/2018

Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION

408 Version: 2003-6

Status: **Published** [Bid Results](#)

Version: 2

Structure Work: 0.00%

Pre-Bid Meeting: None

Wage Rates: No

Prequalification Requirement: No

[Diesel Fuel Price Index](#)

- From the Bid Package screen in the **Overview** sub-portal area click the **hyperlink** under the **Special Provisions** column the user wants to see. Current should be the most up to date.

BID PACKAGE

Project: 21376 [GO](#) Standard / Non - Federal (100% State) Advertised

Short Description: **EXPEDITE TESTING DNT** Org Code: 0800
 County: Bedford SR: 30
 District: 08 Section: 009
Municipality: EAST PROVIDENCE
Group ID: --

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							08/30/2018 11:00:00 AM

General

Expedite Version: **5.7a** Status: **Published** [Bid Results](#)
Version: 1

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM Structure Work: 44.00%
 Let Type: Scheduled Pre-Bid Meeting: Optional
 Anticipated NTP: 06/18/2018 Wage Rates: No
 Required Completion: 03/28/2019 Prequalification Requirement: Yes

State Type of Work: RECONSTRUCTION
 408 Version: 2011-8

[Diesel Fuel Price Index](#)

- The user will click the **special provision** hyperlink they want to view.

SPECIAL PROVISIONS

Project: 21376 [GO](#) Standard / Non - Federal (100% State) Advertised

Short Description: **EXPEDITE TESTING DNT** Org Code: 0800
 County: Bedford SR: 30
 District: 08 Section: 009
Municipality: EAST PROVIDENCE
Group ID: --

Special Provisions View: **Current** [GO](#)

Filter Action [GO](#)

Records 1 to 17 of 17 Page 1 of 1 Records Per Page: 250

Title	Type	District	Modified	Completed	Contract	Addendum	Action
G43A - **** ECMS TEST **** Statewide Standard for 100% State Projects - Editable	Standard	CO	07/26/2018	No			
G40A - **** ECMS TEST **** Statewide Standard for 100% State Projects - Not Editable	Standard	CO	05/29/2002	No			
G41A - **** ECMS TEST **** Statewide Standard for All Projects - Editable	Standard	CO	05/29/2002	No			
G38E - **** ECMS TEST **** Statewide Standard for All Projects - Not Editable	Standard	CO	05/29/2002	No			
G63B - **** ECMS TEST **** 1p209 All Merge Fields	Standard	CO	05/29/2002	No			
G63C - **** ECMS TEST **** 1p209 All Merge Fields	Standard	CO	06/11/2002	No			
G65A - **** ECMS TEST **** Test FD5A JCT Provision 1	Standard	CO	05/29/2002	No			
I35A - **** ECMS TEST **** Test FD5A JCT Provision 2	Standard	CO	05/29/2002	No			
N74A - **** ECMS TEST **** Test FD5A JCT Provision 3	Standard	CO	05/29/2002	No			
P11A - **** ECMS TEST **** Test FD5A Step 12 JCT	Standard	CO	05/29/2002	No			
G66A - **** ECMS TEST **** Test FD5A Step 16 JCT (not approved)	Standard	CO	05/29/2002	No			
G48A - **** ECMS TEST **** Use Case A.12.b	Standard	CO	05/29/2002	No			
G54A - **** ECMS TEST **** Use Case A.16.a	Standard	CO	05/29/2002	No			
S17A - S00(1022) SECTION 102.06(e) - ANTI-COLLUSION REQUIREMENTS:	Standard	CO	05/29/2002	No			
G77A - s00(gd00211b)	Standard	CO	05/29/2002	No			
G1A - This is a test for CkEditor	Standard	CO	05/15/2018	No			
P35A - zS00(Test) 100	Standard	CO	05/29/2002	No			

Records 1 to 17 of 17 Page 1 of 1 Records Per Page: 250

4. The user will now view the Special Provision screen.

SPECIAL PROVISION

Project: 21376 Standard / Non - Federal (100% State) Advertised

Short Description: **EXPEDITE TESTING DNT** Org Code: 0800
 County: Bedford SR: 30 Section: 009
 District: 08 Group ID: --- Municipality: EAST PROVIDENCE

General

Type: Standard Addendum: 0

Detail

Index or Category: General Provisions Related District: CO
 Sequence ID: 43
 Version: A
 Provision Name: **** ECMS TEST ****Statewide Standard for 100% State Projects - Editable
 Completed: No

Associated Items

Item Number	Item Description
2201-0001	CLEARING AND GRUBBING
2203-0001	CLASS 1 EXCAVATION
2204-0150	CLASS 4 EXCAVATION
2686-0050	CONSTRUCTION SURVEYING, TYPE D
3005-1106	STEEL BEAM BEARING PILES, HP360X132
8020-0010	test
9676-0002	test

Header

Provision Body

This is a standard provision for all statewide 100% state funded projects. This provision can be edited when attached to the project. It is for test purposes only. I will continue to enter text into this provision so that it will have at least a paragraph of data to read, and it won't look weird. It will also allow us to test the display functionality of both the Standard Special Provision Maintenance Screen and the Ad Hoc Special Provision Screen. Thanks for your support...we now return you to our regular program. By the way, the following is a table for display purposes:

Header 1	Header 2	Header 3	Header 4
Item 1A	Item 2A	Item 3A	Item 4A
Item 1B	Item 2B	Item 3B	Item 4B

View Project Items

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 Standard / Non - Federal (100% State) Advertised

Short Description: **Shri - Expedite Test Project** Org Code: 0800
 County: Northampton SR: 78 Section: 005
 District: 08 Group ID: TRAC Municipality: BETHLEHEM

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

General

Status: **Published** [Bid Results](#)
 Version: 2

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 09/11/2018
 Required Completion: 07/11/2019

Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: No

State Type of Work: RELOCATION/NEW CONSTRUCTION
 408 Version: 2003-6

[Diesel Fuel Price Index](#)

- From the Bid Package screen in the **Overview** sub-portal are click the hyperlink under the **Items** column the user wants to see.

BID PACKAGE

Project: 11942 | Standard / Non - Federal (100% State) | Advertised

Short Description: **Shri - Expedite Test Project**
 County: Northampton | District: 08 | SR: 78 | Group ID: TRAC
 Org Code: 0800 | Section: 005 | Municipality: BETHLEHEM

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: **Published** | Bid Results
Version: 2

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 09/11/2018
 Required Completion: 07/11/2019

Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rate: No
 Prequalification Requirement: No

State Type of Work: RELOCATION/NEW CONSTRUCTION
 408 Version: 2003-6

[Diesel Fuel Price Index](#)

- User is taken to the Design Items screen where they can select the **Item** they wish to view to see more information.

DESIGN ITEMS

Project: 11942 | Standard / Non - Federal (100% State) | Advertised

Short Description: **Shri - Expedite Test Project**
 County: Northampton | District: 08 | SR: 78 | Group ID: TRAC
 Org Code: 0800 | Section: 005 | Municipality: BETHLEHEM

Items | View: Current | Go

Filter | Item Number | Go

Records 1 to 6 of 6 | Page 1 of 1 | Records Per Page: 3000

EXPORT RESULTS TO EXCEL

ALT	Item	Unit of Measure	Quantity	Unit Price	Item Total	FC	PDP	Mod Desc	CIS	WCC	Spec Prov	Action
	0202-0005	Lump Sum	1.000			23	N			B	Std	Modified
		DEMOLITION										
	0601-0311	Linear Foot	50.000			23**	N			H	Std	
		12" THERMOPLASTIC PIPE, GROUP I, 15'-1.5' FILL										
	0602-1764	Linear Foot	10.000			23**	N			H	Std	
		23" X 19" SPIRAL RIB ALUMINUM ALLOY PIPE ARCH, TYPE IIR, (3/4" X 3/4" X 7 1/2" CORRUGATIONS), 14 GAGE, SHORE/TRENCH BOX										
	4804-0011	Pound	12.000			23**	N	Req		M	Std	
		SEEDING AND SOIL SUPPLEMENTS - FORMULA B										
E	8500-0001	Lump Sum	1.000			23	N		Yes	B	Std	
		This is a Lumpsum Item										
O	0201-0003	Lump Sum	1.000			23	N			K, L, M	Std	
		CLEARING AND GRUBBING										

Records 1 to 6 of 6 | Page 1 of 1 | Records Per Page: 3000

A+Bx Items

Item	Unit of Measure	Minimum Days	Maximum Days	Unit Price	Item Total	PDP	Spec Prov	Action
9000-0002	Day	10	30	\$1,500.00	\$45,000.00	Y		
	This is A+Bx Item							

4. User will now be taken to the Design Item Summary page.

DESIGN ITEM SUMMARY					
Project: 11942		Standard / Non - Federal (100% State)			Advertised
Short Description: Shri - Expedite Test Project		SR: 78		Org Code: 0800	
County: Northampton		Group ID: TRAC		Section: 005	
District: 08				Municipality: BETHLEHEM	
Item Detail					
Item: 0202-0005			Item Type: Standard		
Addendum: 3			Addendum Action: Modified		
Innovative Bidding:			Design Number:		
Alternate Code:			Predetermined Price: No		
Unit of Measure: Lump Sum			Quantity: 1.00		
Description: DEMOLITION			Asphalt: No		
Modified Description:			Asphalt Type Code:		
Unit Price(\$):			Special Provision: <u>Std</u>		
Item Total(\$):			BMS Structure Id:		
Diesel: No			Contractor CIS Required: No		
Diesel Category Code:					
Depth: 0.00					
Stored Materials: Not Eligible for Stored Materials PrePayments					
Percent of Maintenance: 0.00					
S-Drawing Number:					
PennDOT CIS Required: No					
Work Class Codes					
Work Class	Description				
B	Building Demolition				
Funding Information					
Fund Code	Item Quantity	Plan Station Quantity	Federal Participation	Internal Order	
23	1.000			82610	
Plan Station Information					
Begin Station	Begin Lane	Begin Side	End Station	End Lane	End Side
No records found.					

View Project Attachments

1. Navigate to the Bid Package screen.

BID PACKAGE							
Project: 11942 GO		Standard / Non - Federal (100% State)			Advertised		
Short Description: Shri - Expedite Test Project		SR: 78		Org Code: 0800			
County: Northampton		Group ID: TRAC		Section: 005			
District: 08				Municipality: BETHLEHEM			
Overview							
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							
Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.							
PREPARE AND SUBMIT BID							
General							
Project Cost Range: \$0.00 - \$99,999.99				Status: Published Bid Results			
Federal Project Status: Non - Federal (100% State)				Version: 2			
Let: 08/30/2018 11:00:00 AM				Structure Work: 0.00%			
Let Type: Scheduled				Pre-Bid Meeting: None			
Anticipated NTP: 09/11/2018				Wage Rates: No			
Required Completion: 07/11/2019				Prequalification Requirement: No			
State Type of Work: RELOCATION/NEW CONSTRUCTION							
408 Version: 2003-6							
Diesel Fuel Price Index							

- On the Project Development Checklist screen select the hyperlink under the **Attachments** column to view the attachments for the project. If the yellow file cabinet under the **Attachments** column is clicked, a user can view all the bid package attachments in one .pdf set.

BID PACKAGE

Project: 11942 [Go](#) Standard / Non - Federal (100% State) Advertised

Short Description: **Shri - Expedite Test Project**
 County: Northampton SR: 78
 District: 08 Group ID: TRAC

Org Code: 0800
 Section: 005
 Municipality: BETHLEHEM

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

[PREPARE AND SUBMIT BID](#)

General

Status: **Published** [Bid Results](#)
 Version: 2

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 09/11/2018
 Required Completion: 07/11/2019

Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: No

State Type of Work: RELOCATION/NEW CONSTRUCTION
 408 Version: 2003-6

[Diesel Fuel Price Index](#)

- The user is now taken to the Project Development Checklist page.

PROJECT DEVELOPMENT CHECKLIST

Project: 21376 [Go](#) Standard / Non - Federal (100% State) Advertised

Short Description: **EXPEDITE TESTING DNT**
 County: Bedford SR: 30
 District: 08 Group ID: --

Org Code: 0800
 Section: 009
 Municipality: EAST PROVIDENCE

Checklist Items - Attachments (view all) View: Current [Go](#)

Filter Action [Go](#)

Records 1 to 1 of 1 Page 1 of 1

Category	Title	Modified	BP Ind	Completed	Contract	DocLink	Addendum	Action
Environmental Clearances	ECMTS Report (Matrix)	07/26/2018	Yes	Yes				

Records 1 to 1 of 1 Page 1 of 1 Records Per Page: 250

- Click the **Title** to be taken to the detail page.

PROJECT DEVELOPMENT CHECKLIST

Project: 21376 [Go](#) Standard / Non - Federal (100% State) Advertised

Short Description: **EXPEDITE TESTING DNT**
 County: Bedford SR: 30
 District: 08 Group ID: --

Org Code: 0800
 Section: 009
 Municipality: EAST PROVIDENCE

Checklist Items - Attachments (view all) View: Current [Go](#)

Filter Action [Go](#)

Records 1 to 1 of 1 Page 1 of 1

Category	Title	Modified	BP Ind	Completed	Contract	DocLink	Addendum	Action
Environmental Clearances	ECMTS Report (Matrix)	07/26/2018	Yes	Yes				

Records 1 to 1 of 1 Page 1 of 1 Records Per Page: 250

5. View the Project Development Checklist Detail page.

PROJECT DEVELOPMENT CHECKLIST DETAIL		
Project: 21376	Standard / Non - Federal (100% State)	
Short Description: EXPEDITE TESTING DNT	SR: 30	Org Code: 0800
County: Bedford	Group ID: ---	Section: 009
District: 08		Municipality: EAST PROVIDENCE
ECMTS Report (Matrix)		
Title:	Addendum: 0	
General		
Date Action: Approved		
Date: 07/26/2018		
Approved By: test		
Comments:		
EDMS Document Link:		
Include Item in Bid Package: Yes		
Completed: Yes		

View Project Proposal Report

1. Navigate to the Bid Package screen.

BID PACKAGE							
Project: 11942	Standard / Non - Federal (100% State)						Advertised
Short Description: Shri - Expedite Test Project	SR: 78	Org Code: 0800					
County: Northampton	Group ID: TRAC	Section: 005					
District: 08		Municipality: BETHLEHEM					
Overview							
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							
Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.							
PREPARE AND SUBMIT BID							
General							
						Status: Published	Bid Results
						Version: 2	
Project Cost Range: \$0.00 - \$99,999.99							
Federal Project Status: Non - Federal (100% State)							
Let: 08/30/2018 11:00:00 AM							
Let Type: Scheduled							
Anticipated NTP: 09/11/2018							
Required Completion: 07/11/2019							
State Type of Work: RELOCATION/NEW CONSTRUCTION							
408 Version: 2003-6							
Structure Work: 0.00%							
Pre-Bid Meeting: None							
Wage Rates: No							
Prequalification Requirement: No							
Diesel Fuel Price Index							

- From the Bid Package screen in the **Overview** sub-portal area click the hyperlink under the **Reports** column the user wants to see.

BID PACKAGE

Project: 11942 [GO](#) Standard / Non - Federal (100% State) Advertised

Short Description: **Shri - Expedite Test Project** Org Code: 0800
 County: Northampton SR: 78 Section: 005
 District: 08 Group ID: TRAC Municipality: BETHLEHEM

Overview								
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let	
Current								08/30/2018 11:00:00 AM
Original								07/11/2018 11:00:00 AM
Addendum 1						X		08/10/2018 11:00:00 AM
Addendum 2						X		08/30/2018 11:00:00 AM
Addendum 3								

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

[PREPARE AND SUBMIT BID](#)

General

Status: **Published** [Bid Results](#)
 Version: 2

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 09/11/2018
 Required Completion: 07/11/2019

Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: No

State Type of Work: RELOCATION/NEW CONSTRUCTION
 408 Version: 2003-6

[Diesel Fuel Price Index](#)

- Users will now view the **Proposal Report** .pdf file on their computer.

General Information

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 [Go](#)
Standard / Non - Federal (100% State) Advertised

Short Description: Shri - Expedite Test Project County: Northampton District: 08	SR: 78 Group ID: TRAC	Org Code: 0800 Section: 005 Municipality: BETHLEHEM
---	--------------------------	---

Overview	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General
Status: Published [Bid Results](#)

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 09/11/2018
 Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION
 408 Version: 2003-6

Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: No

Version: 2

[Diesel Fuel Price Index](#)

2. View the **General** information, view the **let date and additional information**.

BID PACKAGE

Project: 11942 [Go](#)
Standard / Non - Federal (100% State) Advertised

Short Description: Shri - Expedite Test Project County: Northampton District: 08	SR: 78 Group ID: TRAC	Org Code: 0800 Section: 005 Municipality: BETHLEHEM
---	--------------------------	---

Overview	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General
Status: Published [Bid Results](#)

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 09/11/2018
 Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION
 408 Version: 2003-6

Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: No

Version: 2

[Diesel Fuel Price Index](#)

Pre-Bid Design Files

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: **11942** [GO](#) Standard / Non - Federal (100% State) [Advertised](#)

Short Description: **Shri - Expedite Test Project**
 County: Northampton SR: 78 Org Code: 0800
 District: 08 Group ID: TRAC Section: 005
 Municipality: BETHLEHEM

Overview	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

[PREPARE AND SUBMIT BID](#)

General

Status: **Published** [Bid Results](#)
Version: 2

Project Cost Range: \$0.00 - \$99,999.99
 Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 09/11/2018
 Required Completion: 07/11/2019

Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: No

State Type of Work: RELOCATION/NEW CONSTRUCTION
 408 Version: 2003-6

[Diesel Fuel Price Index](#)

2. Scroll down to see the Pre-bid and Design Files.

Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
Bridge Plan CADD Files	CADD 3D	WinZip	7.95 MB	07/18/2018	Bridge Plan CADD Files
E&S Plan CADD Files	CADD 3D	WinZip	2.16 MB	07/18/2018	E&S Plan CADD Files
Inroad Files	CADD 3D	WinZip	0.33 MB	07/18/2018	Inroad Files
Roadway Plan CADD Files	CADD 3D	WinZip	4.98 MB	07/18/2018	Roadway Plan CADD Files

3. The user will click on the **file** hyperlink they wish to view.

Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
Bridge Plan CADD Files	CADD 3D	WinZip	7.95 MB	07/18/2018	Bridge Plan CADD Files
E&S Plan CADD Files	CADD 3D	WinZip	2.16 MB	07/18/2018	E&S Plan CADD Files
Inroad Files	CADD 3D	WinZip	0.33 MB	07/18/2018	Inroad Files
Roadway Plan CADD Files	CADD 3D	WinZip	4.98 MB	07/18/2018	Roadway Plan CADD Files

Additional Information

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 [Go](#)
Standard / Non - Federal (100% State)
Advertised

Short Description: Shri - Expedite Test Project

County: Northampton
District: 08

SR: 78
Group ID: TRAC

Org Code: 0800
Section: 005
Municipality: BETHLEHEM

Overview								
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let	
Current								08/30/2018 11:00:00 AM
Original								07/11/2018 11:00:00 AM
Addendum 1						X		08/10/2018 11:00:00 AM
Addendum 2						X		08/30/2018 11:00:00 AM
Addendum 3								

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid within ECMS.

[PREPARE AND SUBMIT BID](#)

General

Project Cost Range: \$0.00 - \$99,999.99

Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM

Let Type: Scheduled

Anticipated NTP: 09/11/2018

Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION
408 Version: 2003-6

Status: Published [Bid Results](#)

Version: 2

Structure Work: 0.00%

Pre-Bid Meeting: None

Wage Rates: No

Prequalification Requirement: No

Diesel Fuel Price Index

2. Scroll down to see the Additional Information.

Additional Information

This is an ECMS project. All Addenda will be electronically posted. The location of the public bid opening is the Commonwealth Keystone Building, 7th Floor, Contract Awards Room, 400 North Street, Harrisburg. Allow sufficient time before the bid opening to obtain a visitor pass on the 5th Floor and to be escorted to the 7th Floor Contract Awards Room.

Description

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 [Go](#)
Standard / Non - Federal (100% State)
Advertised

Short Description: Shri - Expedite Test Project

County: Northampton SR: 78 Org Code: 0800

District: 08 Group ID: TRAC Section: 005

Municipality: BETHLEHEM

Overview							
Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

[PREPARE AND SUBMIT BID](#)

General

Status: Published [Bid Results](#)
Version: 2

Project Cost Range: \$0.00 - \$99,999.99

Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM

Let Type: Scheduled

Anticipated NTP: 09/11/2018

Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION

408 Version: 2003-6

Structure Work: 0.00%

Pre-Bid Meeting: None

Wage Rates: No

Prequalification Requirement: No

[Diesel Fuel Price Index](#)

2. Scroll down to see the Description.

Description

The description and location of the project is as follows: [describe the various construction activities involved including number of lanes and number of spans as appropriate. Try to keep the total number of characters to 300.] and other miscellaneous construction, all as indicated on the drawings approved _____ for STATE ROUTE _____, SECTION _____, in _____ COUNTY _____ CITY/BOROUGH/TOWNSHIP from approximately __ (geographical reference) __ at segment _____ offset _____ to approximately __ (geographical reference) __ at segment _____ offset _____.

Questions and Responses

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 GO
Standard / Non - Federal (100% State)
Advertised

Short Description: Shri - Expedite Test Project

County: Northampton SR: 78 Org Code: 0800

District: 08 Group ID: TRAC Section: 005

Municipality: BETHLEHEM

Overview	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General
Status: Published [Bid Results](#)

Version: 2

Project Cost Range: \$0.00 - \$99,999.99

Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM

Let Type: Scheduled

Anticipated NTP: 09/11/2018

Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION

408 Version: 2003-6

[Diesel Fuel Price Index](#)

Structure Work: 0.00%

Pre-Bid Meeting: None

Wage Rates: No

Prequalification Requirement: No

2. Scroll down to see the Questions and Responses.

Questions and Responses NEW

Pier Access

Question 1

Has the department considered how the contractor is to access the piers for rehabilitation? There are no details in the E&S for a causeway or construction access.
Posted on 08/27/2018 02:54:14 PM by Kenny M Porter/PennDOT BP-000384 of Glenn O. Haw baker, Inc.

Responses

The contractor must access the piers from topside of the bridge. No access roads will be constructed to and under the bridge due to permit restrictions.
Posted on 08/27/2018 04:14:35 PM by Teresa D McClain/PennDOT

3. The user can select **New** if they want to add a question.

Questions and Responses NEW

Pier Access

Question 1

Has the department considered how the contractor is to access the piers for rehabilitation? There are no details in the E&S for a causeway or construction access.
Posted on 08/27/2018 02:54:14 PM by Kenny M Porter/PennDOT BP-000384 of Glenn O. Haw baker, Inc.

Responses

The contractor must access the piers from topside of the bridge. No access roads will be constructed to and under the bridge due to permit restrictions.
Posted on 08/27/2018 04:14:35 PM by Teresa D McClain/PennDOT

4. Users enters in the **Subject, Question, Quality Management** and **Type of Issue** and submits to the Department to review.

FORUM POSTING - QUESTION

Project: 13473 Standard / Non - Federal (100% State) Advertised

Bid Package Addendum 7

Current Let Date: 09/05/2018 11:00:00 AM

Responses to questions on this page are for informational and clarification purposes. Official changes to the proposal will be made via an Addendum. The deadline for submitting questions is 72 hours before the let date and time. For Emergency projects, the deadline is reduced to 19 hours before the let date and time.

Details

Subject:

Question:

Quality Management:

Type of Issue:

Status: Draft

5. Click **Submit**.

FORUM POSTING - QUESTION

Project: 13473 Standard / Non - Federal (100% State) Advertised

Bid Package Addendum 7

Current Let Date: 09/05/2018 11:00:00 AM

Responses to questions on this page are for informational and clarification purposes. Official changes to the proposal will be made via an Addendum. The deadline for submitting questions is 72 hours before the let date and time. For Emergency projects, the deadline is reduced to 19 hours before the let date and time.

Details

Subject:

Question:

Quality Management:

Type of Issue:

Status: Draft

View Unofficial Plans and Specifications

Note: These plans are not yet officially published as part of a bid package.

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.

The screenshot shows the ECMS homepage with a navigation menu at the top. The menu includes 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', 'References', 'Administration', and 'Work Queue'. Under 'Solicitation', there are sub-links for 'Contractors' and 'Bid Packages'. The main content area features a collage of construction-related images and a text block providing contact information for the PennDOT IT Service Desk. On the right side, there are sections for 'Links' and 'Bulletins'.

2. Click the **Unofficial Plans and Specifications** hyperlink under the **Express Search** heading.

The screenshot shows the 'BID PACKAGES PORTAL' search interface. It includes a search bar with a dropdown menu for 'Previous search criteria' and an 'EXECUTE' button. Below the search bar, there are sections for 'Express Searches' and 'Reference'. The 'Express Searches' section lists 'New Postings (last 2 weeks)', 'Unofficial Plans and Specifications', 'Bid Packages by Let Date (next 52 weeks)', and 'Contractor Bulletins'. The 'Reference' section lists 'Planned 12-Month Letting Schedule (PDF)', 'Planned 12-Month Letting Schedule (XLS)', and 'Planned 12-Month Letting Schedule - Detail'. The 'Downloads' section lists 'PennDOT Document Viewer', 'Expedite Bid Software (Previous Versions)', and 'Expedite Prequalified Contractor File'.

3. Click the project **Type** hyperlink on the **Unofficial Plans and Specifications** page.

UNOFFICIAL PLANS AND SPECIFICATIONS						
Note: No claims will be entertained based on these Unofficial Plans						
Comments on these unofficial plans may be provided to the Department by emailing RA-pdECMSQuestions@pa.gov . Ensure that the ECMS project number is included in the subject line. Although the Department will not be responding to these comments, the comments may be considered in the development of the final plans.						
Filter	District		Go			
Records 1 to 38 of 38			Page 1 of 1	Records Per Page: 100		
Project	District	County	Cost Range (\$1,000)	Type Of Work	Antic Let	Type
1	01	Adams	200-500	TEST TYPE 2	05/04/2017	Special Provisions
70917	01	Forest	1,000-2,500	RECONSTRUCTION		Plans
62168	02	Centre	0-0	TEST TYPE	07/15/2008	Plans
5485	03	Columbia	0-0	BRIDGE REMOVAL		Special Provisions
50436	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50437	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50438	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50439	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
50440	03	Lycoming	0-0	BOX CULVERTS	02/22/2018	Plans
80488	04	Cumberland	10,000-12,500	RELOCATION/NEW CONSTRUCTION	10/23/2008	Special Provisions
62964	04	Lackawanna	0-0	BOX CULVERTS		Plans
79984	04	Luzerne	0-0	AIRPORT RUNWAY-TAXIWAY AND APRON PAVING		Unofficial Plan Sets
62655	05	Berks	0-0	RESURFACING/OVERLAYS		Special Provisions
47036	05	Carbon	0-0	MISCELLANEOUS		Plans
91624	05	Monroe	0-0	BRIDGE RECONSTRUCTION		Unofficial Plan Sets
64474	05	Northampton	0-0	STEEL STRUCTURES		Special Provisions
47975	06	Bucks	0-0	BRIDGE OVER ACTIVE RR TRACKS	10/11/2007	Plans
33717	06	Bucks	0-0	TEST TYPE		Plans
33719	06	Bucks	0-0	TEST TYPE		Plans
11423	08	Bradford	2,500-5,000	CONCRETE PAVEMENT REHABILITATION		Unofficial Plan Sets
11074	08	Carbon	0-0	TEST TYPE	11/11/2003	Plans
47780	08	Dauphin	1,000-2,500	TEST TYPE		Special Provisions
20026	08	Lancaster	200-500	TEST TYPE	07/23/2018	Plans
47140	09	Yernango	125,000-1,000,000,000	MISCELLANEOUS REHABILITATION WORK	05/23/2018	Plans
50628	08	York	0-0	BRIDGE REPLACEMENT	01/31/2008	Special Provisions
61314	08	York	0-0	BOX CULVERTS		Plans
70025	09	Bedford	0-0	AIRPORT RUNWAY-TAXIWAY AND APRON PAVING		Plans
48025	09	Cambria	0-0	BOX CULVERTS		Plans

4. On the page that opens users will click the **Title** they want to open.

SPECIAL PROVISIONS									
Project: 1		Standard / Federal Oversight				Review Bid Package			
Short Description: Proj Short desc		SR: 00S1				Org Code: 0800			
County: Adams		Group ID: ERP				Section: 001			
District: 01						Municipality: BERWICK			
Special Provisions									
Filter		Action				View: Current			
Records 1 to 2 of 2			Page 1 of 1			Records Per Page: 250			
Title		Type	District	Modified	Completed	Contract	Addendum	Action	
00 - 8000-000 Bridge Provision - PUBLISH UNOFFICIAL		Project Specific	CO	04/10/2018	No				
132120A - c82120 ITEM 8212- DESIGN OF RETAINING WALL (AS-DESIGNED FOUNDATION PROVIDED),S-xxxxx		Standard	CO	01/23/2008	No				
Records 1 to 2 of 2			Page 1 of 1			Records Per Page: 250			

5. View the Item in ECMS.

SPECIAL PROVISION		
Project: 1		Review Bid Package
Short Description: Proj Short desc		Org Code: 0800
County: Adams		Section: 001
District: 01		Municipality: BERWICK
SR: 00S1		
Group ID: ERP		
General		
Type: Project Specific		Addendum: 0
Detail		
Index or Category:		District:
Sequence ID: 0		
Version: 0		
Provision Name: 8000-000 Bridge Provision - PUBLISH UNOFFICIAL		
Publish Unofficial: Yes		
Completed: No		
Associated Items		
Item Number	Item Description	
No records found.		
Header		
Provision Body		
OK		

View Project List of Planholders

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**

home site map help

DEPARTMENT OF TRANSPORTATION **ECMS** ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References Administration Work Queue

Welcome to PennDOT's ECMS Construction Management System

Contractors > Bid Packages > Forum Bid Results

This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements. Need Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330. This phone number is answered 24/7 and is able to handle password resets and other minor issues. ECMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays.

Links

- Recent Bulletins - View the latest ECMS Bulletins
- Login as Guest to view important information on becoming a PennDOT Business Partner
- Register as a PennDOT Business Partner
- FAQs - View Frequently Asked Questions
- Project Management - View Project Management Information
- ECMS User Security and Password Maintenance
- Request for System Access - This link is ONLY available when attached to the PennDOT LAN
- Contractor Integrity Provisions
- Helpful Hints
- Change User Password
- Documents for registered Business Partners

Bulletins

- Bid Letting
 - Registration and Prequalification instructions for Facilities Projects
 - PennDOT Facilities Projects List
- Bid Package
 - District 3 Emergency Projects
 - Unofficial Plans for ECMS# 83736 - Roosevelt Expressway o/Wayne Junction
- Business Partner
 - Trillium CNG looking for qualified contractors to bid on portions of work for 29 Compressed Natural Gas stations across the state.
 - Creating User Ids for Business Partner users
 - eSignature Process Overview
 - Pre-Bid Design Files Agreement
 - Overhead Information
- Documents for Registered Business Partners
 - Documents for Business Partners
- General Information
 - 2018 - 2024 let date calendars
 - District Map
- Helpful Hints
 - DSP4 Submissions in ECMS
 - DSP7 Submissions in ECMS
 - DSP4 Final Report Guidance for Construction Contracts
 - DSP4 Guidance for Construction Contracts
 - Diverse Business Program (DSP4 & DB) FAQs

2. Click the **Bid Packages by Let Date (next 52 weeks)** hyperlink under the **Express Searches** heading.

BID PACKAGES PORTAL

Bid Packages Search

* Previous search criteria * EXECUTE Project: Go

Advanced Search

Express Searches

- New Postings (last 2 weeks)
- Unofficial Plans and Specifications
- Bid Packages by Let Date (next 52 weeks)**
- Contractor Bulletins

Reference

- Planned 12-Month Letting Schedule (PDF)
- Planned 12-Month Letting Schedule (XLS)
- Planned 12-Month Letting Schedule - Detail

Downloads

- PennDOT Document Viewer
- Expedite Bid Software (Previous Versions)
- Expedite Prequalified Contractor File

3. Click the LOP (List of Planholders) icon.

BID PACKAGES RESULTS													
Filter	Bid Submitted Using											EXPORT RESULTS TO EXCEL	
Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range (\$1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	10904	Standard	05	Berks	3040	A01	TRAC	200-500	PRESTRESSED CONCRETE ADJACENT BOX BEAMS	ECMS	0%		
08/30/2018 11:00 AM	11942	Standard	08	Northampton	78	005	TRAC	0-100	RELOCATION/NEW CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	13510	Standard	06	Bucks	95	TPR	TRAC	0-100	MISCELLANEOUS	ECMS	4%		
08/30/2018 11:00 AM	46988	Standard	08	Indiana	56	406	---	0-100	AIRPORT ROADWAY CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	47354	Standard	08	Franklin	75	002	TRAC	10000-12500	BOX CULVERTS	ECMS	100%		
08/30/2018 11:00 AM	91214	Standard	04	Luzerne	239	F17	---	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
08/30/2018 11:00 AM	99311	Standard	03	Cambria	6	138	---	0-100	CONCRETE PAVEMENT REHABILITATION	ECMS	100%		
08/30/2018 11:00 AM	106457	Standard	03	Union	11	132	---	2500-5000	RESURFACING/OVERLAYS	ECMS	100%		
08/31/2018 11:00 AM	154	Standard	01	Crawford	1013	B02	---	0-100	PRESTRESSED CONCRETE SPREAD BOX BEAMS	ECMS	24%		
08/31/2018 11:00 AM	6084	Standard	03	Lycoming	0	---	BRIDGES	0-100	BRIDGE REPLACEMENT	ECMS	0%		
08/31/2018 11:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
08/31/2018 11:00 AM	61668	Standard	08	Cumberland	34	017	RIVERS	0-100	BOX CULVERTS	ECMS	29%		
09/01/2018 11:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
Moved: 08/31/2018 11:00:00 AM	58634	Standard	06	Adams	2038	M04	---	0-100	BRIDGE RECONSTRUCTION	ECMS	24%		
09/03/2018 11:00 AM	47339	Standard	09	Bedford	4009	06P	111	200-500	BRIDGE PAINTING	ECMS	40%		
09/04/2018 11:00 AM	13473	Standard	08	Bucks	0213	M02	TRAC	0-100	TEST TYPE	ECMS	4%		
09/05/2018 11:00 AM	13595	Standard	06	Bucks	2025	M02	TRAC	0-100	MISCELLANEOUS	ECMS	16%		
09/05/2018 11:00 AM	47623	Standard	08	Luzerne	0093	308	---	0-100	BRIDGE PAINTING	Expedite	4%		
09/05/2018 11:00 AM	91214	Standard	04	Luzerne	239	F17	---	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
Moved: 08/22/2018 11:00:00 AM	50479	Standard	04	Wyoming	6	709	SHANIA	0-100	BOX CULVERTS	ECMS	0%		
09/06/2018 11:00 AM	46982	Standard	08	Claron	0068	306	---	0-100	BRIDGE PAINTING	ECMS	0%		
09/07/2018 11:00 AM	13555	Standard	06	Bucks	2006	02S	TRAC	0-100	RECONSTRUCTION	ECMS	0%		
09/10/2018 11:00 AM	15912	Standard	08	Dauphin	63	M03	---	0-100	AIRPORT MISCELLANEOUS	ECMS	24%		
09/10/2018 11:00 AM	20953	Standard	08	York	0238	001	R19.4/Kantner	0-100	TEST TYPE	ECMS	15%		
09/10/2018 11:00 AM	21143	Standard	08	York	392	001	---	0-100	BRIDGE PAINTING	ECMS	0%		
09/10/2018 11:00 AM	21210	Standard	08	Adams	74	023	CWarfield	500-1000	WIDENING/RESURFACING (NO ADDITIONAL LANES)	ECMS	99%		
09/11/2018 11:00 AM	26509	Standard	01	Allegheny	0065	04C	---	100-200	BRIDGE PAINTING	Expedite	7%		
09/13/2018 11:00 AM	59031	Standard	01	Crawford	0000	T03	4444	0-100	BRIDGE REMOVAL	ECMS	0%		
09/14/2018 11:00 AM	57833	Standard	08	Erie	0005	03S	---	0-100	BRIDGE PAINTING	ECMS	24%		
09/21/2018 11:00 AM	32533	Standard	02	Elk	---	---	Available	0-100	BRIDGE REMOVAL	Expedite	24%		
09/23/2018 11:00 AM	30147	Standard	12	Greene	188	B10	---	0-100	BOX CULVERTS	ECMS	5%		
09/24/2018 11:00 AM	11483	Standard	08	Bradford	MySR	SEC	TRAC	100-200	CONCRETE PAVEMENT REHABILITATION	ECMS	83%		
10/03/2018 11:00 AM	30147	Standard	12	Greene	188	B10	---	0-100	BOX CULVERTS	ECMS	5%		
Moved: 09/23/2018 11:00:00 AM													

4. List of Planholders is now displayed.

PLANHOLDERS												
Project	Standard / PENNDOT Oversight NHS										Advertised	
Project: 10904	Short Description: Expedite Replacement Test Project										Org Code: 0800	
County: Berks	SR: 3040										Section: A01	
District: 05	Group ID: TRAC										Municipality: ALSACE	
Let Date: 08/30/2018	Click Here: Export											
Contractor	Address	Contractor Type	Contact	Phone	Fax	Email	Bid Started	Bid Submitted	Bid Withdrawn			
HA RoadBuilders - d/b/a - R/B	5768 Rock Road mechanicburg, PA 17050	Sub Contractor	Ha Building Principal	717-705-9235		jdh_mail@yahoo.com	Y	N	N			
Construction Contractor 182	murberry's drive ("8& @ ?><~@#5%+~ Bernville, PA 17254	Prime Contractor	Contractor Principal	132-424-2342	141-111-1111	sharonh34@gmail.com	Y	N	N			
Construction Contr 183	456245 fygnwthetjetyfytyj tyjetytyj, PA 74978	Prime Contractor	Contractor Principal	123-412-4234		sharonh34@gmail.com	Y	N	N			
Construction Contractor 184	34535 fkgdkfjdkfkdfg York, PA 17101	Prime Contractor	Contractor Principal	453-453-4534		contractor184@yahoo.com	Y	N	N			
Construction Contractor 187	rghghghfrgh fgfgh, GA 34534	Prime Contractor	Contractor Principal	345-346-3456		ecmscontractor187@yahoo.com	Y	N	N			
Azure Excavation and Grading	5 Duke St York, PA 17109	Prime Contractor	Contractorprincipal Contractorprincipal270	717-555-1212	717-555-2222	azure_team@yahoo.com	Y	N	N			

Go Dropdown

1. Navigate to the Bid Package screen.

The screenshot shows the 'BID PACKAGE' interface for project 10904. The top navigation bar includes 'Back', 'Go', and 'Help' menus. The main header displays 'Standard / PENNDOT Oversight NHS' and 'Advised'. Project details include: Short Description: Expedite Replacement Test Project; County: Berks; District: 05; SR: 3040; Group ID: TRAC; Org Code: 0800; Section: A01; Municipality: ALSACE.

The 'Overview' section contains a table with columns: Type, Plans, Special Provisions, Items, Attachments, Report, Other, and Let. The 'Current' row shows 'Pending' status for the Report and '08/30/2018 11:00:00 AM' for Let. The 'Original' row also shows 'Pending' for the Report and the same date for Let.

A red instruction reads: 'Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.' Below this is a green button labeled 'PREPARE AND SUBMIT BID'.

The 'General' section provides further project information: Project Cost Range: \$200,000.00 - \$499,999.99; Federal Project Status: PENNDOT Oversight NHS; Let: 08/30/2018 11:00:00 AM; Let Type: Scheduled; Anticipated NTP: 04/21/2017; Required Completion: 04/22/2017; State Type of Work: PRESTRESSED CONCRETE ADJACENT BOX BEAMS; 408 Version: 2003. It also lists 'Status: Published Bid Results', 'Version: 2', 'DBE: 2%', 'Structure Work: 0.00%', 'Pre-Bid Meeting: None', 'Wage Rates: No', 'Prequalification Requirement: Yes', and 'Prequalified Subs as Prime: No'. Links for 'Asphalt/Cement Price Index' and 'Diesel Fuel Price Index' are provided.

The 'Pre-Bid Design Files' section shows a table with columns: Attachment Title, Category, File Type, File Size, Upload Date, and Description. A red message states 'No records found.'

The 'Additional Information' section contains the text: 'This is an ECMS project. All Addenda will be electronically posted. The location of the public bid opening is the Commonwealth Keystone Building, 7th Floor, Contract Awards Room, 400 North Street, Harrisburg. Allow sufficient time before the bid opening to obtain a visitor pass on...

2. Click the **Go** dropdown on the tool bar.

This screenshot is identical to the one above, but with a red box highlighting the 'Go' dropdown menu in the top navigation bar. The rest of the page content, including the project details, overview table, and general information, remains the same.

3. The user will click the item they wish to view.

BID P Contract Award Checklist
Design Items
Milestones
Planholders
Project Conditions
Project Development Checklist
Project Special Provisions

Standard / PENNDOT Oversight NHS Advertised

Expedite Replacement Test Project
Berks SR: 3040 Org Code: 0800
05 Group ID: TRAC Section: A01
Municipality: ALSACE

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current					Pending		08/30/2018 11:00:00 AM
Original					Pending		08/30/2018 11:00:00 AM

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: **Published** [Bid Results](#)
Version: 2

Project Cost Range: \$200,000.00 - \$499,999.99
Federal Project Status: PENNDOT Oversight NHS
DBE: 2%

Let: 08/30/2018 11:00:00 AM
Let Type: Scheduled
Anticipated NTP: 04/21/2017
Required Completion: 04/22/2017
Structure Work: 0.00%
Pre-Bid Meeting: None
Wage Rates: No
Prequalification Requirement: Yes

State Type of Work: PRESTRESSED CONCRETE ADJACENT BOX BEAMS
408 Version: 2003
Prequalified Subs as Prime: No

[Asphalt/Cement Price Index](#) [Diesel Fuel Price Index](#)

Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
No records found.					

Additional Information

This is an ECMS project. All Addenda will be electronically posted. The location of the public bid opening is the Commonwealth Keystone Building, 7th Floor, Contract Awards Room, 400 North Street, Harrisburg. Allow sufficient time before the bid opening to obtain a visitor pass on the 5th Floor and to be escorted to the 7th Floor Contract Awards Room.

Viewing Project Letting Dates

Bid Package Results Page

1. To access the Bid Packages Portal, select **Solicitation** from the menu bar and then select **Contractors** and then **Bid Packages**.

home site map help

DEPARTMENT OF TRANSPORTATION **ECMS** ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References Administration Work Queue

Welcome to PennDOT's Construction Management System

Contractors > Bid Packages > Forum Bid Results

This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements. Need Help? Call the PennDOT IT Service Desk at: (717) 783-8330 or toll free at (855) 783-8330. This phone number is answered 24/7 and is able to handle password resets and other minor issues. ECMS specific help desk staff are available Monday through Friday from 8 AM through 4:30 PM, excluding state holidays.

Links

- Recent Bulletins - View the latest ECMS Bulletins
- Login as **Guest** to view important information on becoming a PennDOT Business Partner
- Register as a PennDOT Business Partner
- FAQs - View Frequently Asked Questions
- Project Management - View Project Management Information
- ECMS User Security and Password Maintenance
- Request for System Access - This link is ONLY available when attached to the PennDOT LAN
- Contractor Integrity Provisions
- Helpful Hints
- Change User Password
- Documents for registered Business Partners

Bulletins

- Bid Letting
- Registration and Prequalification instructions for Facilities Projects
- PennDOT Facilities Projects List
- Bid Package
- District 3 Emergency Projects
- Unofficial Plans for ECMS# 83736 - Roosevelt Expressway oWayne Junction
- Business Partner
- Trillium CNG looking for qualified contractors to bid on portions of work for 29 Compressed Natural Gas stations across the state.
- Creating User Ids for Business Partner users
- eSignature Process Overview
- Pre-Bid Design Files Agreement
- Overhead Information
- Documents for Registered Business Partners
- Documents for Business Partners
- General Information
- 2018 - 2024 let date calendars
- District Map
- Helpful Hints
- DSP4 Submissions in ECMS
- DSP7 Submissions in ECMS
- DSP4 Final Report Guidance for Construction Contracts
- DSP4 Guidance for Construction Contracts
- Diverse Business Program (DSP4 & DB) FAQs

2. Click the **Bid Package by Let Date (next 52 weeks)** hyperlink under the **Express Searches** heading.

BID PACKAGES PORTAL

Bid Packages Search

* Previous search criteria * EXECUTE Project: Go

Advanced Search

Express Searches

- New Postings (last 2 weeks)
- Unofficial Plans and Specifications
- Bid Packages by Let Date (next 52 weeks)**
- Contractor Bulletins

Reference

- Planned 12-Month Letting Schedule (PDF)
- Planned 12-Month Letting Schedule (XLS)
- Planned 12-Month Letting Schedule - Detail

Downloads

- PennDOT Document Viewer
- Expedite Bid Software (Previous Versions)
- Expedite Prequalified Contractor File

3. View the **Let Date** on the left side of the Bid Packages Results screen.

BID PACKAGES RESULTS													
Filter	Bid Submitted Using											EXPORT RESULTS TO EXCEL	
Let Date	Project	Type	Dist	County	SR	Sect	Group ID	Cost Range (\$1,000)	Type of Work	Bid Submitted Using	Struct	LOP	ROL
08/30/2018 11:00 AM	10904	Standard	05	Berks	3040	A01	TRAC	200-500	PRESTRESSED CONCRETE ADJACENT BOX BEAMS	ECMS	0%		
08/30/2018 11:00 AM	11942	Standard	08	Northampton	78	005	TRAC	0-100	RELOCATION/NEW CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	13510	Standard	06	Bucks	95	TPR	TRAC	0-100	MISCELLANEOUS	ECMS	4%		
08/30/2018 11:00 AM	46988	Standard	08	Indiana	56	406	---	0-100	AIRPORT ROADWAY CONSTRUCTION	ECMS	0%		
08/30/2018 11:00 AM	47354	Standard	08	Franklin	75	002	TRAC	10000-12500	BOX CULVERTS	ECMS	100%		
08/30/2018 11:00 AM	91214	Standard	04	Luzerne	239	F17	---	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
Moved: 08/21/2018 11:00:00 AM	99311	Standard	03	Cambria	6	138	---	0-100	CONCRETE PAVEMENT REHABILITATION	ECMS	100%		
08/30/2018 11:00 AM	106457	Standard	03	Union	11	132	---	2500-5000	RESURFACING/OVERLAYS	ECMS	100%		
08/31/2018 11:00 AM	154	Standard	01	Crawford	1013	B02	---	0-100	PRESTRESSED CONCRETE SPREAD BOX BEAMS	ECMS	24%		
08/31/2018 11:00 AM	6084	Standard	03	Lycoming	0	---	---	0-100	BRIDGE REPLACEMENT	ECMS	0%		
08/31/2018 11:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
08/31/2018 11:00 AM	61668	Standard	08	Cumberland	34	017	RIVERS	0-100	BOX CULVERTS	ECMS	29%		
09/01/2018 11:00 AM	48857	Standard	08	Delaware	0	357	232	200-500	BRIDGE PAINTING	ECMS	41%		
Moved: 08/31/2018 11:00:00 AM	50634	Standard	06	Adams	2038	M04	---	0-100	BRIDGE RECONSTRUCTION	ECMS	24%		
09/04/2018 11:00 AM	47339	Standard	09	Bedford	4009	06P	111	200-500	BRIDGE PAINTING	ECMS	40%		
09/05/2018 11:00 AM	13473	Standard	08	Bucks	0213	M02	TRAC	0-100	TEST TYPE	ECMS	4%		
09/05/2018 11:00 AM	13595	Standard	06	Bucks	2025	M02	TRAC	0-100	MISCELLANEOUS	ECMS	16%		
09/05/2018 11:00 AM	47623	Standard	08	Luzerne	0093	308	---	0-100	BRIDGE PAINTING	Expedite	4%		
09/05/2018 11:00 AM	91214	Standard	04	Luzerne	239	F17	---	500-1000	WIDENING (ADDITIONAL LANES)	ECMS	100%		
Moved: 08/22/2018 11:00:00 AM	50479	Standard	04	Wyoming	6	709	SHANIA	0-100	BOX CULVERTS	ECMS	0%		
09/06/2018 11:00 AM	46982	Standard	08	Clarion	0068	306	---	0-100	BRIDGE PAINTING	ECMS	0%		
09/10/2018 11:00 AM	13555	Standard	06	Bucks	2006	02S	TRAC	0-100	RECONSTRUCTION	ECMS	0%		
09/10/2018 11:00 AM	15912	Standard	08	Dauphin	63	M03	---	0-100	AIRPORT MISCELLANEOUS	ECMS	24%		
09/10/2018 11:00 AM	20953	Standard	08	York	0238	001	R19.4/Kantner	0-100	TEST TYPE	ECMS	15%		
09/10/2018 11:00 AM	21143	Standard	08	York	392	001	---	0-100	BRIDGE PAINTING	ECMS	0%		
09/10/2018 11:00 AM	21210	Standard	08	Adams	74	023	CWarfield	500-1000	WIDENING/RESURFACING (NO ADDITIONAL LANES)	ECMS	99%		
09/11/2018 11:00 AM	26509	Standard	08	Allegheny	0065	04C	---	100-200	BRIDGE PAINTING	Expedite	7%		
09/13/2018 11:00 AM	59031	Standard	01	Crawford	0000	T03	4444	0-100	BRIDGE REMOVAL	ECMS	0%		
09/14/2018 11:00 AM	57833	Standard	08	Erie	0005	03S	---	0-100	BRIDGE PAINTING	ECMS	24%		
09/21/2018 11:00 AM	32333	Standard	02	Elk	---	---	Available	0-100	BRIDGE REMOVAL	Expedite	24%		
09/23/2018 11:00 AM	30147	Standard	12	Greene	188	B10	---	0-100	BOX CULVERTS	ECMS	5%		
09/24/2018 11:00 AM	11483	Standard	08	Bradford	MySR	SEC	TRAC	100-200	CONCRETE PAVEMENT REHABILITATION	ECMS	83%		
10/03/2018 11:00 AM	30147	Standard	12	Greene	188	B10	---	0-100	BOX CULVERTS	ECMS	5%		
Moved: 09/23/2018 11:00:00 AM													

Bid Package Page

1. Navigate to the Bid Package screen.

BID PACKAGE

Project: 11942 [GO](#)
Standard / Non - Federal (100% State)
Advertised

Short Description: **Shri - Expedite Test Project**

County: Northampton

District: 08

SR: 78

Group ID: TRAC

Org Code: 0800

Section: 005

Municipality: BETHLEHEM

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							08/30/2018 11:00:00 AM
Original							07/11/2018 11:00:00 AM
Addendum 1						X	08/10/2018 11:00:00 AM
Addendum 2						X	08/30/2018 11:00:00 AM
Addendum 3							

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid within ECMS.

[PREPARE AND SUBMIT BID](#)

General

Project Cost Range: \$0.00 - \$99,999.99

Federal Project Status: Non - Federal (100% State)

Let: 08/30/2018 11:00:00 AM

Let Type: Scheduled

Anticipated NTP: 09/11/2018

Required Completion: 07/11/2019

State Type of Work: RELOCATION/NEW CONSTRUCTION

408 Version: 2003-6

Status: Published [Bid Results](#)

Version: 2

Structure Work: 0.00%

Pre-Bid Meeting: None

Wage Rates: No

Prequalification Requirement: No

[Diesel Fuel Price Index](#)

2. View the General information.

Back Go Help

BID PACKAGE Standard / PENNDOT Oversight NHS Advertised

Project: 10904 GO

Short Description: **Expedite Replacement Test Project**

County: Berks SR: 3040 Org Code: 0800
 District: 05 Group ID: TRAC Section: A01 Municipality: ALSACE

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current					Pending		08/30/2018 11:00:00 AM
Original					Pending		08/30/2018 11:00:00 AM

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: **Published** Bid Results
Version: 2

Project Cost Range: \$200,000.00 - \$499,999.99
 Federal Project Status: PENNDOT Oversight NHS

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 04/21/2017
 Required Completion: 04/22/2017

DBE: 2%
 Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: Yes

State Type of Work: PRESTRESSED CONCRETE ADJACENT BOX BEAMS
 408 Version: 2003

Prequalified Subs as Prime: No

[Asphalt/Cement Price Index](#) [Diesel Fuel Price Index](#)

Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
No records found.					

Additional Information

This is an ECMS project. All Addenda will be electronically posted. The location of the public bid opening is the Commonwealth Keystone Building, 7th Floor, Contract Awards Room, 400 North Street, Harrisburg. Allow sufficient time before the bid opening to obtain a visitor pass on

3. View the Let date.

Back Go Help

BID PACKAGE Standard / PENNDOT Oversight NHS Advertised

Project: 10904 GO

Short Description: **Expedite Replacement Test Project**

County: Berks SR: 3040 Org Code: 0800
 District: 05 Group ID: TRAC Section: A01 Municipality: ALSACE

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current					Pending		08/30/2018 11:00:00 AM
Original					Pending		08/30/2018 11:00:00 AM

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: **Published** Bid Results
Version: 2

Project Cost Range: \$200,000.00 - \$499,999.99
 Federal Project Status: PENNDOT Oversight NHS

Let: 08/30/2018 11:00:00 AM
 Let Type: Scheduled
 Anticipated NTP: 04/21/2017
 Required Completion: 04/22/2017

DBE: 2%
 Structure Work: 0.00%
 Pre-Bid Meeting: None
 Wage Rates: No
 Prequalification Requirement: Yes

State Type of Work: PRESTRESSED CONCRETE ADJACENT BOX BEAMS
 408 Version: 2003

Prequalified Subs as Prime: No

[Asphalt/Cement Price Index](#) [Diesel Fuel Price Index](#)

Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
No records found.					

Additional Information

This is an ECMS project. All Addenda will be electronically posted. The location of the public bid opening is the Commonwealth Keystone Building, 7th Floor, Contract Awards Room, 400 North Street, Harrisburg. Allow sufficient time before the bid opening to obtain a visitor pass on

Chapter 7: Bidding

- Bidding Overview
- Bidder Checklist
- Prepare Bid for Submission from within ECMS
- Joint Venture Partners / Subcontractors
- Assign Items to Joint Venture Partners
- Assign Items to Subcontractors
- DBE Commitment Process (DSP 7, Federally Funded Projects Only)
- Analyze Bid
- Submit Bid
- Withdraw Bid
- Clear Bid

Bidding Overview

All bidding is done within ECMS. Contractors work through the bidder checklist to complete and submit their bids. The bidder checklist is comprised of five main sub-portals: Prepare Bid for Submission from within ECMS, Joint Venture Partners / Subcontractors, Assign Items to Joint Venture Partners, Assign Items to Subcontractors, and DBE Commitment Process.

The Prepare Bid for Submission from within ECMS sub-portal is where the prime contractor enters their unit prices for contract items. They also enter the number of days for any applicable A+Bx items and select the pavement type for an applicable C-Factor item. There is also an option to import the unit prices for the contract items from an external .csv file.

The Joint Venture Partners / Subcontractors sub-portal is where the prime contractor identifies whether the bid will be a joint bid with another contractor or contractors. A bidder can assign subcontractors to its bid in order to reduce its bidding capacity requirements. Subcontractors can also be assigned to the various parties of the joint venture in order to reduce their bidding capacity requirements.

The Assign Items to Joint Venture Partners sub-portal is where the prime contractor selects what type of joint venture the bid will be, either a percent joint venture or a line item joint venture. In the case of a percent joint venture, ECMS will automatically split the quantities across the joint venture parties. In the case of a line item joint venture, the prime must assign the quantity of applicable items to each joint venture partner.

The Assign Items to Subcontractors sub-portal is where the prime contractor identifies which contract items will be assigned to which subcontractors and enters the subcontractors' quantity and unit prices for those contract items.

The DBE Commitment Process sub-portal is only available for DSP 7 (federal-aid projects). It is where prime contractors have the option to identify the DBE subcontractors they intend to use at the time they submit their bid. This information is not required at the time of bid submission; however, all bidders will only have five days after the bid opening to enter their DBE commitments.

Bidding help is available in the ECMS menu bar. There are 3 links within the Bidding Help menu: Bidding Help Manual, Bid Items Export/Import Guidelines, and Sample Bid Items Export/Import CSV File. The Bidding Help Manual is an export of this chapter from Pub 637. Bid Items Export/Import Guidelines is a quick start document explaining how the export and import process works. Sample Bid Items Export/Import CSV File is a blank csv file that shows the format and headers of the csv file.

Step	User ECMS Security Role
Contractor enters unit prices for bid items	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor enters its subcontractors, if applicable	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor enters joint venture type and parties, if applicable	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor enters subcontractors and assigns them to joint venture parties, if applicable	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor assigns bid items to joint venture partners, if applicable	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor assigns bid items to subcontractors, if applicable	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor enters DBE commitment information, if applicable	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor analyzes and submits bid	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
If needed, bid can be withdrawn and cleared and/or resubmitted	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers

Bidder Checklist

The Bidder Checklist is the main bidding hub in ECMS. From the Bidder Checklist screen, a bidder can go into the associated sub-portals and complete their bid. The Bidder Checklist is accessible from the Bid Package screen.

Accessing the Bidder Checklist

1. Navigate to the Bid Package screen.

BID PACKAGE Standard / Non - Federal (100% State) Advertised

Project: **1B071** GG

Short Description: **ECMS EXPEDITE TESTING DMT**

County: Adams SR: 30 Org Code: 0800
District: 08 Group ID: — Section: 002
Municipality: FRANKLIN

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Content							09/12/2018 11:00:00 AM
Original							09/12/2018 11:00:00 AM

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General Status: **Published** [Bid Results](#)
Version: 2

Project Cost Range: \$500,000.00 - \$999,999.99
Federal Project Status: Non - Federal (100% State)

Let: 09/12/2018 11:00:00 AM
Let Type: Scheduled
Anticipated NTP: 10/23/2018
Required Completion: 09/19/2019

Structure Work: 5.00%
Pre-Bid Meeting: Mandatory
Wage Rates: No
Prequalification Requirement: Yes

State Type of Work: BRIDGE REPLACEMENT
408 Version: 2011-2

Asphalt/Cement Price Index Diesel Fuel Price Index

Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
<i>No records found.</i>					

Additional Information

This is an ECMS project. All Addenda will be electronically posted. The location of the public bid opening is the Commonwealth Keystone Building, 7th Floor, Contract Awards Room, 400 North Street, Harrisburg. Allow sufficient time before the bid opening to obtain a visitor pass on the 5th Floor and to be escorted to the 7th Floor Contract Awards Room.

Description

From approximately 275 feet west of the intersection with State Route 150 (Water Street) at Segment 0170 Offset 0343 to approximately 35 feet west of the same intersection at Segment 0170 Offset 0606 - For the replacement of a single span steel I-beam (50 foot span) bridge with a single span, 75.5 single span bridge including a bridge approach slab and the milling and bituminous resurfacing of the existing roadway 49 to 85 feet in width with miscellaneous construction within a construction length of 213 feet (0.04 mile), also minor bituminous reconstruction or resurfacing of two intersections involving new traffic signal installation, signing, drainage improvements and other miscellaneous construction within an overall combined construction length of approximately 1191.82 feet (0.226 mile).

2. Click on the button that says **Prepare and Submit Bid**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

BID PACKAGE

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
County: Adams SR: 30 Org Code: 0000
District: 05 Group ID: — Section: 002
Municipality: FRANKLIN

Overview

Type	Plans	Special Provisions	Items	Attachments	Report	Other	Let
Current							09/12/2018 11:00:00 AM
Original							09/12/2018 11:00:00 AM

Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.

PREPARE AND SUBMIT BID

General

Status: **Published** Bid Results
Version: 2

Project Cost Range: \$500,000.00 - \$999,999.99
Federal Project Status: Non - Federal (100% State)

Let: 09/12/2018 11:00:00 AM
Let Type: Scheduled
Anticipated NTP: 10/23/2018
Required Completion: 09/19/2019

Structure Work: 5.00%
Pre-Bid Meeting: Mandatory
Wage Rate: No
Prequalification Requirement: Yes

State Type of Work: BRIDGE REPLACEMENT
408 Version: 2011-2

Asphalt/Cement Price Index Diesel Fuel Price Index

Pre-Bid Design Files

Attachment Title	Category	File Type	File Size	Upload Date	Description
No records found.					

Additional Information

This is an ECMS project. All Addenda will be electronically posted. The location of the public bid opening is the Commonwealth Keystone Building, 7th Floor, Contract Awards Room, 400 North Street, Harrisburg. Allow sufficient time before the bid opening to obtain a visitor pass on the 5th Floor and to be escorted to the 7th Floor Contract Awards Room.

Description

From approximately 275 feet west of the intersection with State Route 150 (Water Street) at Segment 0170 Offset 0343 to approximately 35 feet west of the same intersection at Segment 0170 Offset 0606 - For the replacement of a single span steel I-beam (50 foot span) bridge with a single span, 76.5 single span bridge including a bridge approach slab and the milling and bituminous resurfacing of the existing roadway, 49 to 85 feet in width with miscellaneous construction within a construction length of 213 feet (0.04 mile); also minor bituminous reconstruction or resurfacing of two intersections involving new traffic signal installation, signing, drainage improvements and other miscellaneous construction within an overall combined construction length of approximately 1191.92 feet (0.226 mile).

3. The Bid Maintenance screen will appear.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Note: Please Click **Proceed** button to accept the bid certification below and to begin preparing your bid. (02410)

BID MAINTENANCE

Project: 18071 Standard / Non - Federal (100% State) Advertised

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 0 Is this a Joint Bid: No
Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Bid Certification

The BIDDER certifies to all the following:

- That submitting this electronic bid binds the BIDDER to the statements and representations contained in the Special Provision "Section 102.05(e) Anti-Collusion Requirements" and has the same effect as if such signature had been affixed directly thereto.
- That, if applicable, the BIDDER has fully complied with the separate attachment referred to in Paragraph 10 of the Special Provision "Section 102.06(a) Anti-Collusion Requirements."
- That, if applicable, the products used in this bid comply with the Special Provision "Reciprocal Limitations Act Requirements for Construction."
- That, if federal funds are involved, and if the BIDDER has engaged in lobbying activities, pursuant to 31 U.S.C. Section 1352, the BIDDER has mailed to the Department the completed Standard Form-LLL, "Disclosure of Lobbying Activities."
- That submission of a bid certifies the BIDDER has carefully examined the proposal, plans and specifications and understands the conditions to be encountered, the character, quality and quantities of work to be performed, the material to be furnished, and the requirements of the plans, specifications and proposal.
- That, if applicable, the BIDDER (a) has obtained assurance that all design consultant firms being used have no adverse interests as defined in the State Adverse Interest Act and fully comply with the special provision entitled "Design Activities Qualifications and Requirements" or (b) has faxed a letter to the Contract Awards Officer @ 717-705-1504 disclosing any potential conflicts. (effective 8/5/09)
- That, if applicable, the BIDDER (a) has obtained assurance that all design consultant firms being used have no organizational conflicts of interests and fully comply with the special provision entitled "Design Activities Qualifications and Requirements" or (b) has faxed a letter to the Contract Awards Officer @ 717-705-1504 disclosing any potential conflicts. (effective 8/5/09)
- That, if applicable, the BIDDER (a) has obtained assurance that all design consultant firms being used have fully complied with the special provision entitled "Engineering Involvement Restrictions" or (b) will fax a completed "Request for Consideration of Engineering Involvement Restrictions" form to the District Project Manager. (effective 8/5/09)
- That, if applicable, the BIDDER has obtained assurance that all design consultant firms being used are familiar with the necessary AASHTO, PennDOT, and other applicable design criteria, standards, and construction specifications required to complete the related portion of their associated work. (effective 8/5/09)
- That this certification is made subject to the penalties of 18 Pa. C.S.A. §4094 relating to unsworn falsification to authorities, which may provide that if BIDDER makes knowingly false averments, BIDDER may be subject to criminal penalties. (effective 8/5/09)

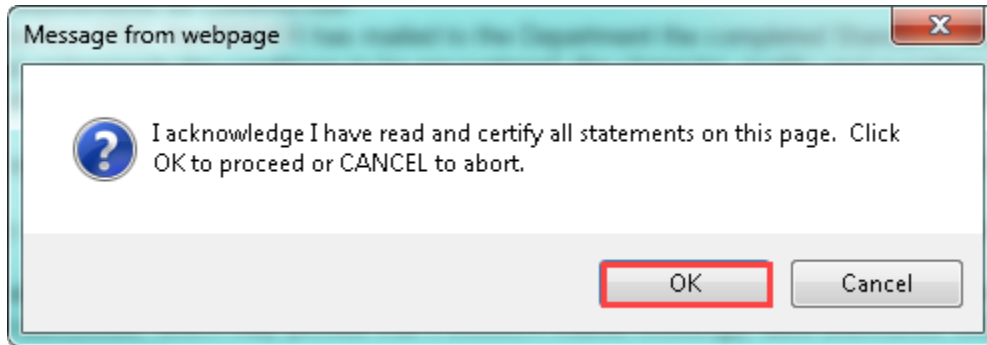
The Bid Maintenance screen lists the Bid Certification text a bidder must read and certify to begin building their bid in ECMS. The Bid Certification screen only appears the first time a contactor clicks the Prepare and Submit Bid button on the Bid Package screen. After they proceed through the certification, they will not see that screen for the remainder of that bid.

4. Click the **Proceed** button.

Back Proceed Help

Note: Please Click **Proceed** button to accept the bid certification below and to begin preparing your bid.

- A pop-up window will appear asking the contractor to acknowledge that they have read and certify the text on the Bid Maintenance screen. Click **OK** to continue.



- The Bidder Checklist screen will be displayed.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

back Analyze Bid Help

Your name has been successfully added to the List of Planholders. (00187)

BIDDER CHECKLIST

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0600
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM	DBE Goal%: 0%	No. of Subcontractor: 0	Is this a Joint Bid: No
Current Let Date: 09/12/2018 11:00:00 AM	Addenda Count: 0	No. of Joint Venture Partners: 0	

Current Bid Status:
 Bid has not been analyzed
 Bids for this project cannot be submitted until: 09/11/2018 08:00:00 AM

[CLEAR BID](#)

Prepare Bid for submission from within ECMS

Enter Prime Bid Item details	Started
Import Bid Items	

Joint Venture Partners / Subcontractors

Enter Joint Venture Partners	Not Started
Enter Subcontractor Details	Not Started

Assign Items to Joint Venture Partners

Percent Joint Venture Partner - Item Assignment	Not Started
LineItem Joint Venture Partner - Item Assignment	Not Started

Assign Items to Sub Contractors

Assign Items to Subcontractors	Not Started
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Bid Information Sub-Portal

The Bid Information sub-portal displays summary information about the bid, such as original and current let date, minority goal percentage, addenda count, number of subcontractors, number of joint venture partners, and whether the bid is a joint bid.

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM	DBE Goal%: 0%	No. of Subcontractor: 0	Is this a Joint Bid: No
Current Let Date: 09/12/2018 11:00:00 AM	Addenda Count: 0	No. of Joint Venture Partners: 0	

Current Bid Status Sub-Portal

The Current Bid Status sub-portal displays information about the status of the bid, such as whether the bid has been analyzed for errors, when the bid was submitted, and when the bid was withdrawn, if applicable.

Current Bid Status:

Bid has not been analyzed

Bids for this project cannot be submitted until: 09/11/2018 08:00:00 AM

CLEAR BID

Prepare Bid for Submission from within ECMS

The Prepare Bid for Submission from within ECMS sub-portal displays the Enter Prime Bid Item Details and Import Bid Item Unit Prices hyperlinks. These links are where the prime contractor enters or imports their unit prices for bid items.

Enter Prime Bid Item Details

1. Click the hyperlink **Enter Prime Bid Item Details** in the **Prepare Bid for Submission from within ECMS** sub-portal on the Bidder Checklist screen.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Analyze Bid Help

Your name has been successfully added to the List of Planholders. (00187)

BIDDER CHECKLIST

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
County: Adams SR: 30 Org Code: 0000
District: 00 Group ID: -- Section: 002
Municipality: FRANKLIN

Business Partner: Azure Excavation and Grading...000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 0 Is this a Joint Bid: No
Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Current Bid Status: CLEAR BID
Bid has not been analyzed
Bids for this project cannot be submitted until: 09/11/2018 08:00:00 AM

Prepare Bid for submission from within ECMS

Enter Prime Bid Item details	Started
Import Bid Items	

Joint Venture Partners / Subcontractors

Enter Joint Venture Partners	Not Started
Enter Subcontractor Details	Not Started

Assign Items to Joint Venture Partners

Percent Joint Venture Partner - Item Assignment	Not Started
LinItem Joint Venture Partner - Item Assignment	Not Started

Assign Items to Sub Contractors

Assign Items to Sub Contractors	Not Started
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2. The Bid Items screen is displayed.

BID ITEMS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 06 Group ID: -- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Click here: EXPORT Click here: EXPORT ERRORS

Contract Items

Records 1 to 10 of 10 Page 1 of 1

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$		
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$		
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$		
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$		
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$		
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$		
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$		
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	Pound		100.000	\$		
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$		
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	\$		
							Total:	

A+Bx Bidding Items

Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	Day		\$200.00		
9916-1253	test	Day		\$200.00		
						Total:

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	test	Dollar		\$		
						Total:

Bid Item Summary

Bid Total:

Audit Information

Created By: contprnc.270 contprnc.270/PennDOT BP-000270
 Created On: 09/06/2018 07:57:16 AM
 Modified By: Modified On:

The Bid Items screen is comprised of four sub-portals: Contract Items, A+Bx Items, C-Factor Bidding Items, and Bid Item Summary.

3. Enter the unit prices for the contract items in the Contract Items sub-portal. The Item Total and Contract Items Total fields will dynamically calculate upon values being entered in the Unit Price fields.

Contract Items

Records 1 to 10 of 10 Page 1 of 1

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$ 50	5,000.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$ 25	1,500.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$	0.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$	0.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$	0.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$ 125	3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$ 894	22,350.00	
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	Pound		100.000	\$ 73	7,300.00	
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$ 35000	35,000.00	
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	\$ 48	7,536.00	
							Total:	81,811.00

- Enter the number of days for any A+Bx items in the A+Bx Bidding Items sub-portal. The A+Bx items indicate the minimum and maximum number of days allowable as defined in the special provisions.

A+Bx Bidding Items						
Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	A+Bx Interim Milestone	Day	88	\$200.00	\$17,600.00	
9916-1253	A+Bx Completion Milestone	Day	250	\$200.00	\$50,000.00	
Total:					\$67,600.00	

- Select the Pavement Type for the C-Factor item in the C-Factor Bidding Items sub-portal. The C-Factor item will auto-populate the applicable unit price based on what is selected from the drop-down menu, either Bituminous or Concrete, as defined in the special provisions.

C-Factor Bidding Items						
Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	C-Factor	Dollar	Bituminous	\$123.00	\$123.00	
Total:					\$123.00	

The Bid Item Summary sub-portal will update automatically as you enter your bid information.

Bid Item Summary	
Bid Total:	\$186,438.00

In the Bid Items screen tool bar is the Validate button. The Validate button runs a set of screen validations to look for errors in the information entered in the Bid Items screen.



The screen validations can be run manually at any point by clicking the **Validate** button, but they will also run automatically each time a user clicks the **Save** or **Save & Exit** buttons. The Validate function will return any errors it finds in the message bar, along with placing a **"X"** next to the applicable field.

In the **Contract Items** sub-portal, if too many alternate grouping items are bid, or if there are differing unit prices for multiple occurrences of the same item, a **screen validation error** will run.

BID ITEMS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT** Org Code: 0800
 County: Adams SR: 30 Section: 002
 District: 08 Group ID: — Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: **Azure Excavation and Grading - 000270**

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Click here: [EXPORT](#) Click here: [EXPORT ERRORS](#)

Contract Items

Records 1 to 18 of 18 Page 1 of 1

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$ 456.00	\$45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$ 89.00	\$5,340.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$ 0.00	\$0.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$ 0.00	\$0.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$ 52.00 X	\$5,980.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$ 125.00 X	\$3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$ 894.00 X	\$22,350.00	
	4804-0011	SEEDING AND SOIL SUPPLEMENTS - FORMULA B (Modified)	Pound		100.000	\$ 73.00	\$7,300.00	
	8696-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$ 35,000.00	\$35,000.00	
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	\$ 0.00	\$0.00	
Total:							\$124,695.00	

A+Bx Bidding Items

Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	Day	70	\$200.00	\$14,000.00	
9916-1253	test	Day	250	\$200.00	\$50,000.00	
Total:					\$64,000.00	

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	test	Dollar	[Bituminous]	\$ 121.00	\$121.00	

In the **A+Bx Bidding Items** sub-portal, if a value is entered that is outside of the allowable range, a screen validation error will run.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Calculate Validate Help

X A+Bx Item - No. of days should be greater than or equal to 56 and less than or equal to 90 (02433)

BID ITEMS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT** Org Code: 0900
 County: Adams SR: 30 Section: 002
 District: 00 Group ID: — Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading_000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Click here: [Export](#) Click here: [Export Errors](#)

Contract Items

Records 1 to 10 of 10 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$ 456.00	\$45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$ 89.00	\$5,340.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$	\$0.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$	\$0.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$	\$0.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$ 125.00	\$3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$ 894.00	\$22,350.00	
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	Pound		100.000	\$ 73.00	\$7,300.00	
	8696-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$ 35,000.00	\$35,000.00	
	9000-0005	Brck and Concrete Sidewalk	Square Yard		157.000	\$ 0.00	\$0.00	
Total:							\$118,715.00	

A+Bx Bidding Items

Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	Day	100 X	\$200.00	\$20,000.00	
9916-1253	test	Day	250	\$200.00	\$50,000.00	
Total:					\$70,000.00	

A+Bx Item - Must be >= 56 and <= 90
A+Bx Item - Must be >= 225 and <= 778

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	test	Dollar	Bituminous	\$ 171.00	\$171.00	

In the **C-Factor Bidding Items** sub-portal, if the C-Factor type selected is different than the C-Factor type of the items bid in the Contract Items sub-portal, a **screen validation error** will run.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Calculate Validate Help

X You have chosen Concrete C-Factor Pavement Type. Please select all Contract Items associated with Concrete C-Factor Type. (02548)

BID ITEMS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT** Org Code: 0800
 County: Adams SR: 30 Section: 002
 District: 08 Group ID: --- Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Click here: [EXPORT](#) Click here: [EXPORT ERRORS](#)

Contract Items

Records 1 to 10 of 10 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$ 456.00 X	45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$ 89.00 X	5,340.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$	0.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$	0.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$	0.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$ 125.00	3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$ 894.00	22,350.00	
	4804-0011	SEEDING AND SOIL SUPPLE-MENTS - FORMULA B (Modified)	Pound		100.000	\$ 73.00	7,300.00	
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$ 35,000.00	35,000.00	
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	\$ 0.00	0.00	
Total:							118,715.00	

A+Bx Bidding Items

Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	Day	88	\$200.00	17,600.00	
9916-1253	test	Day	250	\$200.00	50,000.00	
Total:					67,600.00	

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	test	Dollar	Concrete	\$ 321.00	321.00	
Total:					321.00	

Bid Item Summary

Bid Total: 186,636.00

Audit Information

Created By contprnc270 contprnc270/PennDOT BP-000270	Created On 09/06/2018 07:57:16 AM	Modified By contprnc270 contprnc270/PennDOT BP-000270	Modified On 09/06/2018 08:37:08 AM
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After the Validate function has run, the errors that are displayed in the message bar can be exported into a .csv file for an error report. Export the error report by clicking the **Export Errors** button in the Bid Items screen.

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM **DBE Goal%:** 0% **No. of Subcontractor:** 0 **Is this a Joint Bid:** No

Current Let Date: 09/12/2018 11:00:00 AM **Addenda Count:** 0 **No. of Joint Venture Partners:** 0

Contract Items

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$ 56.00 x	45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$ 89.00 x	5,340.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$	0.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$	0.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$ 60.00 x	6,900.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$ 125.00 x	3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$ 894.00 x	22,350.00	
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	Pound		100.000	\$ 73.00	7,300.00	
	8696-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$ 35,000.00	35,000.00	
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	\$ 52.00	8,164.00	
							Total:	132,629.00

A+Bx Bidding Items

Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	Day	88	\$200.00	17,600.00	
9916-1253	test	Day	800 x	\$200.00	160,000.00	
					Total:	177,600.00

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	test	Dollar	Concrete	\$ 321.00	321.00	
					Total:	321.00

Bid Item Summary

Bid Total: 310,550.00

Audit Information

Created By: contprinc:270 contprinc:270/PennDOT BP-000270 **Created On:** 09/06/2018 07:57:16 AM **Modified By:** contprinc:270 contprinc:270/PennDOT BP-000270 **Modified On:** 09/06/2018 12:01:20 PM

The error report can then be viewed.

Line	Item	Adder	Adde	Alt	Item Number	Error Message	Item	Quant	UoM	Unit Price	Group Des	Alt	Grou	Alt	Sub	Item Desc
1	E				4204-0110	You have chosen Concrete C-Factor Pavement Type. Please select all Contract Items associated with Concrete C Factor Type.	100	CY	56		2	1	0			CLASS 3 EXCAVATION (Modified)
2	A				0506-0312	You have chosen Concrete C-Factor Pavement Type. Please select all Contract Items associated with Concrete C Factor Type.	60	EACH	89		2	1	0			CONCRETE PAVEMENT CORES, RPS, 12" DEPTH
3	O				0309-0422	Please verify values entered for alternate group items.	12	SY			2	1	1			SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO
4	A				0201-0001	You have chosen Bituminous C-Factor Pavement Type. Please select all Contract Items associated with Bituminous C Factor Type.	1	LS			2	1	1			CLEARING AND GRUBBING
5	E				0350-0105	Please verify values entered for alternate group items.	115	SY	50		0	2	0			SUBBASE 5" DEPTH (NO. 2A)
6	O				0212-0014	Please verify values entered for alternate group items.	25	SY	125		0	2	1			GEOTEXTILE, CLASS 4, TYPE A
7	A				0212-0001	Please verify values entered for alternate group items.	25	LF	894		0	2	1			GEOTEXTILE, CLASS 1
8					9916-1253	A+Bx Item - No. of days should be greater than or equal to 225 and less than or equal to 778	0	DAY	200		0	0	0			test

The information in the Contract Items sub-portal can also be exported into a .csv file for use in external bid management software. Export the contract items by clicking the **Export** button in the Bid Items screen.

BID ITEMS
 Project: 18071 Standard / Non - Federal (100% State) Advertised
 Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: --- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE GoalPct: 0% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Click here: **EXPORT** Click here: EXPORT ERRORS

Contract Items
 Records 1 to 10 of 10 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$ 456.00	\$45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$ 89.00	\$5,340.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$ 80.00	\$960.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$ 80.00	\$80.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$ 80.00	\$9,200.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$ 125.00	\$3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$ 894.00	\$22,350.00	
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	Pound		100.000	\$ 73.00	\$7,300.00	
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$ 35,000.00	\$35,000.00	
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	\$ 52.00	\$8,164.00	
							Total:	\$126,879.00

A+Bx Bidding Items

Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	A+Bx Item - Must be >= 56 and <= 90 Day	88	\$200.00	\$17,600.00	
9916-1253	test	A+Bx Item - Must be >= 225 and <= 775 Day	600	\$200.00	\$120,000.00	
					Total:	\$137,600.00

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
9514-2312	test	Dollar	Bituminous	\$ 123.00	\$123.00	
					Total:	\$123.00

Bid Item Summary
 Bid Total: \$264,602.00

Audit Information
 Created By: contprinc270 contprinc270/PennDOT BP-000270
 Created On: 09/06/2018 07:57:16 AM
 Modified By: contprinc270 contprinc270/PennDOT BP-000270
 Modified On: 09/06/2018 12:01:20 PM

The export can then be viewed.

Line Item	Addendum	Addendum	Alt Item	C Item	Num Item	Quar	UoM	Unit Price	Group Des	Alt Group	Alt Sub	Gr Item	Desc
1			E	4204-0110	100	CY	456	2	1	0		0	CLASS 3 EXCAVATION (Modified)
2			A	0506-0312	60	EACH	89	2	1	0		0	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH
3			O	0309-0422	12	SY	0	2	1	1		1	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH
4			A	0201-0001	1	LS	0	2	1	1		1	CLEARING AND GRUBBING
5			E	0350-0105	115	SY	0	0	2	0		0	SUBBASE 5" DEPTH (NO. 2A)
6			O	0212-0014	25	SY	125	0	2	1		1	GEOTEXTILE, CLASS 4, TYPE A
7			A	0212-0001	25	LF	894	0	2	1		1	GEOTEXTILE, CLASS 1
8				4804-0011	100	LB	73	0	0	0		0	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)
9				8686-0014	1	LS	35000	0	0	0		0	CONSTRUCTION SURVEYING, TYPE A
10				9000-0005	157	SY	0	0	0	0		0	Brick and Concrete Sidewalk
11													

- Click **Save** and then click the **Bidder Checklist Screen** hyperlink to return to the Bidder Checklist, or click **Save & Exit**.

BID ITEMS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0600
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Click here: [EXPORT](#) Click here: [EXPORT ERRORS](#)

Contract Items

ALT	Item	Description	Unit of Measure	C-Factor Type	Quantity	Unit Price	Item Total	Action
E	4204-0110	CLASS 3 EXCAVATION (Modified)	Cubic Yard	Bituminous	100.000	\$ 456.00	\$45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	Each	Bituminous	60.000	\$ 89.00	\$5,340.00	
O	0309-0422	SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX, 4" DEPTH	Square Yard	Concrete	12.000	\$ 0.00	\$0.00	
A	0201-0001	CLEARING AND GRUBBING	Lump Sum	Concrete	1.000	\$ 0.00	\$0.00	
E	0350-0105	SUBBASE 5" DEPTH (NO. 2A)	Square Yard		115.000	\$ 0.00	\$0.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	Square Yard		25.000	\$ 125.00	\$3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	Linear Foot		25.000	\$ 894.00	\$22,350.00	
	4604-0011	SEEDING AND SOIL SUPPLE - MENTS - FORMULA B (Modified)	Pound		100.000	\$ 73.00	\$7,300.00	
	8606-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum		1.000	\$ 35,000.00	\$35,000.00	
	9000-0005	Brick and Concrete Sidewalk	Square Yard		157.000	\$ 52.00	\$8,164.00	
							Total:	\$126,879.00

A+Bx Bidding Items

Item	Description	Unit of Measure	Quantity	Unit Price	Item Total	Action
9100-0052	test	A+Bx Item - Must be >= 96 and <= 90 Day	88	\$200.00	\$17,600.00	
9916-1253	test	A+Bx Item - Must be >= 225 and <= 778 Day	600	\$200.00	\$120,000.00	
					Total:	\$137,600.00

C-Factor Bidding Items

Item	Description	Unit of Measure	Pavement Type	Unit Price	Item Total	Action
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Import Bid Item Unit Prices

- Click the **Import Bid Item Unit Prices** hyperlink in the **Prepare Bid for Submission** from within **ECMS sub-portal** on the Bidder Checklist screen.

BIDDER CHECKLIST

Project: 11942 Standard / Non - Federal (100% State) Advertised

Short Description: **Shri - Expedite Test Project**
 County: Northampton SR: 78 Org Code: 0800
 District: 08 Group ID: TRAC Section: 005
 Municipality: BETHLEHEM

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 07/11/2018 11:00:00 AM DBE Goal%: 2% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/19/2018 11:00:00 AM Addenda Count: 6 No. of Joint Venture Partners: 0

Current Bid Status:
 Bid has not been analyzed
 Bid has not been submitted

[CLEAR BID](#)

Prepare Bid for submission from within ECMS

Enter Prime Bid Item details	Started
Import Bid Item Unit Prices	

Joint Venture Partners / Subcontractors

Enter Joint Venture Partners	Not Started
Enter Subcontractor Details	Not Started

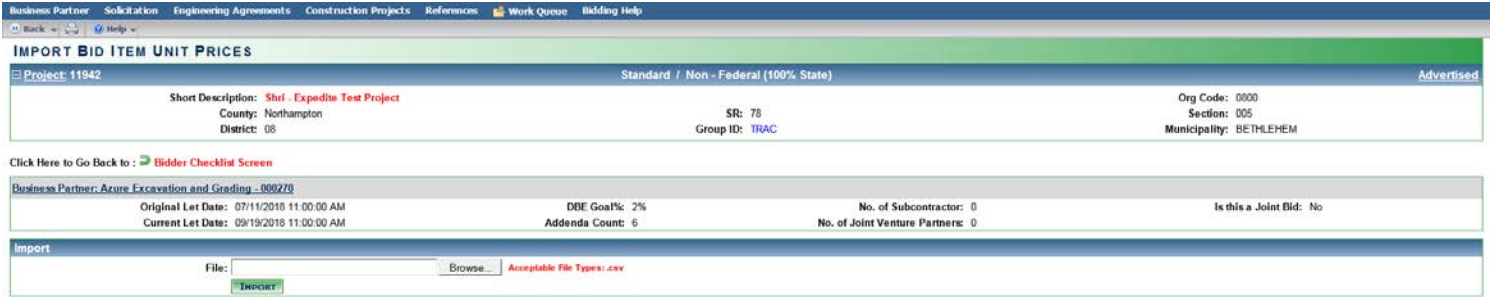
Assign Items to Joint Venture Partners

Percent Joint Venture Partner - Item Assignment	Not Started
LineItem Joint Venture Partner - Item Assignment	Not Started

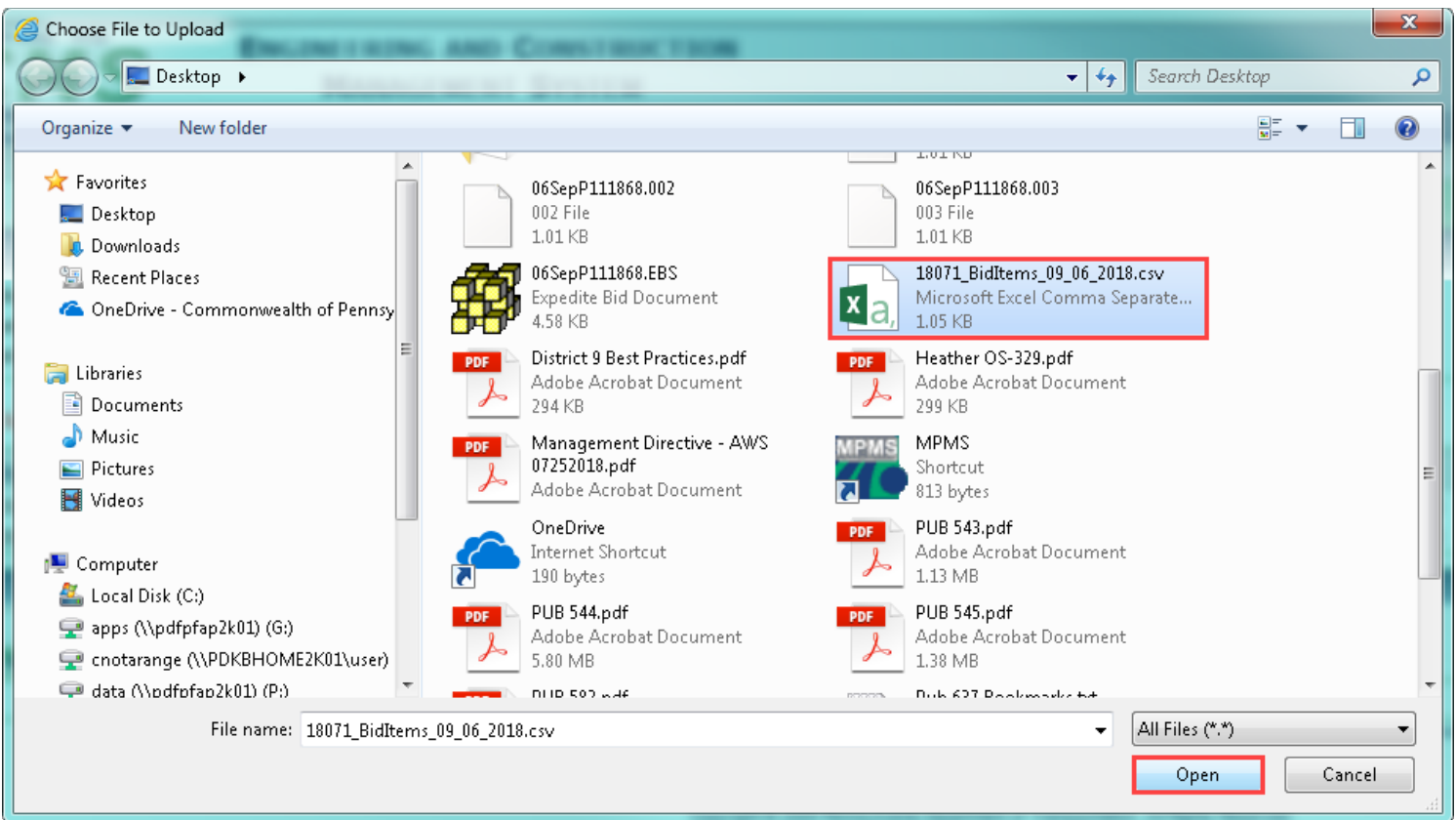
Assign Items to Subcontractors

Assign Items to Subcontractors	Not Started
--	-------------

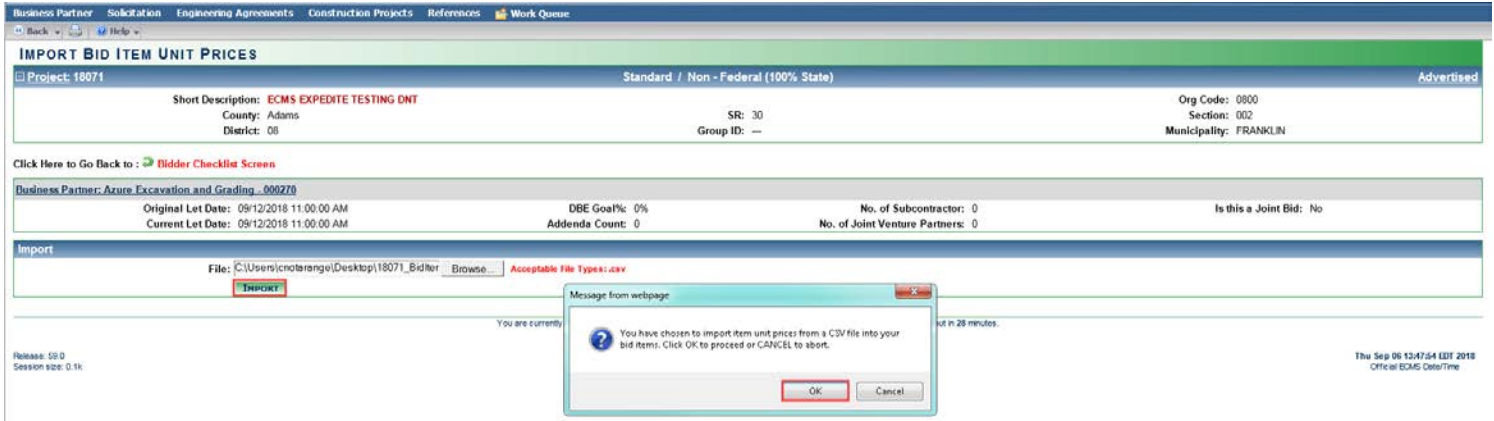
2. The Import Bid Item Unit Prices screen is displayed.



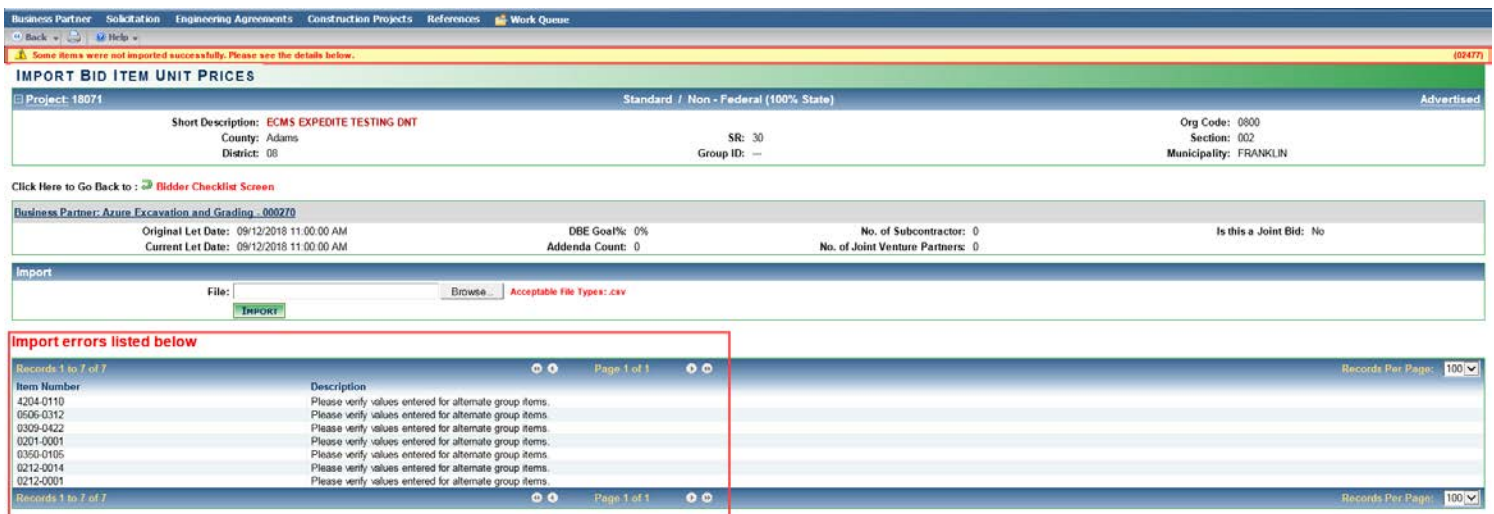
3. Click the **Browse** button and navigate to and select the .csv file that was exported previously.



4. Click **Import** and then click **OK** in the pop-up window that appears.



A message will appear in the message bar indicating whether the import was successful or not. If the import was not successful, additional details will be provided at the bottom of the Import Bid Item Unit Prices screen.



The import file must be in the same format as the export file (.csv). The columns, including the headers, must match exactly between the import and export file, with the same columns in the same order. Column H (Unit Price) is the only column that should be updated with new values.

Note: During the last 15 minutes of the bid submission window (between 10:45am – 11:00am for an 11:00am bid opening) there will also be an “Import and Submit” button available on the Import Bid Item Unit Prices screen. Please see Appendix A for more information regarding Import and Submit.

5. After importing, click the **Bidder Checklist Screen** hyperlink to return to the Bidder Checklist.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Help

Some items were not imported successfully. Please see the details below. (03477)

IMPORT BID ITEM UNIT PRICES

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT** Org Code: 0600
 County: Adams SR: 30 Section: 002
 District: 00 Group ID: -- Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE GoalPct: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Import

File: Browse... Acceptable File Types: .csv

IMPORT

Import errors listed below

Records 1 to 8 of 8 Page 1 of 1 Records Per Page: 100

Item Number	Description
4004-0011	Item associated to a Sub or Joint Venture. Item not imported.
4204-0110	Please verify values entered for alternate group items.
0509-0312	Please verify values entered for alternate group items.
0309-0422	Please verify values entered for alternate group items.
0201-0001	Please verify values entered for alternate group items.
0350-0105	Please verify values entered for alternate group items.
0212-0014	Please verify values entered for alternate group items.
0212-0001	Please verify values entered for alternate group items.

Records 1 to 8 of 8 Page 1 of 1 Records Per Page: 100

Joint Venture Partners / Subcontractors

The Joint Venture Partners / Subcontractors sub-portal displays the Enter Joint Venture Partners and Enter Subcontractor Details hyperlinks. These links are where the prime contractor declares the joint venture type along with the joint venture parties. The prime contractor can also declare subcontractors that will be used in the bid. Additionally, subcontractors can be assigned to individual parties in the joint venture, if applicable.

Note: Unit prices for all contract items must be entered in the Contract Items sub-portal before Joint Venture Partners or Subcontractors can be entered.

Enter Joint Venture Partners

1. Click the **Enter Joint Venture Partners** hyperlink in the **Joint Venture Partners / Subcontractors** sub-portal on the Bidder Checklist screen.

The screenshot shows the 'BIDDER CHECKLIST' for Project 18071. The 'Joint Venture Partners / Subcontractors' section is highlighted, showing the 'Enter Joint Venture Partners' link as 'Complete' and 'Enter Subcontractor Details' as 'Started'. Other sections include 'Current Bid Status' (not analyzed), 'Prepare Bid for submission from within ECMS', 'Assign Items to Joint Venture Partners', and 'Assign Items to Sub Contractors'.

2. The Joint Venture Details screen is displayed.

The screenshot shows the 'JOINT VENTURE DETAILS' for Project 18071. It includes fields for 'Short Description', 'County', 'District', 'SR', 'Group ID', 'Org Code', 'Section', and 'Municipality'. The 'Business Partner' section shows 'No records found'. The 'Joint Venture' section has radio buttons for 'Percent Joint Venture', 'Line Item Joint Venture', and 'None'. The 'Audit Information' section shows 'Created By', 'Created On', 'Modified By', and 'Modified On'.

The Joint Venture Details screen is comprised of the Joint Venture sub-portal.

3. Select the **type of joint venture** for the bid.
 - If Percent Joint Venture is selected, the percentage breakdown must also be selected. There are only 2 available options for the percentage breakdown, **50%/50%** or **34%/33%/33%**.

4. Once the type of joint venture is selected, click the **Add/Remove** button to select the joint venture parties.

5. The Common Selection – Add Joint Venture screen is displayed.

Business Partner	BP ID	Type	VBE
<input type="checkbox"/> Abbott Roadways	000686		
<input type="checkbox"/> Adams Cable, Inc.	000375		
<input type="checkbox"/> Allied Secondary Service Providers, Inc.	000658		
<input type="checkbox"/> Bailey Contracting, Inc.	000670		
<input type="checkbox"/> Bart Simpson	000346		
<input type="checkbox"/> Batman	000697		
<input type="checkbox"/> Best Contractor Services	000373	SBE	
<input type="checkbox"/> Best Contractor Services	000373	SBE	
<input type="checkbox"/> Best Water	000425		
<input type="checkbox"/> Best Water	000425		
<input type="checkbox"/> Big Electric Inc.	000404		
<input type="checkbox"/> Brayman Construction	000356		
<input type="checkbox"/> Brehm Contractors, Inc.	000696		
<input type="checkbox"/> Columbia Gas	000374	SBE	
<input type="checkbox"/> Contractor 359	000369	SBE	
<input type="checkbox"/> Contractor 372	000372	SBE	
<input type="checkbox"/> Contractor 414	000414		
<input type="checkbox"/> Contractor 415	000415		
<input type="checkbox"/> Contractor 416	000416	DBE	N
<input type="checkbox"/> Contractor 417	000417		
<input type="checkbox"/> Contractor 553	000553		
<input type="checkbox"/> Contractor 559	000559		
<input type="checkbox"/> Contractor 573	000573		
<input type="checkbox"/> Contractor 575	000575		
<input type="checkbox"/> Contractor 578	000578		
<input type="checkbox"/> Contractor B	000426		
<input type="checkbox"/> Contractor C	000427		
<input type="checkbox"/> Contractor D	000428		
<input type="checkbox"/> Contractor E	000430		
<input type="checkbox"/> Contractor F	000431		
<input type="checkbox"/> Contractor G	000432		
<input type="checkbox"/> Contractor H	000433		
<input type="checkbox"/> Contractor I	000434		
<input type="checkbox"/> Contractor J	000435		

6. Select the **joint venture party** or **parties** and click **Apply**, then click **Ok**.

Business Partner	BP ID	Type	VBE
<input type="checkbox"/> Abbott Roadways	000686		
<input type="checkbox"/> Adams Cable, Inc.	000375		
<input type="checkbox"/> Allied Secondary Service Providers, Inc.	000698		
<input type="checkbox"/> Bailey Contracting, Inc.	000670		
<input checked="" type="checkbox"/> Bart Simpson	000346		
<input type="checkbox"/> Batman	000597		
<input type="checkbox"/> Best Contractor Services	000373	SBE	
<input type="checkbox"/> Best Contractor Services	000373	SBE	
<input type="checkbox"/> Best Water	000425		
<input type="checkbox"/> Best Water	000425		
<input type="checkbox"/> Big Electric, Inc.	000404		
<input type="checkbox"/> Brayman Construction	000356		
<input type="checkbox"/> Brehm Contractors, Inc.	000696		

Note: The maximum number of joint venture parties that can be added for any joint venture type is two.

7. Back on the Joint Venture Details screen, click the **Complete** button, and then click the link to go back to the **Bidder Checklist Screen**.

JOINT VENTURE DETAILS

Project: 18071 Standard / Non - Federal (100% State) [Advised](#)

Short Description: **ECMS EXPEDITE TESTING DNT**

County: Adams SR: 30 Org Code: 0000
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

[Click Here to Go Back to: Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: No
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 0

Joint Venture Type: Percent Joint Venture 50%/50% 34%/33%/33%
 Line Item Joint Venture
 None

Business Partner	BP ID	Certification Type	DB	VBE	ADD/REMOVE
Bart Simpson	000346				ADD/REMOVE

Audit Information

Created By: contprnc270 contprnc270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc270 contprnc270/PennDOT BP-000270 Modified On: 09/06/2018 11:51:47 PM

Enter Subcontractor Details

Note: Declaring subcontractors to reduce capacity is only permitted on Standard Projects requiring prequalification and on Emergency Projects requiring prequalification.

1. Click the **Enter Subcontractor Details** hyperlink in the **Joint Venture Partners / Subcontractors** sub-portal on the Bidder Checklist screen.

BIDDER CHECKLIST

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 1

Current Bid Status:
 Bid has not been analyzed
 Bids for this project cannot be submitted until: 09/11/2018 08:00:00 AM [CLEAR BID](#)

Prepare Bid for submission from within ECMS
 Enter Prime Bid Item details Started
 Import Bid Items

Joint Venture Partners / Subcontractors
[Enter Joint Venture Partners](#) Complete
[Enter Subcontractor Details](#) Started

Assign Items to Joint Venture Partners
 Percent Joint Venture Partner - Item Assignment Not Started There are Percent Joint Ventures associated with this bid who don't have items associated. Please click on this link and system will automatically assign items. Your bid cannot be submitted until Percent Joint Ventures have items assigned.
 LineItem Joint Venture Partner - Item Assignment Not Started

Assign Items to Sub Contractors
 Assign Items to Subcontractors Not Started There are Sub Contractors associated with this bid who don't have items associated. Your bid cannot be submitted unless all Subs have items associated.

2. The Enter Subcontractor Details screen is displayed.

ENTER SUBCONTRACTOR DETAILS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Sub Contractors Assigned to Prime [ADD/REMOVE](#)
 Business Partner Certification Type DB VBE
 No records found.

Sub Contractors Assigned to Joint Venture - Bart Simpson [ADD/REMOVE](#)
 Business Partner Certification Type DB VBE
 No records found.

Sub Contractors Assigned to Joint Venture - Batman [ADD/REMOVE](#)
 Business Partner Certification Type DB VBE
 No records found.

Audit Information
 Created By Created On Modified By Modified On
 contprnc:270 contprnc:270/PennDOT BP-000270 09/06/2018 07:57:16 AM contprnc:270 contprnc:270/PennDOT BP-000270 09/07/2018 05:51:02 AM

The Enter Subcontractor Details screen is comprised of the Subcontractors Assigned to Prime sub-portal. If the bid is a joint venture, there will be additional sub-portals to assign subcontractors to each party of the joint venture.

3. Click the **Add/Remove** button to select the subcontractors for the prime bidder.

ENTER SUBCONTRACTOR DETAILS

Project: 18071 Standard / Non - Federal (100% State) Advised

Short Description: **ECMS EXPEDITE TESTING ONT**
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: **Azure Excavation and Grading - 000270**

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Sub Contractors Assigned to Prime ADD/REMOVE

Business Partner	Certification Type	DB	VBE
No records found.			

Sub Contractors Assigned to Joint Venture - Bart Simpson ADD/REMOVE

Business Partner	Certification Type	DB	VBE
No records found.			

Sub Contractors Assigned to Joint Venture - Balman ADD/REMOVE

Business Partner	Certification Type	DB	VBE
No records found.			

Audit Information

Created By	Created On	Modified By	Modified On
coetpenc:270 contprinc:270/PennDOT BP-000270	09/05/2018 07:57:16 AM	coetpenc:270 contprinc:270/PennDOT BP-000270	09/07/2018 08:51:02 AM

4. The Common Selection – Add Subcontractor screen is displayed.

COMMON SELECTION - ADD SUBCONTRACTOR

Available Records

Filter: Business Partner [Go]

Records 1 to 171 of 171 Page 1 of 1 Records Per Page: 500

Business Partner	BP ID	Type	VBE
<input type="checkbox"/> 4th JPA P3	000532		
<input type="checkbox"/> Abbott Engineering	000685		N
<input type="checkbox"/> Abbott Roadways	000686		
<input type="checkbox"/> Adams Cable, Inc.	000375		
<input type="checkbox"/> Albaster Blaster	000833		N
<input type="checkbox"/> Allied Secondary Service Providers, Inc.	000698		
<input type="checkbox"/> Bailey Contracting, Inc.	000670		
<input type="checkbox"/> Best Contractor Services	000373		
<input type="checkbox"/> Best Contractor Services	000373		
<input type="checkbox"/> Best Water	000425		
<input type="checkbox"/> Best Water	000425		
<input type="checkbox"/> Beth's Barricades	003313		
<input type="checkbox"/> Big Electric Inc.	000404		
<input type="checkbox"/> Brayman Construction	000366		
<input type="checkbox"/> Brehm Contractors, Inc.	000696		
<input type="checkbox"/> Columbia Gas	000374		
<input type="checkbox"/> Contractor 369	000369		
<input type="checkbox"/> Contractor 372	000372		
<input type="checkbox"/> Contractor 414	000414		
<input type="checkbox"/> Contractor 415	000415		
<input type="checkbox"/> Contractor 416	000416		N
<input type="checkbox"/> Contractor 417	000417		
<input type="checkbox"/> Contractor 552	000552		
<input type="checkbox"/> Contractor 563	000663		
<input type="checkbox"/> Contractor 569	000669		
<input type="checkbox"/> Contractor 573	000573		
<input type="checkbox"/> Contractor 575	000575		
<input type="checkbox"/> Contractor 578	000578		
<input type="checkbox"/> Contractor B	000426		
<input type="checkbox"/> Contractor C	000427		
<input type="checkbox"/> Contractor D	000428		
<input type="checkbox"/> Contractor E	000430		
<input type="checkbox"/> Contractor F	000431		
<input type="checkbox"/> Contractor G	000432		

5. Select the **subcontractor(s)** and click **Apply**, then click **Ok**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Ok Apply Cancel Help

COMMON SELECTION - ADD SUBCONTRACTOR

Available Records

Filter Business Partner Go

Records 1 to 171 of 171 Page 1 of 1

<input type="checkbox"/>	Business Partner	BP ID	Type	VBE
<input type="checkbox"/>	4th JPA P3	000532		
<input type="checkbox"/>	Abbott Engineering	000685		N
<input type="checkbox"/>	Abbott Roadways	000686		
<input type="checkbox"/>	Adams Cable, Inc.	000375		
<input checked="" type="checkbox"/>	Albaster Blaster	000833		N
<input type="checkbox"/>	Allied Secondary Service Providers, Inc.	000698		
<input type="checkbox"/>	Bailey Contracting, Inc.	000670		
<input type="checkbox"/>	Best Contractor Services	000373		
<input type="checkbox"/>	Best Contractor Services	000373		
<input type="checkbox"/>	Best Water	000425		
<input type="checkbox"/>	Best Water	000425		
<input checked="" type="checkbox"/>	Beth's Barricades	000313		
<input type="checkbox"/>	Big Electric Inc.	000404		
<input type="checkbox"/>	Brayman Construction	000356		
<input type="checkbox"/>	Brehm Contractors, Inc.	000696		

Note: There is no limit to the number of subcontractors that can be added; however, bidders will be notified when the total amount that is proposed to be sublet exceeds 50% of their total bid. These potential errors are flagged as soft stops and will not prevent these bids from being submitted.

6. Back on the Enter Subcontractor Details screen, repeat steps 3 through 5 for any applicable Subcontractors Assigned to Joint Venture sub-portals.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Help

ENTER SUBCONTRACTOR DETAILS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT** Org Code: 0000
 County: Adams SR: 30 Section: 002
 District: 06 Group ID: --- Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Sub Contractors Assigned to Prime				ADD/REMOVE
Business Partner	Certification Type	DB	VBE	
Albaster Blaster	SBE		N	
Beth's Barricades				

Sub Contractors Assigned to Joint Venture - Bart Simpson				ADD/REMOVE
Business Partner	Certification Type	DB	VBE	
Abbott Engineering		Y	N	

Sub Contractors Assigned to Joint Venture - Batman				ADD/REMOVE
Business Partner	Certification Type	DB	VBE	
Big Electric Inc.				

Audit Information

Created By: contprinc:270 contprinc:270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprinc:270 contprinc:270/PennDOT BP-000270 Modified On: 09/07/2018 08:51:02 AM

- When all subcontractors have been assigned, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to go back to Bidder Checklist, or click **Save & Exit**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue			
Back Save Save & Exit Help			
ENTER SUBCONTRACTOR DETAILS			
Project: 18071		Standard / Non - Federal (100% State) Advertised	
Short Description: ECMS EXPEDITE TESTING DNT		SR: 30	Org Code: 0800
County: Adams		Group ID: --	Section: 002
District: 08			Municipality: FRANKLIN
Click Here to Go Back to: Bidder Checklist Screen			
Business Partner: Azure Excavation and Grading - 000270			
Original Let Date: 09/12/2018 11:00:00 AM		DBE Goal%: 0%	No. of Subcontractor: 2
Current Let Date: 09/12/2018 11:00:00 AM		Addenda Count: 0	No. of Joint Venture Partners: 2
Is this a Joint Bid: Yes			
Sub Contractors Assigned to Prime			ADD/REMOVE
Business Partner	Certification Type	DB	VBE
Albaster Bluster	SBE		N
Beth's Baniades			
Sub Contractors Assigned to Joint Venture - Bart Simpson			ADD/REMOVE
Business Partner	Certification Type	DB	VBE
Abbott Engineering		Y	N
Sub Contractors Assigned to Joint Venture - Batman			ADD/REMOVE
Business Partner	Certification Type	DB	VBE
Big Electric Inc.			
Audit Information			
Created By	Created On	Modified By	Modified On
contprinc:270 contprinc:270/PennDOT BP-000270	09/06/2018 07:57:16 AM	contprinc:270 contprinc:270/PennDOT BP-000270	09/07/2018 08:51:02 AM

Assign Items to Joint Venture Partners

The Assign Items to Joint Venture Partners sub-portal displays the Percent Joint Venture Partner – Item Assignment and Line Item Joint Venture Partner – Item Assignment hyperlinks. These links are where the prime contractor assigns the contract items to the joint venture parties.

Percent Joint Venture Partner – Item Assignment

If a percent joint venture is set up in the Joint Venture Partners / Subcontractors sub-portal, you must then click on the Percent Joint Venture Partner – Item Assignment hyperlink in the Assign Items to Joint Venture Partners sub-portal. ECMS will automatically split the contract item quantities across the joint venture parties.

1. Click the **Percent Joint Venture Partner – Item Assignment** hyperlink in the **Assign Items to Joint Venture Partners** sub-portal on the Bidder Checklist screen.

The screenshot displays the 'BIDDER CHECKLIST' for project 18071. The project is titled 'ECMS EXPEDITE TESTING DNT' and is located in Adams County, District 08. The current bid status is 'Not Started' and the bid cannot be submitted until 09/11/2018 08:00:00 AM. The checklist includes several tasks, with 'Percent Joint Venture Partner - Item Assignment' highlighted in red. A message states: 'There are Percent Joint Ventures associated with this bid who don't have items associated. Please click on this link and system will automatically assign items. Your bid cannot be submitted until Percent Joint Ventures have items assigned.' Other tasks include 'Assign Items to Sub Contractors' and 'Assign Items to Joint Venture Partners'.

2. The Assign Bid Items to Percent Joint Venture Partners screen is displayed.

ASSIGN BID ITEMS TO PERCENT JOINT VENTURE PARTNERS

Project: 18071 Standard / Non - Federal (100% State) Advised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: — Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to : [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Lead Joint Venture Partner : Azure Excavation and Grading - 000270 (34%)
 Joint venture Partner 1 : Bart Simpson - 000346 (33%)
 Joint Venture Partner 2 : Batman - 000597 (33%)

Lead Partner Bid Total : \$ 43,138.86
 Partner 1 Bid Total : \$ 41,870.07
 Partner 2 Bid Total : \$ 41,870.07

Contract Items

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 250

ALT	Item	Description	UoM	Quantity	Unit Price	Total	Quantity	Total	Quantity	Total	Item Total	
Click here: EXPORT												
E	4204-0110	CLASS 3 EXCAVATION (Modified)	CY	34.000	\$ 456.00	\$ 15,504.00	33.000	\$ 15,048.00	33.000	\$ 15,048.00	\$45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	EACH	20.400	\$ 89.00	\$ 1,815.60	19.800	\$ 1,762.20	19.800	\$ 1,762.20	\$5,340.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY	8.500	\$ 125.00	\$ 1,062.50	8.250	\$ 1,031.25	8.250	\$ 1,031.25	\$3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	LF	8.500	\$ 894.00	\$ 7,599.00	8.250	\$ 7,375.50	8.250	\$ 7,375.50	\$22,350.00	
A	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	LB	34.000	\$ 73.00	\$ 2,482.00	33.000	\$ 2,409.00	33.000	\$ 2,409.00	\$7,300.00	
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	LS	0.340	\$ 35,000.00	\$ 11,900.00	0.330	\$ 11,550.00	0.330	\$ 11,550.00	\$35,000.00	
	9000-0005	Brick and Concrete Sidewalk	SY	53.300	\$ 52.00	\$ 2,775.76	51.810	\$ 2,694.12	51.810	\$ 2,694.12	\$8,164.00	
						Lead Partner Bid Total	\$ 43,138.86	Partner1 Bid Total:	\$ 41,870.07	Partner2 Bid Total:	\$ 41,870.07	Bid Total: \$ 126,879.00

Audit Information

Created By: contprnc:270 contprnc:270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc:270 contprnc:270/PennDOT BP-000270 Modified On: 09/07/2018 08:59:20 AM

3. No editing can be done on the Assign Bid Items to Percent Joint Venture Partners screen. Click the **Bidder Checklist Screen** hyperlink to go back to the Bidder Checklist screen.

ASSIGN BID ITEMS TO PERCENT JOINT VENTURE PARTNERS

Project: 18071 Standard / Non - Federal (100% State) Advised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: — Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to : [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Lead Joint Venture Partner : Azure Excavation and Grading - 000270 (34%)
 Joint venture Partner 1 : Bart Simpson - 000346 (33%)
 Joint Venture Partner 2 : Batman - 000597 (33%)

Lead Partner Bid Total : \$ 43,138.86
 Partner 1 Bid Total : \$ 41,870.07
 Partner 2 Bid Total : \$ 41,870.07

Contract Items

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 250

ALT	Item	Description	UoM	Quantity	Unit Price	Total	Quantity	Total	Quantity	Total	Item Total	
Click here: EXPORT												
E	4204-0110	CLASS 3 EXCAVATION (Modified)	CY	34.000	\$ 456.00	\$ 15,504.00	33.000	\$ 15,048.00	33.000	\$ 15,048.00	\$45,600.00	
A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	EACH	20.400	\$ 89.00	\$ 1,815.60	19.800	\$ 1,762.20	19.800	\$ 1,762.20	\$5,340.00	
O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY	8.500	\$ 125.00	\$ 1,062.50	8.250	\$ 1,031.25	8.250	\$ 1,031.25	\$3,125.00	
A	0212-0001	GEOTEXTILE, CLASS 1	LF	8.500	\$ 894.00	\$ 7,599.00	8.250	\$ 7,375.50	8.250	\$ 7,375.50	\$22,350.00	
A	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	LB	34.000	\$ 73.00	\$ 2,482.00	33.000	\$ 2,409.00	33.000	\$ 2,409.00	\$7,300.00	
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	LS	0.340	\$ 35,000.00	\$ 11,900.00	0.330	\$ 11,550.00	0.330	\$ 11,550.00	\$35,000.00	
	9000-0005	Brick and Concrete Sidewalk	SY	53.300	\$ 52.00	\$ 2,775.76	51.810	\$ 2,694.12	51.810	\$ 2,694.12	\$8,164.00	
						Lead Partner Bid Total	\$ 43,138.86	Partner1 Bid Total:	\$ 41,870.07	Partner2 Bid Total:	\$ 41,870.07	Bid Total: \$ 126,879.00

Audit Information

Created By: contprnc:270 contprnc:270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc:270 contprnc:270/PennDOT BP-000270 Modified On: 09/07/2018 08:59:20 AM

Line Item Joint Venture Partner – Item Assignment

If a line item joint venture is set up in the Joint Venture Partners / Subcontractors sub-portal, you must then click on the Line Item Joint Venture Partner – Item Assignment hyperlink in the Assign Items to Joint Venture Partners sub-portal.

1. Click the **Line Item Joint Venture Partner – Item Assignment** hyperlink in the **Assign Items to Joint Venture Partners** sub-portal on the Bidder Checklist screen.

BIDDER CHECKLIST

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0000
 District: 00 Group ID: -- Section: 002
 Municipality: FRANKLIN

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Current Bid Status
 Bid has not been analyzed
 Bids for this project cannot be submitted until: 09/11/2018 08:00:00 AM CLEAR BID

Prepare Bid for submission from within ECMS
 Enter Prime Bid Item details Started
 Import Bid Items

Joint Venture Partners / Subcontractors
 Enter Joint Venture Partners Complete
 Enter Subcontractor Details Started

Assign Items to Joint Venture Partners
 Percent Joint Venture Partner - Item Assignment Not Started
 LineItem Joint Venture Partner - Item Assignment Not Started There are Line Item Joint Ventures associated with this bid who don't have items assigned. Your bid cannot be submitted until Line Item Joint Ventures have items assigned.

Assign Items to Sub Contractors
 Assign Items to Subcontractors Not Started There are Sub Contractors associated with this bid who don't have items associated. Your bid cannot be submitted unless all Subs have items associated.

2. The Assign Bid Items to Line Item Joint Venture Partners screen is displayed.

ASSIGN BID ITEMS TO LINE ITEM JOINT VENTURE PARTNERS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0000
 District: 00 Group ID: -- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Joint Venture Partners: Bart Simpson - 000346 Go

*Note: Displaying Bid Items for: Bart Simpson - 000346

Contract Items
 Records 0 to 0 of 0 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	Prime Quantity	Available Quantity	Joint Venture Partner Quantity	Prime Unit Price	Joint Venture Partner Unit Price	Item Total
No records found.									

Bid Total: 0.00

Audit Information
 Created By: contprinc270 contprinc270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprinc270 contprinc270/PennDOT BP-000270 Modified On: 09/07/2018 09:41:24 AM

- Select the **joint venture partner** you want to assign contract items to from the **Assign Items to Joint Venture Partners** dropdown menu.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

ASSIGN BID ITEMS TO LINE ITEM JOINT VENTURE PARTNERS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Joint Venture Partners: Bart Simpson - 000346 Go
 Batman - 000597

*Note: Displaying Bid Items for: Bart Simpson - 000346

Contract Items
 Records 0 to 0 of 0 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	Prime Quantity	Available Quantity	Joint Venture Partner Quantity	Prime Unit Price	Joint Venture Partner Unit Price	Item Total
No records found.									
									Bid Total: \$0.00

Audit Information
 Created By: contprnc:270 contprnc:270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc:270 contprnc:270/PennDOT BP-000270 Modified On: 09/07/2018 09:41:24 AM

- Click the **Add/Remove Items** button on the tool bar.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

ASSIGN BID ITEMS TO LINE ITEM JOINT VENTURE PARTNERS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: -- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Joint Venture Partners: Bart Simpson - 000346 Go
 Batman - 000597

*Note: Displaying Bid Items for: Bart Simpson - 000346

Contract Items
 Records 0 to 0 of 0 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	Prime Quantity	Available Quantity	Joint Venture Partner Quantity	Prime Unit Price	Joint Venture Partner Unit Price	Item Total
No records found.									
									Bid Total: \$0.00

Audit Information
 Created By: contprnc:270 contprnc:270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc:270 contprnc:270/PennDOT BP-000270 Modified On: 09/07/2018 09:41:24 AM

- The Common Selection – Bid Items screen is displayed.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

COMMON SELECTION - BID ITEMS

Available Records
 Filter: ITEM NUMBER Go

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 500

ALT ITEM CODE	ITEM NUMBER	ITEM DESCRIPTION	ITEM UNIT MEASURE
<input type="checkbox"/>	A	0212-0001 GEOTEXTILE, CLASS 1	LF
<input type="checkbox"/>	O	0212-0014 GEOTEXTILE, CLASS 4, TYPE A	SY
<input type="checkbox"/>	A	0506-0312 CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	EACH
<input type="checkbox"/>	E	4204-0110 CLASS 3 EXCAVATION	CY
<input type="checkbox"/>		4804-0011 SEEDING AND SOIL SUPPLE- MENTS - FORMULA B	LB
<input type="checkbox"/>		6696-0014 CONSTRUCTION SURVEYING, TYPE A	LS
<input type="checkbox"/>		9000-0005 Brick and Concrete Sidewalk	SY

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 500

6. Select the **contract items** to assign to the joint venture party and click **Apply**, then click **Ok**.

COMMON SELECTION - BID ITEMS

Available Records

Filter: ITEM NUMBER Go

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 500

ALL ITEM CODE	ITEM NUMBER	ITEM DESCRIPTION	ITEM UNIT MEASURE	
<input type="checkbox"/>	A	0212-0001	GEOTEXTILE, CLASS 1	LF
<input type="checkbox"/>	O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY
<input type="checkbox"/>	A	0509-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	EACH
<input type="checkbox"/>	E	4204-0110	CLASS 3 EXCAVATION	CY
<input checked="" type="checkbox"/>		4804-0011	SEEDING AND SOIL SUPPLE-MENTS - FORMULA B	LB
<input checked="" type="checkbox"/>		8686-0014	CONSTRUCTION SURVEYING, TYPE A	LS
<input type="checkbox"/>		9000-0005	Black and Concrete Sidewalk	SY

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 500

7. The Assign Bid Items to Line Item Joint Venture Partners screen is displayed, but now the selected items are shown for the joint venture party.

ASSIGN BID ITEMS TO LINE ITEM JOINT VENTURE PARTNERS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: -- Section: 002 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Joint Venture Partners: Bart Simpson - 000346 Go

*Note: Displaying Bid Items for : Bart Simpson - 000346

Click here: EXPORT Click here: EXPORT ERRORS

Contract Items

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 10

ALT	Item	Description	Unit of Measure	Prime Quantity	Available Quantity	Joint Venture Partner Quantity	Prime Unit Price	Joint Venture Partner Unit Price	Item Total
	4804-0011	SEEDING AND SOIL SUPPLE-MENTS - FORMULA B	Pound	100,000	100,000		\$73.00	\$73.00	
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum	1,000	1,000		\$35,000.00	\$35,000.00	
									Bid Total: \$0.00

Audit Information

Created By: contprinc270 contprinc270/PennDOT BP-000270
 Created On: 09/06/2018 07:57:16 AM
 Modified By: contprinc270 contprinc270/PennDOT BP-000270
 Modified On: 09/07/2018 09:41:24 AM

8. Enter the **quantity** of each contract item that is assigned to that joint venture partner.

ASSIGN BID ITEMS TO LINE ITEM JOINT VENTURE PARTNERS

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: -- Section: 002 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 2 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Joint Venture Partners: Bart Simpson - 000346 Go

*Note: Displaying Bid Items for : Bart Simpson - 000346

Click here: EXPORT Click here: EXPORT ERRORS

Contract Items

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	Prime Quantity	Available Quantity	Joint Venture Partner Quantity	Prime Unit Price	Joint Venture Partner Unit Price	Item Total
	4804-0011	SEEDING AND SOIL SUPPLE-MENTS - FORMULA B	Pound	100,000	100,000	37	\$73.00	\$73.00	2,701.00
	8686-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum	1,000	1,000	025	\$35,000.00	\$35,000.00	8,750.00
									Bid Total: 11,451.00

Audit Information

Created By: contprinc270 contprinc270/PennDOT BP-000270
 Created On: 09/06/2018 07:57:16 AM
 Modified By: contprinc270 contprinc270/PennDOT BP-000270
 Modified On: 09/07/2018 10:36:03 AM

Note: If a contract item is assigned to more than one joint venture party, the quantity of that item that is available to be assigned to the active joint venture party is indicated in the Available Quantity column.

9. Click the **Save** button to save the item quantity assignments.

The screenshot shows the 'ASSIGN BID ITEMS TO LINE ITEM JOINT VENTURE PARTNERS' interface. At the top, it displays project details for Project 18071, including 'Short Description: ECMS EXPEDITE TESTING DNT', 'County: Adams', 'District: 08', 'SR: 30', and 'Group ID: --'. Below this, there are fields for 'Original Let Date', 'Current Let Date', 'DBE Goal Pct: 0%', 'Addenda Count: 0', 'No. of Subcontractor: 2', and 'No. of Joint Venture Partners: 2'. A dropdown menu for 'Assign Items to Joint Venture Partners' is set to 'Bart Simpson - 000346'. A table of 'Contract Items' is shown with columns for 'ALT', 'Item', 'Description', 'Unit of Measure', 'Prime Quantity', 'Available Quantity', 'Joint Venture Partner Quantity', 'Prime Unit Price', 'Joint Venture Partner Unit Price', and 'Item Total'. Two items are listed: '4804-0011 SEEDING AND SOIL SUPPLE- MENTS - FORMULA B' and '8686-0014 CONSTRUCTION SURVEYING, TYPE A'. The 'Joint Venture Partner Quantity' column shows values of 37 and 0.25 respectively. A 'Bid Total' of 11,451.00 is displayed at the bottom of the table. An 'Audit Information' section at the very bottom shows creation and modification dates and user information.

10. Repeat steps three through nine for the second joint venture partner, if one exists in the bid.

11. If the Joint Venture Partner Quantity amount entered for a contract item is greater than the Available Quantity, a screen validation error will run when trying to save the screen. The error will appear in the message bar and a "X" will appear next to the applicable field.

This screenshot shows the same interface as the previous one, but with a validation error. A red message bar at the top states: 'Quantity entered for the Joint Venture is greater than Available Quantity for the item.' In the 'Contract Items' table, the 'Joint Venture Partner Quantity' column for the two items now shows '150,000' and '2,000', both with a red 'X' next to them, indicating they are invalid because they exceed the 'Available Quantity' of 100,000 and 1,000 respectively. The 'Bid Total' is now 180,950.00. The error message also appears in the bottom right corner of the screen.

12. The error messages can be exported into a .csv file for an error report. Export the error report by clicking the **Export Errors** button in the Assign Bid Items to Line Item Joint Venture Partners screen.

The screenshot shows the 'Assign Bid Items to Line Item Joint Venture Partners' screen. At the top, a yellow error message states: 'Quantity entered for the Joint Venture is greater than Available Quantity for the item.' Below this, the screen displays project details for Project 18071, including the short description 'ECMS EXPEDITE TESTING DNT', county 'Adams', and district '08'. A 'Click Here to Go Back to: Bidder Checklist Screen' link is visible. The 'Business Partner: Azure Excavation and Grading - 000270' is listed, along with original and current let dates of 09/12/2018 11:00:00 AM. The screen also shows 'DBE Goal Pct: 0%', 'Addenda Count: 0', 'No. of Subcontractor: 2', and 'No. of Joint Venture Partners: 2'. An 'Assign Items to Joint Venture Partners' dropdown menu is set to 'Bart Simpson - 000346'. A note at the bottom states: '*Note: Displaying Bid Items for: Bart Simpson - 000346'. At the bottom right, a red-bordered button labeled 'EXPORT ERRORS' is highlighted.

13. The error report can then be viewed.

The screenshot shows a Microsoft Excel spreadsheet with the following data:

ALT	Item Number	Item Desc	Error Desc	UoM	Prime Quantity	Available Quantity	JV Partner Quantity	Prime Unit Price	JV Unit Price	Item Total
2	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B (Modified)	Quantity entered for the Joint Venture is greater than Available Quantity for the item.	LB	100	100	150	73	73	10950
3	8686-0014	CONSTRUCTION SURVEYING TYPE A	Quantity entered for the Joint Venture is greater than Available Quantity for the item.	LS	1	1	2	35000	35000	70000

14. After the contract item assignments have been completed, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to go back to the Bidder Checklist, or click **Save & Exit**.

The screenshot shows the 'Assign Bid Items to Line Item Joint Venture Partners' screen after a successful save. A yellow message at the top states: 'The information was saved successfully.' The 'Click Here to Go Back to: Bidder Checklist Screen' link is now highlighted with a red box. The rest of the screen content, including project details and the 'Contract Items' table, remains the same as in the previous screenshot.

Assign Items to Subcontractors

The Assign Items to Subcontractors sub-portal displays the Assign Items to Subcontractor hyperlink. That is where the prime contractor assigns the contract items to the subcontractors listed in the bid.

Assign Items to Subcontractors

1. Click the **Assign Items to Subcontractors** hyperlink in the **Assign Items to Subcontractors** sub-portal on the Bidder Checklist screen.

2. The Assign Bid Items to Subcontractor screen is displayed.

3. Select the **subcontractor** you want to assign contract items to from the **Assign Items to Sub** dropdown menu.

ASSIGN BID ITEMS TO SUBCONTRACTOR

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**

County: Adams SR: 30 Org Code: 0800
District: 08 Group ID: --- Section: 002
Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Sub: **Alibaster Blaster-000833** (Assigned to 000270)

*Note: Displaying Bid Items for: **Alibaster Blaster-000833**

ALT	Item	Description	Unit of Measure	Azure Excavation and Grading-000270 Prime Quantity	Prime Unit Price	Available Quantity	Alibaster Blaster-000833 Sub Quantity	Sub Unit Price	Item Total
No records found.									
									Bid Total: 0.00

Audit Information

Created By: contprnc:270 contprnc:270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc:270 contprnc:270/PennDOT BP-000270 Modified On: 09/07/2018 12:41:29 PM

4. Click the **Add/Remove Items** button on the tool bar.

ASSIGN BID ITEMS TO SUBCONTRACTOR

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**

County: Adams SR: 30 Org Code: 0800
District: 08 Group ID: --- Section: 002
Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Sub: **Alibaster Blaster-000833** (Assigned to 000270)

*Note: Displaying Bid Items for: **Alibaster Blaster-000833** (Azure Excavation and Grading-000270)

ALT	Item	Description	Unit of Measure	Azure Excavation and Grading-000270 Prime Quantity	Prime Unit Price	Available Quantity	Alibaster Blaster-000833 Sub Quantity	Sub Unit Price	Item Total
No records found.									
									Bid Total: 0.00

Audit Information

Created By: contprnc:270 contprnc:270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc:270 contprnc:270/PennDOT BP-000270 Modified On: 09/07/2018 12:41:29 PM

5. The Common Selection – Bid Items screen is displayed.

COMMON SELECTION - BID ITEMS

Filter: ITEM NUMBER

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 500

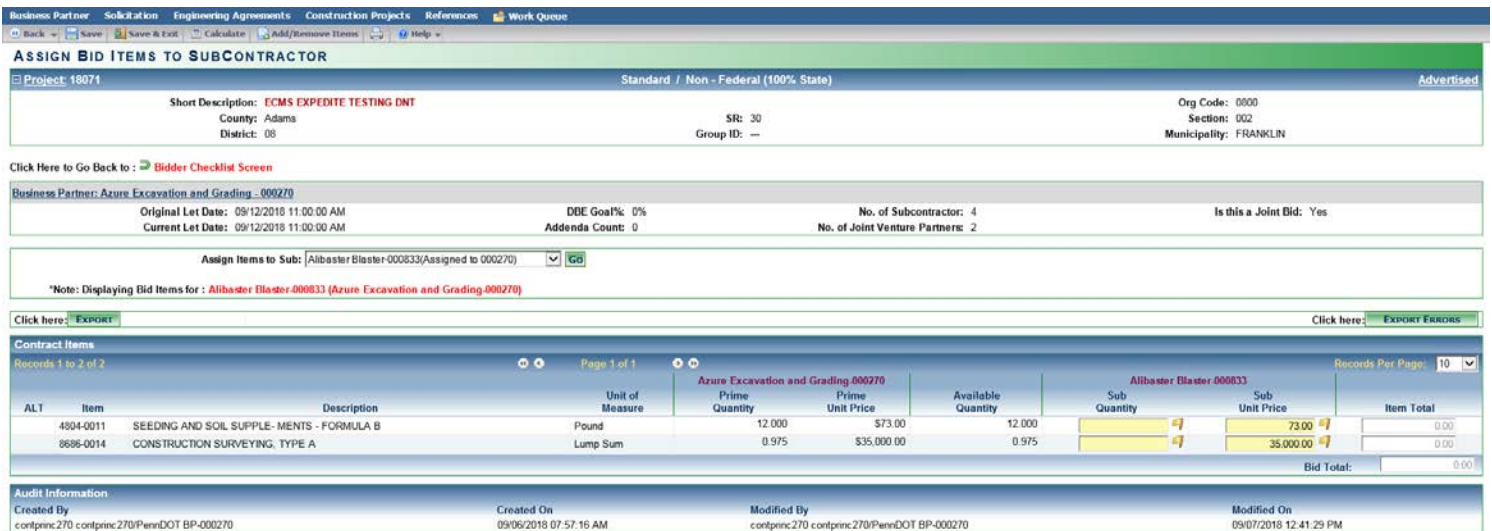
ALT ITEM CODE	ITEM NUMBER	ITEM DESCRIPTION	ITEM UNIT MEASURE
<input type="checkbox"/> A	0212-0001	GEOTEXTILE, CLASS 1	LF
<input type="checkbox"/> O	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY
<input type="checkbox"/> A	0506-0312	CONCRETE PAVEMENT CORES, RPS, 12" DEPTH	EACH
<input type="checkbox"/> E	4204-0110	CLASS 3 EXCAVATION	CY
<input type="checkbox"/>	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B	LB
<input type="checkbox"/>	8686-0014	CONSTRUCTION SURVEYING, TYPE A	LS
<input type="checkbox"/>	9000-0005	Brck and Concrete Sidewalk	SY

Records 1 to 7 of 7 Page 1 of 1 Records Per Page: 500

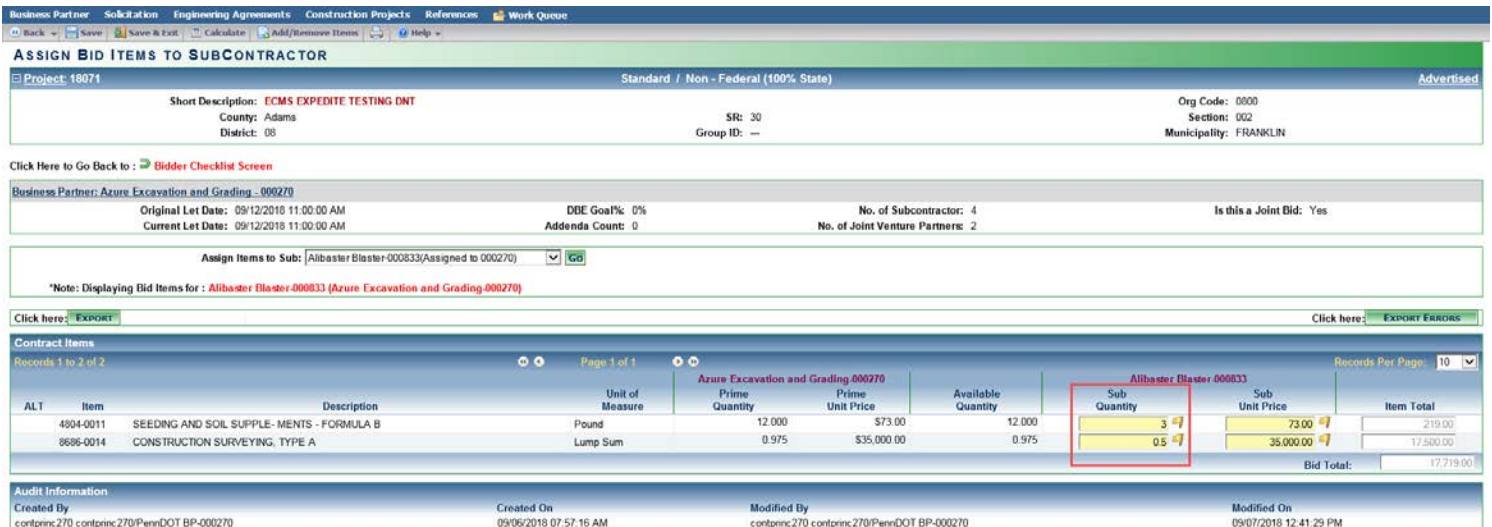
6. Select the **contract items** to assign to the subcontractor and click **Apply**, then click **Ok**.



7. The Assign Bid Items to Subcontractor screen is displayed, but now the selected items are shown for the subcontractor.



8. Enter the **quantity** of each contract item that is assigned to that subcontractor.



Note: If a contract item is assigned to more than one subcontractor, the quantity of that item that is available to be assigned to the active subcontractor is indicated in the Available Quantity column.

- If needed, edit the **Sub Unit Price** field for the contract items assigned to the active subcontractor.

ASSIGN BID ITEMS TO SUBCONTRACTOR

Project: 18071 Standard / Non - Federal (100% State) Advertiser

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0800
 District: 08 Group ID: --- Section: 002
 Municipality: FRANKLIN

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: **Azure Excavation and Grading - 000270**
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Sub: [Albaster Blaster-000833(Assigned to 000270)]

*Note: Displaying Bid Items for : **Albaster Blaster-000833 (Azure Excavation and Grading-000270)**

Click here: [EXPORT](#) Click here: [EXPORT ERRORS](#)

ALT	Item	Description	Unit of Measure	Azure Excavation and Grading-000270 Prime Quantity	Prime Unit Price	Available Quantity	Albaster Blaster-000833 Sub Quantity	Sub Unit Price	Item Total
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B	Pound	12.000	\$73.00	12.000	3	73.00	219.00
	8696-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum	0.975	\$35,000.00	0.975	0.5	35,000.00	17,500.00
Bid Total:									17,719.00

Audit Information
 Created By: contprnc270 contprnc270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc270 contprnc270/PennDOT BP-000270 Modified On: 09/07/2018 12:41:29 PM

Note: The Sub Unit Price field automatically populates with the same value as the prime bidder's unit price for that specific contract item. It can be edited to be lower than the prime bidder's unit price, but it cannot be higher than the prime bidder's unit price.

- Repeat steps three through nine for the remaining subcontractors in the bid.

11. If the Sub Unit Price amount entered for a contract item is greater than the prime bidder's unit price, a screen validation error will run when trying to save the screen. The error will appear in the message bar and a "X" will appear next to the applicable field.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Calculator Add/Remove Items Help

X Unit Price entered for the Sub is greater than the Unit Price established by the Prime for this item. Please assign Unit Price less than or equal to Prime's Unit Price (02450)

ASSIGN BID ITEMS TO SUBCONTRACTOR

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 06 Group ID: --- Section: 002 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Sub: [Alibaster Blaster-000833(Assigned to 000270)] Go

*Note: Displaying Bid Items for : Alibaster Blaster-000833 (Azure Excavation and Grading-000270)

Click here: EXPORT Click here: EXPORT ERRORS

Contract Items

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	Prime Quantity	Prime Unit Price	Available Quantity	Sub Quantity	Sub Unit Price	Item Total
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B	Pound	12.000	\$73.00	9.000	3.000	80.00 X	240.00
	0606-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum	0.975	\$336,000.00	0.475	0.500	50,000.00 X	25,000.00
Bid Total:									25,240.00

Audit Information

Created By: contprnc270 contprnc270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc270 contprnc270/PennDOT BP-000270 Modified On: 09/07/2018 12:41:29 PM

12. The error messages can be exported into a .csv file for an error report. Export the error report by clicking the **Export Errors** button in the Assign Bid Items to Subcontractor screen.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Calculator Add/Remove Items Help

X Unit Price entered for the Sub is greater than the Unit Price established by the Prime for this item. Please assign Unit Price less than or equal to Prime's Unit Price (02450)

ASSIGN BID ITEMS TO SUBCONTRACTOR

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING DNT
 County: Adams SR: 30 Org Code: 0800
 District: 06 Group ID: --- Section: 002 Municipality: FRANKLIN

Click Here to Go Back to: Bidder Checklist Screen

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Sub: [Alibaster Blaster-000833(Assigned to 000270)] Go

*Note: Displaying Bid Items for : Alibaster Blaster-000833 (Azure Excavation and Grading-000270)

Click here: EXPORT Click here: **EXPORT ERRORS**

Contract Items

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 100

ALT	Item	Description	Unit of Measure	Prime Quantity	Prime Unit Price	Available Quantity	Sub Quantity	Sub Unit Price	Item Total
	4804-0011	SEEDING AND SOIL SUPPLE- MENTS - FORMULA B	Pound	12.000	\$73.00	9.000	3.000	80.00 X	240.00
	0606-0014	CONSTRUCTION SURVEYING, TYPE A	Lump Sum	0.975	\$336,000.00	0.475	0.500	50,000.00 X	25,000.00
Bid Total:									25,240.00

Audit Information

Created By: contprnc270 contprnc270/PennDOT BP-000270 Created On: 09/06/2018 07:57:16 AM Modified By: contprnc270 contprnc270/PennDOT BP-000270 Modified On: 09/07/2018 12:41:29 PM

13. The error report can then be viewed.

ALT	Item	Description	Error Messages	UoM	Prime Quant	Prime Unit Price	Available Quantity	Sub Quant	Sub Unit Price	Item Total
4804-0011	SEEDING AND SOIL SUPPLE		Unit Price entered for the Sub is greater than the Unit Price established by the Prime for this item. Please assign Unit Price less than or equal to Prime's Unit Price	LB	12	73	9	3	80	240
8686-0014	CONSTRUCTION SURVEYING		Unit Price entered for the Sub is greater than the Unit Price established by the Prime for this item. Please assign Unit Price less than or equal to Prime's Unit Price	LS	0.975	35000	0.475	0.5	50000	25000

14. After the contract item assignments have been completed, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to go back to the Bidder Checklist, or click **Save & Exit**.

ASSIGN BID ITEMS TO SUBCONTRACTOR

Project: 18071 Standard / Non - Federal (100% State) Advertised

Short Description: **ECMS EXPEDITE TESTING DNT**
 County: Adams SR: 30 Org Code: 0800
 District: 00 Group ID: -- Section: 002
 Municipality: FRANKLIN

[Click here to Go Back to: Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270
 Original Let Date: 09/12/2018 11:00:00 AM DBE Goal%: 0% No. of Subcontractor: 4 Is this a Joint Bid: Yes
 Current Let Date: 09/12/2018 11:00:00 AM Addenda Count: 0 No. of Joint Venture Partners: 2

Assign Items to Sub: Alibaster Blaster-000833 (Assigned to 000270)

*Note: Displaying Bid Items for: Alibaster Blaster-000833 (Azure Excavation and Grading-000270)

[Click here: EXPORT](#) [Click here: EXPORT ERRORS](#)

ALT	Item	Description	Unit of Measure	Azure Excavation and Grading-000270 Prime Quantity	Prime Unit Price	Available Quantity	Alibaster Blaster-000833 Sub Quantity	Sub Unit Price	Item Total
4904-0011	SEEDING AND SOIL SUPPLE - MENTS - FORMULA B (Modified)		Pound	12.000	\$73.00	9.000	3.000	73.00	219.00
8686-0014	CONSTRUCTION SURVEYING, TYPE A		Lump Sum	0.975	\$35,000.00	0.475	0.500	35,000.00	17,500.00
Bid Total:									17,719.00

Audit Information
 Created By: contprnc:270 contprnc:270/PereDOT BP-000270
 Created On: 09/06/2018 07:57:16 AM
 Modified By: contprnc:270 contprnc:270/PereDOT BP-000270
 Modified On: 09/07/2018 12:41:29 PM

DBE Commitment Process (DSP 7, Federally Funded Projects Only)

The DBE Commitment Process sub-portal displays the DBE Commitment (Pre-Bid) hyperlink. That is where the prime bidder can declare DBE subcontractors to be included with their bid submission.

DBE Commitment (Pre-Bid)

1. Click the **DBE Commitment (Pre-Bid)** hyperlink in the **DBE Commitment Process** sub-portal on the Bidder Checklist screen.

The screenshot shows the 'BIDDER CHECKLIST' interface for Project 16671. The project is titled 'Emergency / PENNDOT Oversight Non-NHS' and is marked as 'Advertised'. Key details include: Short Description: ECMS EXPEDITE TESTING DO NOT TOUCH; County: Montgomery; District: 05; SR: 29; Group ID: Kantner; Org Code: 0000; Section: 00M; Municipality: UPPER PROVIDENCE. Business Partner: Contractor 371 - 000371. Original Let Date: 09/13/2018 11:00:00 AM; Current Let Date: 09/13/2018 11:00:00 AM; DBE Goal%: 2%; Addenda Count: 0; No. of Subcontractor: 2; No. of Joint Venture Partners: 2; Is this a Joint Bid: Yes. A red message states: 'Current Bid Status: Bid has not been analyzed. Bids for this project cannot be submitted until: 09/12/2018 10:00:00 PM'. A 'CLEAR BID' button is visible. The 'DBE Commitment Process' section is expanded, showing 'DBE Commitment(Pre-Bid)' as 'Not Started'.

2. The DBE Commitment (Pre-Bid) screen is displayed.

The screenshot shows the 'DBE COMMITMENT(PRE-BID)' interface for Project 16671. It includes the same project details as the previous screen. A link 'Click Here to Go Back to: Bidder Checklist Screen' is present. The 'Business Partner: Contractor 371 - 000371' section shows the same dates and counts. The 'General' section has 'Contact' and 'Phone' fields. A table at the bottom is titled 'Status' and has columns for 'Business Partner', 'Business', and '% of Bid'. The table contains one row with the text 'No records found.'

3. Enter the prime contractor's **contact name** and **phone number** and click **Save**.

The screenshot shows the 'DBE COMMITMENT(PRE-BID)' form for Project 16674. The project is titled 'Emergency / PENNDOT Oversight Non-NHS' and is in an 'Advertised' status. Key details include:

- Short Description: ECMS EXPEDITE TESTING DO NOT TOUCH
- County: Montgomery, District: 06
- SR: 29, Group ID: Kantner
- Org Code: 0800, Section: 06M, Municipality: UPPER PROVIDENCE

 The 'Business Partner' section shows 'Contractor 371 - 000371' with original and current let dates of 09/13/2018 11:00:00 AM. It also displays 'DBE Goal%: 2%', 'Addenda Count: 0', 'No. of Subcontractor: 2', and 'No. of Joint Venture Partners: 2'. The 'General' section has two input fields: 'Contact: Prime Contractor Name' and 'Phone: 555-123-4567', both highlighted with red boxes. A 'Status' table at the bottom shows 'No records found' for Business Partner, Business, and % of Bid.

4. After the prime contractor's contact information is saved, click the **New** button.

This screenshot is identical to the previous one, but with a 'NEW' button highlighted in a red box in the top right corner of the 'Status' table. Additionally, a yellow banner at the top of the form area states 'The information was saved successfully.' The 'Audit Information' section at the bottom shows the record was created and modified by 'contractor.principal@PennDOT BP-000371' on 09/07/2018 at 02:26:01 PM.

5. The DBE Commitment (Pre-Bid) – Subcontractor screen is displayed.

The screenshot shows the 'DBE COMMITMENT(PRE-BID) - SUBCONTRACTOR' screen. It features a table of 'Available Records' with columns for 'BP Id' and 'Type'. The table lists 30 records, including various contractors and business partners. A 'Filter' dropdown is set to 'BP Id' and a 'Go' button is present. The table shows records 1 to 30 of 30, with 'Page 1 of 1' and 'Records Per Page: 500'.

BP Id	Type
000665	
000982	
000988	
000425	
000639	
000991	
000992	
000438	DBE
000440	DBE
000442	
000443	
000416	DBE
000411	
001013	
001014	
000976	
000710	
000638	
000360	DBE
000616	
000703	
001336	
001106	
001107	
000953	
001110	
000989	
000545	
000436	DBE
000360	DBE

6. Select the **subcontractor** you want to add by clicking the **green plus** button to the immediate left of their name.

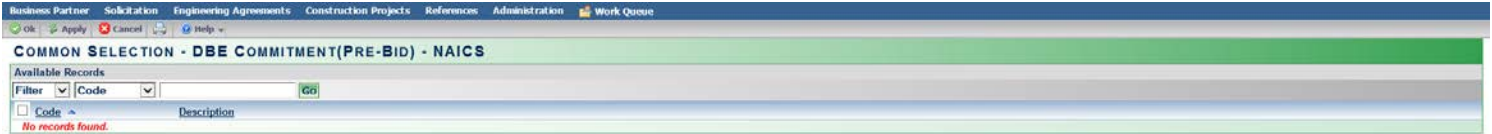
The screenshot shows a software interface with a menu bar at the top containing 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', 'References', 'Administration', and 'Work Queue'. Below the menu is a title bar with 'Cancel' and 'Help' buttons. The main header is 'DBE COMMITMENT(PRE-BID) - SUBCONTRACTOR'. Underneath is a search filter section with 'Filter' and 'BP Id' dropdowns and a 'Go' button. The main area is a table with columns for 'BP Id' and 'Type'. A list of business partners is shown on the left, with a green plus icon next to 'Best Water'. The table lists various contractors and their IDs, with some marked as 'DBE'.

BP Id	Type
000055	
000982	
000988	
000425	
000639	
000991	
000992	
000438	DBE
000440	DBE
000442	
000443	
000416	DBE
000411	
001013	
001014	
000976	
000710	
000638	
000360	
000616	
000703	
001336	
001106	
001107	
000953	
001110	
000989	
000545	DBE
000436	DBE
000380	

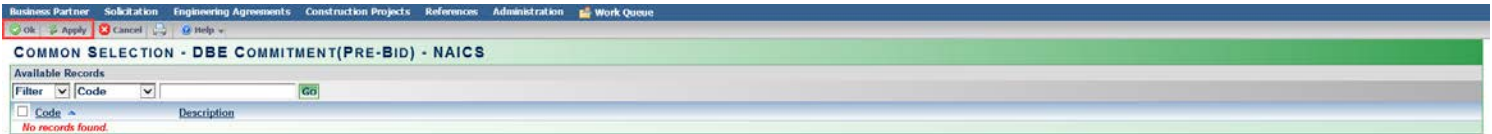
7. The DBE Commitment (Pre-Bid) Detail screen is displayed.

The screenshot shows the 'DBE COMMITMENT(PRE-BID) DETAIL' screen. At the top, it displays 'Project: 16671' and 'Emergency / PENNDOT Oversight Non-NHS'. Below this is a table with project details: 'Short Description: ECMS EXPEDITE TESTING DO NOT TOUCH', 'County: Montgomery', 'District: 05', 'SR: 29', 'Group ID: Kantner', 'Org Code: 0000', 'Section: 06M', and 'Municipality: UPPER PROVIDENCE'. The next section is 'Business Partner: Contractor 371 - 000371', showing 'Original Let Date: 09/13/2018 11:00:00 AM', 'Current Let Date: 09/13/2018 11:00:00 AM', 'DBE Goal%: 2%', 'Addenda Count: 0', 'No. of Subcontractor: 2', 'No. of Joint Venture Partners: 2', and 'Is this a Joint Bid: Yes'. The 'General' section shows 'Prime Contact: Prime Contractor Name' and 'Prime Phone: 555-123-4567'. The 'Subcontractor' section is for 'Business Partner: Best Water' and includes fields for 'Contact', 'Phone', 'Type: DBE', 'Certification', 'Agreement Amount', 'Credit (less 2nd tier Sub) Amount', '% of Bid', 'Mobilization', 'Starting: 10/31/2018', 'Completion: 09/26/2019', 'Business Type', and 'Description Of Work'. There are also checkboxes for 'Will any portion of this DBE Commitment Amount be sub contracted to a 2nd tier non-DBE sub contractor?' and 'Is this DBE a Sub Contractor to the Prime Contractor?'. The 'NAICS' section at the bottom shows 'Code' and 'Description' with the message 'No records found.'

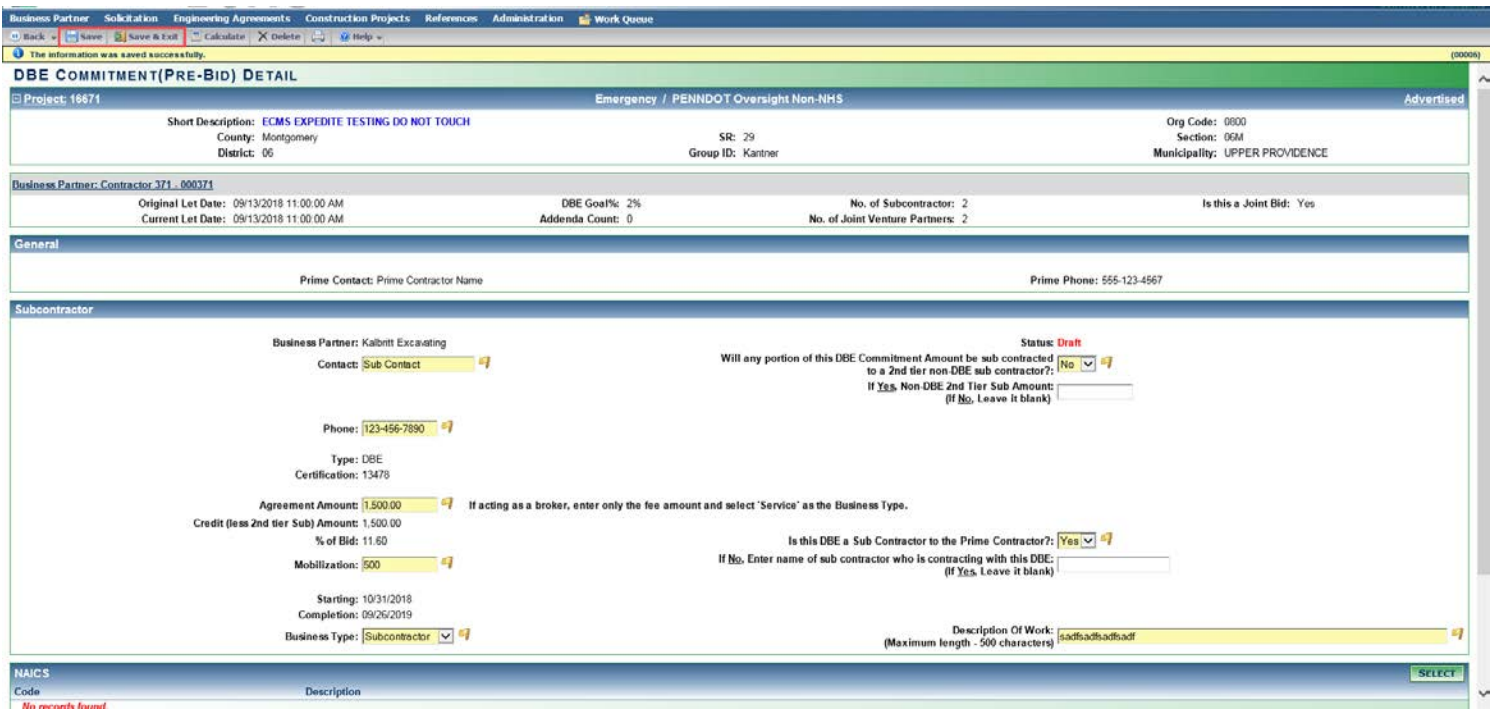
10. The Common Selection – DBE Commitment (Pre-Bid) – NAICS screen is displayed.



11. Select the **NAICS codes** and click **Apply**, then click **Ok**.



12. Back on the DBE Commitment (Pre-Bid) Detail screen, click **Save**, or click **Save & Exit** to go back to the DBE Commitment (Pre-Bid) screen.



13. The DBE Commitment (Pre-Bid) screen is displayed.

The screenshot shows the 'DBE COMMITMENT(PRE-BID)' screen for Project 16671. The interface includes a navigation bar at the top with tabs for Business Partner, Solicitation, Engineering Agreements, Construction Projects, References, Administration, and Work Queue. A message bar indicates 'The information was saved successfully.' The main content area is divided into several sections:

- Project Information:** Project: 16671, Emergency / PENNDOT Oversight Non-NHS, Advertised. Short Description: ECMS EXPEDITE TESTING DO NOT TOUCH. County: Montgomery, District: 06. SR: 29, Group ID: Kantner. Org Code: 0600, Section: 06M, Municipality: UPPER PROVIDENCE.
- Business Partner:** Contractor 371 - 000371. Original Let Date: 09/13/2018 11:00:00 AM, Current Let Date: 09/13/2018 11:00:00 AM. DBE Goal%: 2%, Addenda Count: 0. No. of Subcontractor: 2, No. of Joint Venture Partners: 2. Is this a Joint Bid: Yes.
- General:** Contact: Prime Contractor Name, Phone: 555-123-4567.
- Status:** Draft, Business Partner: Kalbritt Excavating, Business Subcontractor, % of Bid: 11.60%.
- Audit Information:** Created By: contractor principal/PennDOT BP-000371, Created On: 09/07/2018 02:26:01 PM, Modified By: contractor principal/PennDOT BP-000371, Modified On: 09/07/2018 02:26:01 PM.

14. Repeat steps four through twelve to add any additional DBE commitments to the bid. When all DBE commitments have been added, click the **Save** button and then click the **Bidder Checklist Screen** hyperlink to return to the Bidder Checklist, or click **Save & Exit**.

This screenshot is identical to the previous one, showing the 'DBE COMMITMENT(PRE-BID)' screen for Project 16671. The only difference is a red rectangular box highlighting the 'Save' button in the top navigation bar, which is located between the 'Solicitation' and 'Engineering Agreements' tabs.

Analyze Bid

The Analyze Bid button is in the tool bar on the Bidder Checklist screen. The Analyze Bid function can be used at any point while entering a bid in ECMS but will be unavailable for the last 15 minutes of the bid submission window (Thursday 10:45 AM for a standard Thursday 11:00 AM bid opening).

When Analyze Bid is clicked, ECMS performs two checks: a 50% work class code check, and a financial capacity check. The 50% work class code check verifies that the prime contractor/joint venture partner(s) are prequalified to do a minimum of 50% of the work assigned. The financial capacity check verifies the prime contractor/joint venture partner(s) have sufficient financial capacity to bid the project.

Note: Subcontractors must be prequalified for 100% of the work assigned. The Analyze Bid function does NOT check that subcontractors are prequalified for their assigned work. The prime contractor must ensure that they are using properly prequalified subcontractors for their assigned work.

1. Click the **Analyze Bid** button in the tool bar on the Bidder Checklist screen.

BIDDER CHECKLIST

Project: 11942 Standard / Non - Federal (100% State) Advertised

Short Description: **Shif - Expedite Test Project** Org Code: 0800
 County: Northampton SR: 78
 District: 00 Group ID: TRAC Section: 005
Municipality: BETHLEHEM

Business Partner: Construction Contr 183 - 000183

Original Let Date: 07/11/2018 11:00:00 AM DBE Goal%: 2% No. of Subcontractor: 2 Is this a Joint Bid: No
 Current Let Date: 09/19/2018 11:00:00 AM Addenda Count: 6 No. of Joint Venture Partners: 0

Current Bid Status:
 This bid was analyzed for potential errors on 09/18/2018 11:48:54 AM
 This bid was submitted to PennDOT on 09/18/2018 11:49:08 AM
 Your bid is now submitted to PennDOT for this project. Please be advised, any changes made to your bid data requires resubmission

Prepare Bid for submission from within ECMS

Enter Prime Bid Item details	Started
Import Bid Item Unit Prices	

Joint Venture Partners / Subcontractors

Enter Joint Venture Partners	Not Started
Enter Subcontractor Details	Started

Assign Items to Joint Venture Partners

Percent Joint Venture Partner - Item Assignment	Not Started
Linethem Joint Venture Partner - Item Assignment	Not Started

Assign Items to Subcontractors

Assign Items to Subcontractors	Started
--------------------------------	---------

- The results of the analyze bid function are displayed in the message bar. The **Current Bid Status** sub-portal is also updated showing the latest date and time that Analyze Bid was run.

BIDDER CHECKLIST

Project: 11942 Standard / Non - Federal (100% State) Advertised

Short Description: **Shri - Expedite Test Project**

County: Northampton SR: 78 Org Code: 0000
 District: 05 Group ID: TRAC Section: 005 Municipality: BETHLEHEM

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 07/11/2018 11:00:00 AM DBE Goal%: 2% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/19/2018 11:00:00 AM Addenda Count: 6 No. of Joint Venture Partners: 0

Current Bid Status:
 This bid was analyzed for potential errors on 09/19/2018 01:40:17 PM
 Bid has not been submitted CLEAR BID

Prepare Bid for submission from within ECMS

Enter Prime Bid Item details	Started
Import Bid Item Unit Prices	

Joint Venture Partners / Subcontractors

Enter Joint Venture Partners	Not Started
Enter Subcontractor Details	Not Started

Assign Items to Joint Venture Partners

Percent Joint Venture Partner - Item Assignment	Not Started
LineItem Joint Venture Partner - Item Assignment	Not Started

Assign Items to Subcontractors

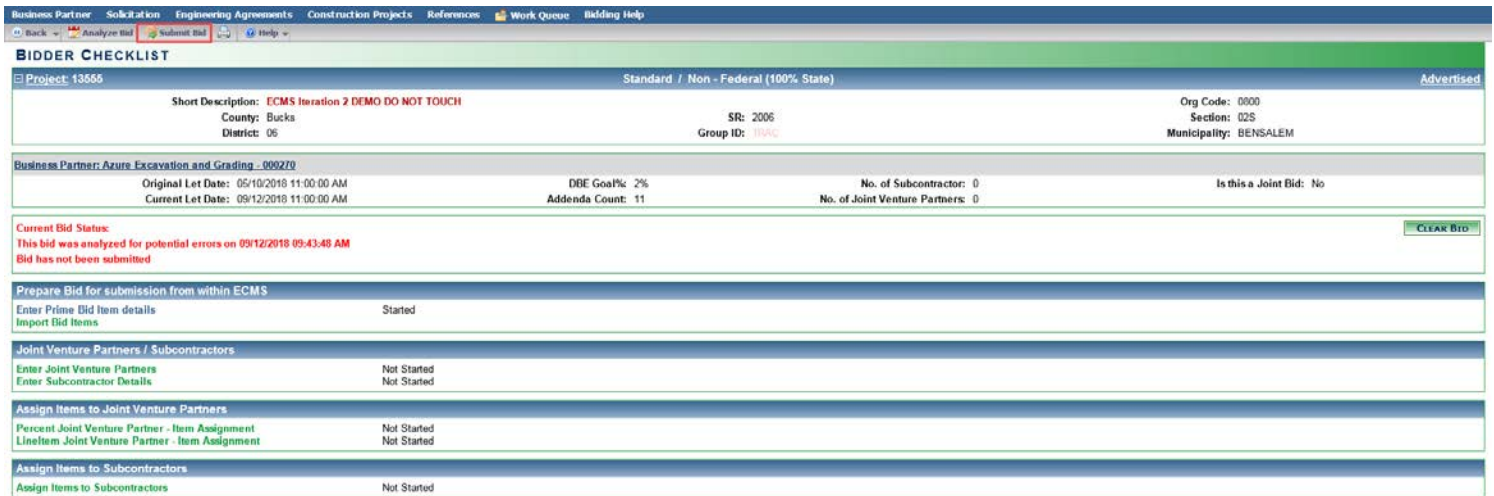
Assign Items to Subcontractors	Not Started
--------------------------------	-------------

Note: Potential errors flagged by the analyze bid function are soft stops and will not prevent a bid from being submitted.

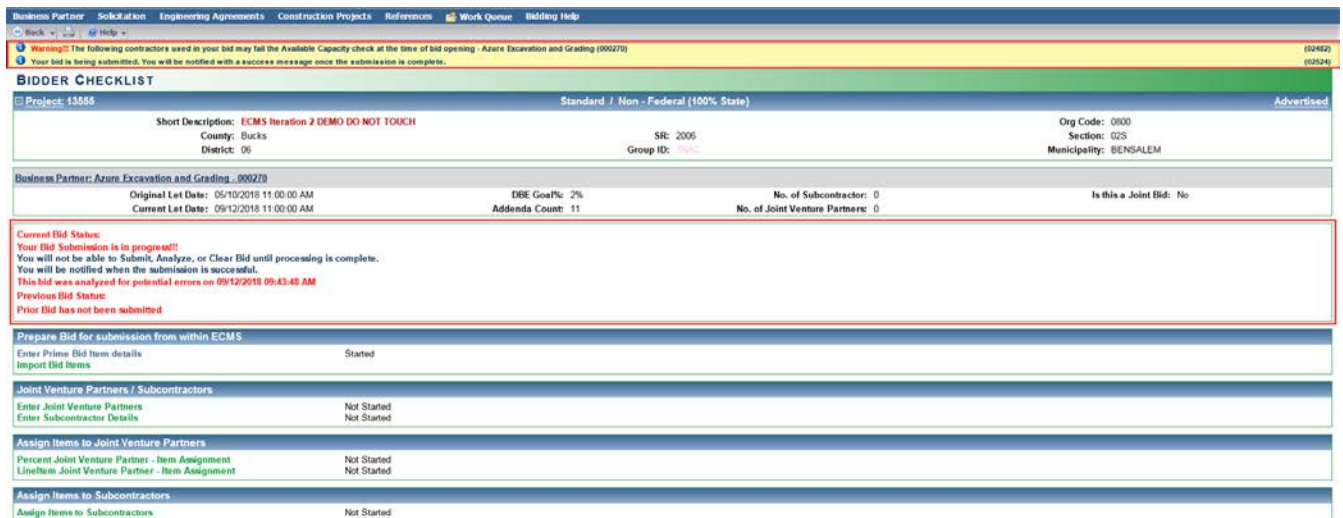
Submit Bid

The Submit Bid button is in the tool bar on the Bidder Checklist screen. This is the final step in submitting a bid for a project.

1. Click the **Submit Bid** button in the tool bar on the Bidder Checklist screen.



2. The Bidder Checklist screen is refreshed with the status of the bid submission. The **message bar** and **Current Bid Status** sub-portal will display the updated status.



Note: The Bidder Checklist screen will be refreshed automatically every 30 seconds while the bid submission is in progress.

3. The bid has been submitted. The Current Bid Status sub-portal will be updated to show the date and time the bid was submitted to PennDOT.

Current Bid Status:

This bid was analyzed for potential errors on 09/12/2018 09:43:48 AM

This bid was submitted to PennDOT on 09/12/2018 09:58:25 AM

Your bid is now submitted to PennDOT for this project. Please be advised, any changes made to your bid data requires resubmission

Withdraw Bid

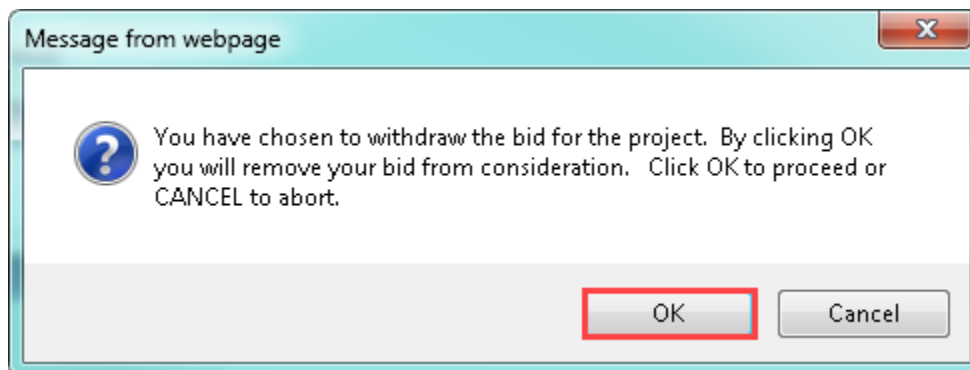
The Withdraw Bid button is in the tool bar on the Bidder Checklist screen. It is used to withdraw a bid that had previously been submitted to PennDOT. When a bid is withdrawn, it is no longer in the queue to be opened. After it is withdrawn, the bid can either be further refined and then re-submitted, or it can be cleared.

1. Click the **Withdraw Bid** button in the tool bar on the Bidder Checklist screen.



BIDDER CHECKLIST	
Project: 11942	Standard / Non - Federal (100% State) Advertised
Short Description: Shri - Expedite Test Project County: Northampton District: 08	SR: 78 Group ID: TRAC
Org Code: 0800 Section: 005 Municipality: BETHLEHEM	
Business Partner: Azure Excavation and Grading - 000270	
Original Let Date: 07/11/2018 11:00:00 AM Current Let Date: 09/19/2018 11:00:00 AM	DBE Goal%: 2% Addenda Count: 6
No. of Subcontractor: 0 No. of Joint Venture Partners: 0	Is this a Joint Bid: No
Current Bid Status: This bid was analyzed for potential errors on 09/18/2018 01:40:17 PM This bid was submitted to PennDOT on 09/18/2018 01:45:23 PM Your bid is now submitted to PennDOT for this project. Please be advised, any changes made to your bid data requires re-submission	
Prepare Bid for submission from within ECMS	
Enter Prime Bid Item details Import Bid Item Unit Prices	Started
Joint Venture Partners / Subcontractors	
Enter Joint Venture Partners Enter Subcontractor Details	Not Started Not Started
Assign Items to Joint Venture Partners	
Percent Joint Venture Partner - Item Assignment LineItem Joint Venture Partner - Item Assignment	Not Started Not Started
Assign Items to Subcontractors	
Assign Items to Subcontractors	Not Started

2. A pop-up message will appear. Click **OK** to withdraw the bid.



- The Bid is withdrawn. The **message bar** and **Current Bid Status** sub-portal in the Bidder Checklist screen reflect the withdrawn status.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue Bidding Help

Back Analyze Bid Submit Bid Help

The bid was successfully withdrawn. (0043)

BIDDER CHECKLIST

Project: 11942 Standard / Non - Federal (100% State) Advertised

Short Description: **Shut - Expedite Test Project** Org Code: 0000
 County: Northampton SR: 70 Section: 005
 District: 00 Group ID: TRAC Municipality: BETHLEHEM

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 07/11/2018 11:00:00 AM DBE Goal%: 2% No. of Subcontractor: 0 Is this a Joint Bid: No
 Current Let Date: 09/19/2018 11:00:00 AM Addenda Count: 6 No. of Joint Venture Partners: 0

Current Bid Status CLEAR BID
 This bid was analyzed for potential errors on 09/18/2018 01:40:17 PM
 Bid has not been submitted
 This bid was withdrawn on 09/18/2018 01:59:02 PM

Prepare Bid for submission from within ECMS

Enter Prime Bid Item details Started
 Import Bid Item Unit Prices

Joint Venture Partners / Subcontractors

Enter Joint Venture Partners Not Started
 Enter Subcontractor Details Not Started

Assign Items to Joint Venture Partners

Percent Joint Venture Partner - Item Assignment Not Started
 LineItem Joint Venture Partner - Item Assignment Not Started

Assign Items to Subcontractors

Assign Items to Subcontractors Not Started

Clear Bid

The Clear Bid button is in the Current Bid Status sub-portal on the Bidder Checklist screen. The Clear Bid function can be used at any point while entering a bid in ECMS. Utilizing the Clear Bid function will irrevocably erase all bid data for the project. If you wish to bid the project after utilizing the Clear Bid function, you will need to complete a new bid.

1. Click the **Clear Bid** button in the **Current Bid Status** sub-portal on the Bidder Checklist screen.

The screenshot shows the 'BIDDER CHECKLIST' interface for Project 11942. The 'Current Bid Status' section is highlighted, displaying a red warning message: 'This bid was analyzed for potential errors on 09/18/2018 01:48:17 PM. Bid has not been submitted. This bid was withdrawn on 09/18/2018 01:59:02 PM.' A red 'CLEAR BID' button is visible in the top right corner of this section. Other sections include 'Prepare Bid for submission from within ECMS', 'Joint Venture Partners / Subcontractors', and 'Assign Items to Joint Venture Partners'.

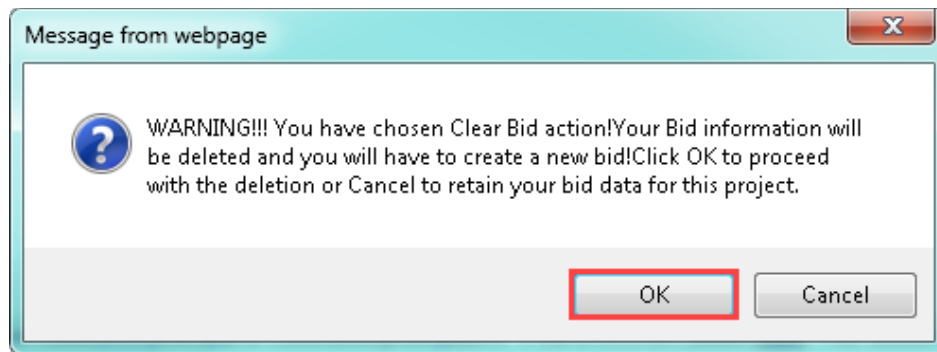
2. The Clear Bid Confirmation screen is displayed.

The screenshot shows the 'CLEAR BID CONFIRMATION' screen for Project 11942. It features a red warning message: 'Click Here to Go Back to: Bidder Checklist Screen'. Below this, a table lists project details: Original Let Date (07/11/2018 11:00:00 AM), Current Let Date (09/19/2018 11:00:00 AM), DBE Goal% (2%), Addenda Count (6), No. of Subcontractor (0), No. of Joint Venture Partners (0), and Is this a Joint Bid (No). A 'Please note:' section contains a bulleted list of consequences: 'This will delete ALL your bid data for this project.', 'This will also remove your information from the list of Plan Holders for the project.', 'Your bid will no longer be in consideration for this project.', and 'Your bid data is not retained by PennDOT'. A red warning line states: 'This action is not reversible.'

3. Click the **Clear Bid** button on the tool bar.

The screenshot shows the 'CLEAR BID CONFIRMATION' screen. At the top, there are navigation tabs: Business Partner, Solicitation, Engineering Agreements, Construction Projects, References, Work Queue, and Bidding Help. Below the tabs, there are buttons for 'Back', 'Clear Bid', and 'Help'. The main header is 'CLEAR BID CONFIRMATION' with a 'Project: 11942' and 'Standard / Non - Federal (100% State)' status. The 'Advised' status is shown in the top right corner. The screen displays project details: Short Description: **Shri - Expedite Test Project**, County: Northampton, District: 06, SR: 78, Group ID: TRAC, Org Code: 0000, Section: 005, and Municipality: BETHLEHEM. Below this, there is a 'Click Here to Go Back to:' link for 'Bidder Checklist Screen'. A section for 'Business Partner: Azure Excavation and Grading - 000270' shows dates (Original Let Date: 07/11/2018 11:00:00 AM, Current Let Date: 09/19/2018 11:00:00 AM), DBE Goal%: 2%, Addenda Count: 6, No. of Subcontractor: 0, No. of Joint Venture Partners: 0, and Is this a Joint Bid: No. A 'Please note' section contains a warning: 'Please click on **Clear Bid** button on the toolbar to clear your bid data. Please note: This will delete ALL your bid data for this project. This will also remove your information from the list of Plan Holders for the project. Your bid will no longer be in consideration for this project. Your bid data is not retained by PennDOT. This action is not reversible.'

4. A pop-up message will appear. Click **OK** in the pop-up message to delete the bid.



5. The bid is deleted and you are returned to the Bid Package screen.

The screenshot shows the 'BID PACKAGE' screen. At the top, there are navigation tabs: Business Partner, Solicitation, Engineering Agreements, Construction Projects, References, Work Queue, and Bidding Help. Below the tabs, there are buttons for 'Back', 'Add Planholder', 'Go', and 'Help'. A message at the top states: 'Your bid data for this project was deleted successfully.' The main header is 'BID PACKAGE' with a 'Project: 11942' and 'Standard / Non - Federal (100% State)' status. The 'Advised' status is shown in the top right corner. The screen displays project details: Short Description: **Shri - Expedite Test Project**, County: Northampton, District: 06, SR: 78, Group ID: TRAC, Org Code: 0000, Section: 005, and Municipality: BETHLEHEM. Below this, there is an 'Overview' section with a table showing various items and their dates. A 'Please click on the button below to Prepare Bid for this project. Once you are in bid preparation screen, you will have an option to submit your bid from within ECMS.' message is present. Below this, there is a 'PREPARE AND SUBMIT BID' button. The 'General' section displays project cost range (\$0.00 - \$99,999.99), Federal Project Status (Non - Federal (100% State)), Let Date (09/19/2018 11:00:00 AM), Let Type (Scheduled), Anticipated MFP (09/11/2018), Required Completion (07/11/2019), State Type of Work (RELOCATION/NEW CONSTRUCTION), 408 Version (2003-G), Status (Published Bid Results), and Version (2). A 'Diesel Fuel Price Index' link is also visible. At the bottom, there is a 'Pre-Bid Design Files' section with a table showing attachment titles, categories, file types, file sizes, upload dates, and descriptions. A message at the bottom states: 'No records found.'

Chapter 8: DBE/DB Solicitations and Commitments

- DBE/DB Solicitations and Commitments Overview
- Create DB Solicitation
- Entering DB Minority Participation and Commitment in ECMS
- Edit DB Commitments
- DB Acknowledges Minority Participation Commitment
- Final Steps for the Prime Contractor
- Entering DBE Minority Participation and Commitments in ECMS
- Edit DBE Commitments
- DBE Acknowledges Minority Participation and Commitment
- Final Steps for the Prime Contractor

DBE/DB Solicitations and Commitments Overview

The Prime Contractor is required to fulfill the following DBE/DB submissions electronically:

- For Non-Federally funded projects, DSP 4 applies. The apparent low bidder (Prime) must submit Diverse Business (DB) Solicitation information and all DB Commitments in ECMS. DB Commitments must be acknowledged by the respective subcontractors, suppliers, or services listed and submitted for PennDOT Review by the Prime by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening or the bid will be rejected. Should the apparent low bidder fail to meet the requirement set in DSP 4, the next lowest bidder will have 7 calendar days after notification to meet the requirements of DSP 4.
- For Federally Funded projects, DSP 7 applies. **All bidders** must submit Disadvantaged Business Enterprise Commitments in ECMS. Each DBE Commitment must be acknowledged and submitted for PennDOT Review by the Prime by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening. Should the apparent low bidder fail to meet the requirements set in DSP 7 the bid will be rejected, and the next lowest bidder will be evaluated.

The following table outlines the steps, user and functions that comprise the DB Solicitations process for Non-Federal projects:

Step	User ECMS Security Role
Prime Contractor notified of Apparent Low Bidder Award.	PennDOT
Complete Minority Solicitation screen in ECMS for each DB solicited.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit Solicitation(s) to PennDOT by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Solicitation information is reviewed and used as supporting documentation for the Minority Participation and Commitments in ECMS.	Bureau of Project Delivery Reviewer
DB Solicitation is approved.	Bureau of Project Delivery Reviewer

The following table outlines the steps, user and functions that comprise the DB Commitments process for Non-Federal projects:

Step	User ECMS Security Role
Complete the Minority Participant and Commitment in ECMS; add each DB business partner and the associated work items they will perform.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit DB Commitment for acknowledgement to each DB.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
DB business partner(s) acknowledge Commitment(s)	DB Business Partner(s) <ul style="list-style-type: none"> • Contractor Principal
Submit DB Commitment(s) to PennDOT (cannot submit until DB has acknowledged), by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Review DB Commitment.	Bureau of Project Delivery Reviewer
Approve DB Commitment.	Bureau of Project Delivery Reviewer

The following table outlines the steps, user and functions that comprise the DBE Commitment process for Federal projects:

Step	User ECMS Security Role
Prime Contractor notified of Apparent Low Bidder Award.	PennDOT
All Contractors enter the Minority Participation and Commitments in ECMS.	All Contractors <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Complete the Minority Participation and Commitment in ECMS; add each DBE business partner and associated work items they will perform that will be utilized toward meeting the DBE goal.	All Contractors <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit DBE Commitment for acknowledgement to each DBE.	All Contractors <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
DBE business partner(s) acknowledge Commitment(s).	DBE Business Partner(s) <ul style="list-style-type: none"> • Contractor Principal
Submit Commitment(s) to PennDOT (cannot submit until DBE has acknowledged), by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening	All Contractors <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Review DBE Commitments	Bureau of Project Delivery Reviewer
Approve DBE Commitments	Bureau of Project Delivery Reviewer

Create DB Solicitation

- The apparent low bidder (Prime) must submit their DB Solicitation information electronically in ECMS, Minority Solicitation, by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening.
 - Once the deadline has passed, the “Submit” function on the Minority Solicitation screen is disabled.
 - The Minority Solicitation screen is reviewed online by the Bureau of Project Delivery Reviewer and is used as supporting documentation for the DB, Minority Participation and Commitment.
 - The Minority Solicitation screen can be accessed from either the work queue, Contractor Checklist, or from the Project Information screen.
 - If the apparent low bidder fails to submit the information by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening the bid will be rejected. The new apparent low will then have until 3:00 P.M. prevailing local time within 7 calendar days from notification to submit the above information for review.
1. The Prime can edit the Solicitation information up until the deadline. If a mistake is made the Prime can go to workflow and click on “Correct”, after corrections are made go back to workflow and “submit” again. From the menu bar, select **Construction Projects** and then click **Projects**.



2. Enter the Project Number, select **GO**.



3. On the Project Information screen, under the Award header, select **Minority Solicitation**.

The screenshot shows the 'PROJECT INFORMATION' screen for project 47328. The 'Award' section is highlighted with a red box, and 'Minority Solicitations' is selected within it. Other sections include Setup, Solicit, Construct, and Closeout.

4. On the Minority Solicitation screen, in the General sub-portal, complete the required fields with the Prime's **Contact**, **Phone**, then click **Save** on the tool bar.

The screenshot shows the 'General' sub-portal of the Minority Solicitation screen. The 'Contact' and 'Phone' fields are highlighted with a red box. The 'Save' button in the toolbar is also highlighted with a red box. The screen displays 'Status: Draft' and 'Due Date: 03/08/2018'. Below the General section, there are sections for Subcontractors, Workflow, and Audit Information.


5. Add solicitations by selecting **NEW** from the Subcontractors sub-portal.

General			
Contact:	<input type="text"/>	Status:	Draft
Phone:	<input type="text"/>	Due Date:	03/08/2018
Subcontractors			NEW
Business Partner	Type of Work	VOSB	DB Contacted Amount
<i>No records found.</i>			
Workflow			
Status	Name	Disposition	Date/Time
<i>No records found.</i>			
Comment: <input type="text"/>			
<small>This comment is associated to a workflow action and will only be saved when performing a workflow action.</small>			
Audit Information			
Created By	Created On	Modified By	Modified On
ECMS System/PennDOT	03/01/2018 11:31:32 AM	ECMS System/PennDOT	03/01/2018 11:31:32 AM

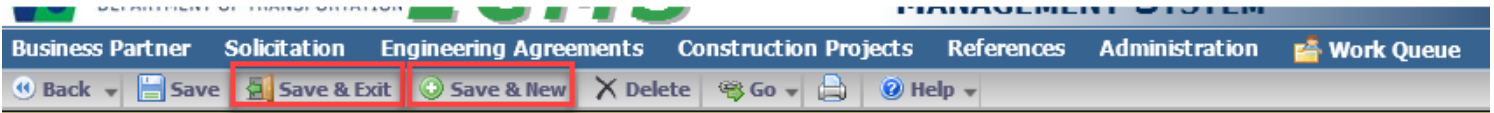
6. Select a DB subcontractor by clicking the **magnifying glass** and complete all fields on this screen that apply.

- If solicitation is made but no quote is received, enter \$0 in the amount field.
- If a quote is received but you are going to self-perform this work item(s), enter a statement in the comment section.
- If a quote is received but you are going to utilize a Non-DB for this work item(s) you must submit the quotes of the DB and Non-DB subcontractors to minorityparticipation@pa.gov. Also, enter a statement in the comment section that states Good Faith Effort (GFE) documents have been submitted via email.

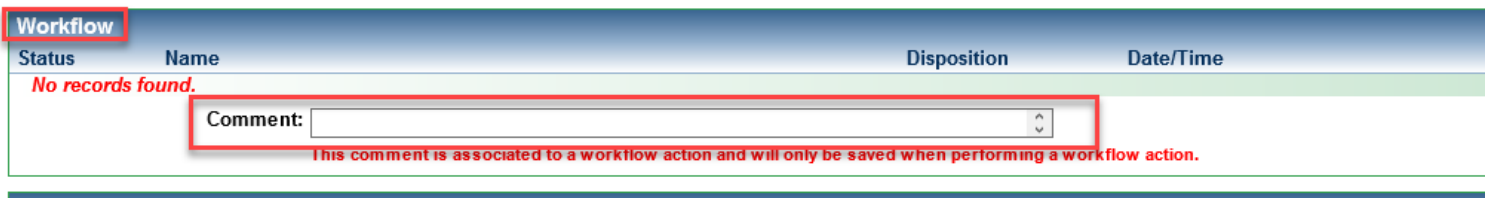
Note: If multiple DB quotes for the same work item(s) are received and you are going to utilize at least one of the DB subcontractors, additional documentation is not required.

Subcontractor	
Business Partner:	<input type="text"/> 
Type of Work:	<input type="text"/>
Contacted By Phone:	<input type="text"/>
Contacted By Fax:	<input type="text"/>
Contacted by Mail:	<input type="text"/>
Contacted by Email:	<input type="text"/>
Amount:	<input type="text"/>
Comment:	<input type="text"/>

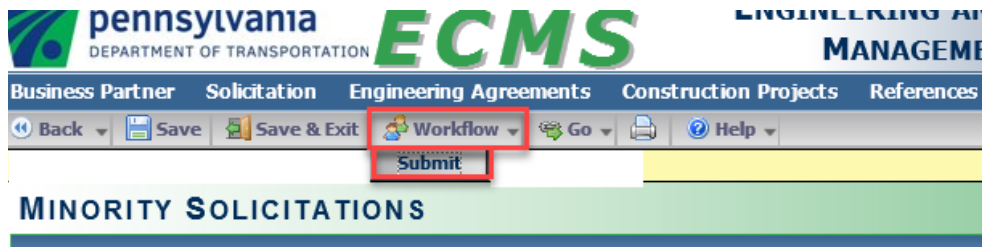
7. In the tool bar select **Save and Exit** to go back to the Minority Solicitation screen or **Save and New** to enter additional DB subcontractors.



8. If you need to add comments, do so in the Workflow sub-portal at the bottom of the screen prior to submitting.



9. When information for all solicitations are complete, from the tool bar select **Workflow, Submit**.



Entering DB Minority Participation and Commitment in ECMS

- The apparent low bidder (Prime) must submit their required DB commitment information electronically in ECMS, Minority Participation and Commitment by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening.
 - The DB subcontractors must acknowledge the commitments for the Prime to submit the required information for PennDOT Review.
 - Once the deadline has passed, the “Submit” function on the Minority Participation and Commitment screen is disabled.
 - The Minority Participant and Commitments can be accessed from either the work queue, the Project Information screen, or the Contractor Checklist.
 - If the apparent low bidder fails to submit the information mentioned above by 3:00 P.M. prevailing local time within 7 calendar days after the bid opening, the bid will be rejected. The next lowest bidder will then have until 3:00 P.M. prevailing local time within 7 calendar days from notification to submit the above information for review.
 - To enter Minority Solicitation, see previous section.
 - The bidder is responsible for ensuring everything is submitted in a timely manner.
1. From the Project Information screen, under the Award section, select **Minority Participation and Commitment**.

The screenshot shows the ECMS Management System interface. At the top, there is a navigation bar with tabs for Business Partner, Solicitation, Engineering Agreements, Construction Projects, References, and Work Queue. Below this is a breadcrumb trail: Back, Help. The main section is titled 'PROJECT INFORMATION' and shows details for Project 47328, including a short description, county, district, SR, group ID, org code, section, and municipality. Below this is a 'Detail Information' section with a grid of categories: Setup, Solicit, Award, Construct, and Closeout. The 'Award' category is highlighted with a red box, and 'Minority Participation and Commitment' is selected within it.

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (1) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 1 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Re Contractor Evalu Quality Survey f Items Project Punchlis Finalization Che Acceptance Cert Final Quantities

- On the Minority Participation and Commitment Screen, under the **General** sub-portal, complete the required fields with the Prime's **Contact** and **Phone**. Then click **Save** from the tool bar.

General

PennDOT Approval Status: **Incomplete**
Revision: Original

Approved: 0.00%
Ready for Review: 0.00%

Contact:
Phone:

Review Required/Completed NEW

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Submission Required SUBMIT

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Additional Requests

Perform Less Than 50% of Work Items:

Status:

Good Faith Effort Evaluation:

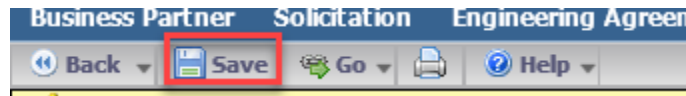
Status:

EDMS Doc Link:

The save button must be clicked in order for PennDOT to receive the requests.

Workflow

Status	Name	Disposition	Date/Time
No records found.			



- To add commitments, click the **NEW** button in the **Review Required/Completed** sub-portal.

General

PennDOT Approval Status: **Incomplete**
Revision: Original

Approved: 0.00%
Ready for Review: 0.00%

Contact:
Phone:

Review Required/Completed NEW

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Submission Required SUBMIT

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Additional Requests

Perform Less Than 50% of Work Items:

Status:

Good Faith Effort Evaluation:

Status:

EDMS Doc Link:

The save button must be clicked in order for PennDOT to receive the requests.

Workflow

Status	Name	Disposition	Date/Time
No records found.			

- After selecting a subcontractor, you need to complete all the required fields, then **Save**. After the Save, additional areas will be available to add more information. Complete the required fields.

Subcontractor

Business Partner: _____ Status: **Draft**

Contact:

Phone:

Type: _____

DBE JVT%: _____

Certification: _____

VBE: _____ DB: _____

Agreement Amount: If acting as a broker, enter only the fee amount and select 'Service' as the Business Type.

Credit (less 2nd tier Sub) Amount: _____

% of Bid: _____

Mobilization:

Starting:

Completion:

Business Type:

Will any portion of this DBE Commitment Amount be sub contracted to a 2nd tier non-DBE sub contractor?:

If **Yes**, Non-DBE 2nd Tier Sub Amount:

If **No**, Leave it blank

Is this DBE a Sub Contractor to the Prime Contractor?:

If **No**, Enter name of sub contractor who is contracting with this DBE:

If **Yes**, Leave it blank

DEPARTMENT OF TRANSPORTATION **COMPS** MANAGEMENT SYSTEM

Business Partner Solicitation Engineering Agreements Construction Projects References Administration Work Queue

Back **Save** Calculate Delete Workflow Go Help

- Adding Work Items, click **Edit** in the Items sub-portal.

Items			Work Class Codes	Unit of Measure	Quantity
Conditional	Partial	Item ▲			
<i>No records found.</i>					

- a. Select all applicable items that this subcontractor will be performing/supplying and click **Apply**.

COMMON SELECTION - MINORITY PARTICIPATION AND COMMITMENT ITEMS

Remove	Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/>	1002-0001	REINFORCEMENT BARS	LB	30,582.000
<input type="checkbox"/>	1002-0053	REINFORCEMENT BARS, EPOXY COATED	LB	28,424.000
<input type="checkbox"/>	9203-0101	TEMPORARY EXCAVATION SUPPORT & PROTECTION SYSTEM	LS	1.000

Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/>	0203-0001	CLASS 1 EXCAVATION	CY 385.000000
<input checked="" type="checkbox"/>	0204-0001	CLASS 2 EXCAVATION	CY 23.000000
<input checked="" type="checkbox"/>	0204-0150	CLASS 4 EXCAVATION	CY 60.000000
<input type="checkbox"/>	0205-0266	SELECTED BORROW EXCAVATION ROCK, CLASS R-6	CY 466.000000
<input type="checkbox"/>	0212-0001	GEOTEXTILE, CLASS 1	LF 135.000000
<input type="checkbox"/>	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY 201.000000
<input type="checkbox"/>	0311-0424	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALs, 25.0 MM MIX, 5" DEPTH	SY 490.000000
<input type="checkbox"/>	0350-0108	SUBBASE 8" DEPTH (NO. 2A)	SY 510.000000
<input type="checkbox"/>	0411-0482	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA WEARING COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALs, 9.5 MM MIX, 1 1/2" DEPTH, SRL-H	SY 490.000000
<input type="checkbox"/>		SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BINDER	

- b. Verify the Selected Records and click **Save**

COMMON SELECTION - MINORITY PARTICIPATION AND COMMITMENT ITEMS

Remove	Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/>	1002-0001	REINFORCEMENT BARS	LB	30,582.000
<input type="checkbox"/>	1002-0053	REINFORCEMENT BARS, EPOXY COATED	LB	28,424.000
<input type="checkbox"/>	9203-0101	TEMPORARY EXCAVATION SUPPORT & PROTECTION SYSTEM	LS	1.000

Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/>	0203-0001	CLASS 1 EXCAVATION	CY 385.000000
<input checked="" type="checkbox"/>	0204-0001	CLASS 2 EXCAVATION	CY 23.000000
<input checked="" type="checkbox"/>	0204-0150	CLASS 4 EXCAVATION	CY 60.000000
<input type="checkbox"/>	0205-0266	SELECTED BORROW EXCAVATION ROCK, CLASS R-6	CY 466.000000
<input type="checkbox"/>	0212-0001	GEOTEXTILE, CLASS 1	LF 135.000000
<input type="checkbox"/>	0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY 201.000000
<input type="checkbox"/>	0311-0424	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALs, 25.0 MM MIX, 5" DEPTH	SY 490.000000
<input type="checkbox"/>	0350-0108	SUBBASE 8" DEPTH (NO. 2A)	SY 510.000000
<input type="checkbox"/>	0411-0482	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA WEARING COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALs, 9.5 MM MIX, 1 1/2" DEPTH, SRL-H	SY 490.000000
<input type="checkbox"/>		SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BINDER	

6. Items are now added to the subcontractor's commitment. If the subcontractor is partially performing a function (flagging, trucking, supplying, etc.) for a work item, click on the **Item Number** hyperlink and the Minority Participation and Commitment Item screen will open.

Items						EDIT
Conditional	Partial	Item	Description	Work Class Codes	Unit of Measure	Quantity
		0201-0001	CLEARING AND GRUBBING	A	LS	1.000

Workflow

- a. Click on the **Partial** dropdown arrow and select **Yes**.
- b. Enter a brief **description** of the function being performed.

Item

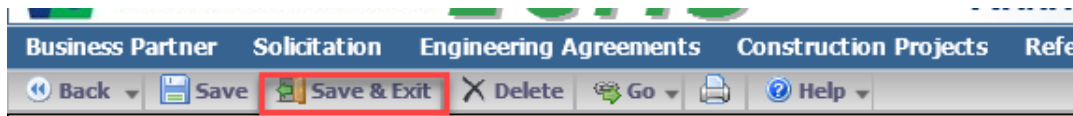
Item: 0201-0001
 Description: CLEARING AND GRUBBING
 Unit of Measure: LS
 Quantity: 1.000
 Work Class Codes: A

Partial

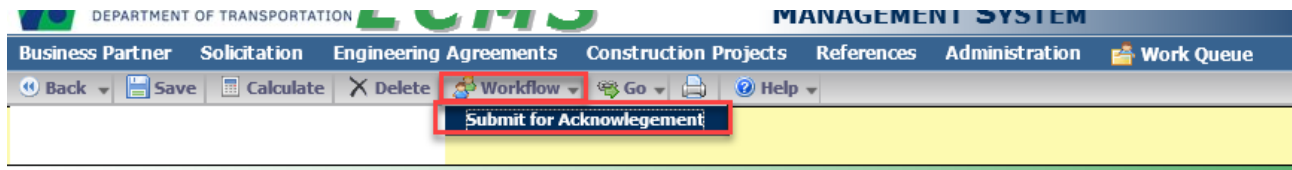
Partial: ▼
 Description:

Audit Information

- c. From the tool bar select **Save and Exit**.



7. Verify all items are complete and correct for the subcontractor's commitment. From the tool bar, select **Workflow, Submit for Acknowledgement**. This will send it to the DB to acknowledge the commitment. On the Minority and Participation screen the Submission Required sub-portal should now show "Awaiting Acknowledgement".



Review Required/Completed						NEW
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
No records found.						
Submission Required						SUBMIT
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
Awaiting Acknowledgement		Subcontractor	7.78%			

Additional Requests

8. To edit, see the Edit the DB Commitment section.

Edit DB Commitments

The Contractor can edit the Commitments if it's prior to the deadline; see the following scenarios below. Please note All Commitments must be in PennDOT Review by 3:00 P.M. prevailing local time 7 calendar days of being named the apparent low bidder.

1. Before the Subcontractor Acknowledges the Commitment.
 - a. Select the Commitment that needs to be corrected.
 - b. Correct any fields, click **Save**.
 - c. Open the **Items** links to edit and/or click **Edit** to make corrections. Click **Save/Exit** from the tool bar.
 - d. Status should still be "Awaiting Acknowledgment", if not, then **Workflow/Submit for Acknowledgement**.

2. After the Subcontractor Acknowledges the Commitment.
 - a. Open the incorrect commitment, then from the tool bar select **Workflow/Delete**.
 - b. Recreate the commitment as shown in the Entering Minority Participation and Commitment, resubmit to DB.

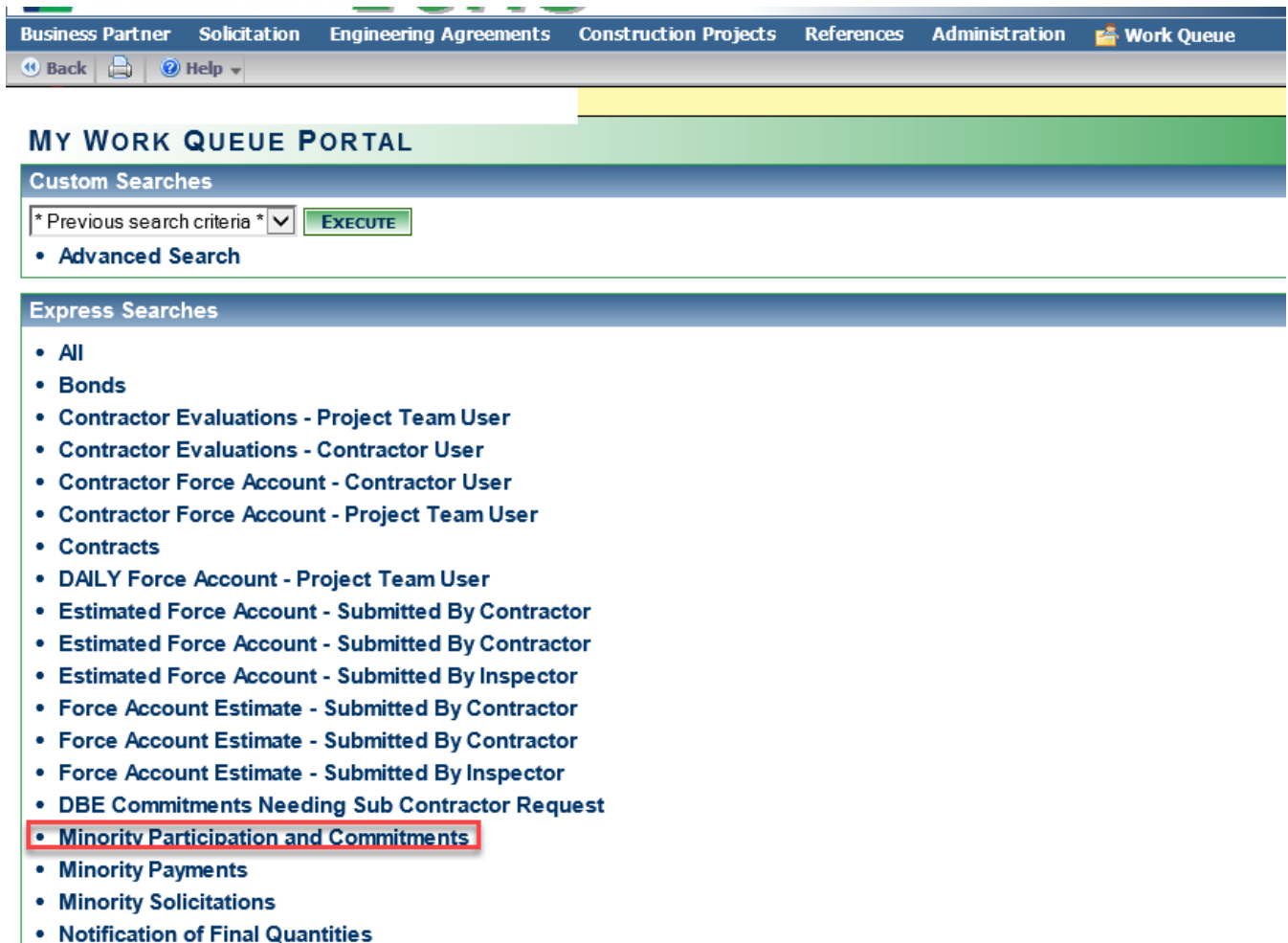
DB Acknowledges Minority Participation Commitment

This acknowledgement is necessary for the Prime to submit the required information by the deadline mentioned above.

1. To acknowledge a commitment from a contractor, from the menu bar, select **Work Queue**.



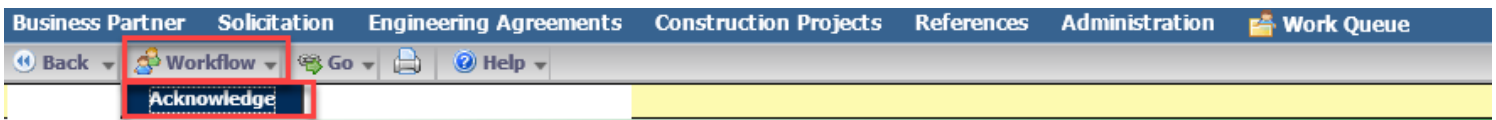
2. From the Work Queue screen select **Minority Participation and Commitments**.



3. Chose the project you wish to acknowledge by clicking on the **Project Number** hyperlink.
 - If you do not see any projects in the work queue, either (1) you have no projects to acknowledge or (2) you do not have the proper role associated to your user id to perform this function and you should contact your administrator.

MY WORK QUEUE ITEMS						
Minority Participation and Commitments						
Project	Sub BPID	County	SR	Section	Status	Last Modified
012345					Awaiting Acknowledgement	03/01/2018
678910					Awaiting Acknowledgement	03/02/2018

4. Verify all the information the contractor has entered is correct.
 - If information is incorrect, discuss errors with the contractor so they can make any revisions necessary. After the revisions are saved, it should be available for acknowledgement.
 - If the information is correct, then from the tool bar select **Workflow, Acknowledge**.



5. Contact the Prime to inform them the commitment has been acknowledged. ECMS does not automatically email the Prime.

Final Steps for the Prime Contractor

- Please note Commitments are not considered submitted until you complete this section.
- Once the DB subcontractor acknowledges their commitment, the status on the Minority Participation and Commitment screen should change to **Acknowledged**. You can either click **Submit** from the Submission Required sub-portal, as each acknowledgement comes in or you can wait for all of them and submit at one time.

Review Required/Completed						NEW
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
<i>No records found.</i>						

Submission Required						SUBMIT
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
Acknowledged		Regular Dealer	3.44%		03/01/2018	
Awaiting Acknowledgement		Subcontractor	0.43%			
Awaiting Acknowledgement		Subcontractor	0.22%			

- The submissions will be moved to the Review Required/Completed sub-portal with a status of **PennDOT Review**.

Review Required/Completed						NEW
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
PennDOT Review		Service	0.23%	03/01/2018	03/01/2018	
PennDOT Review		Service	0.37%	03/02/2018	03/02/2018	

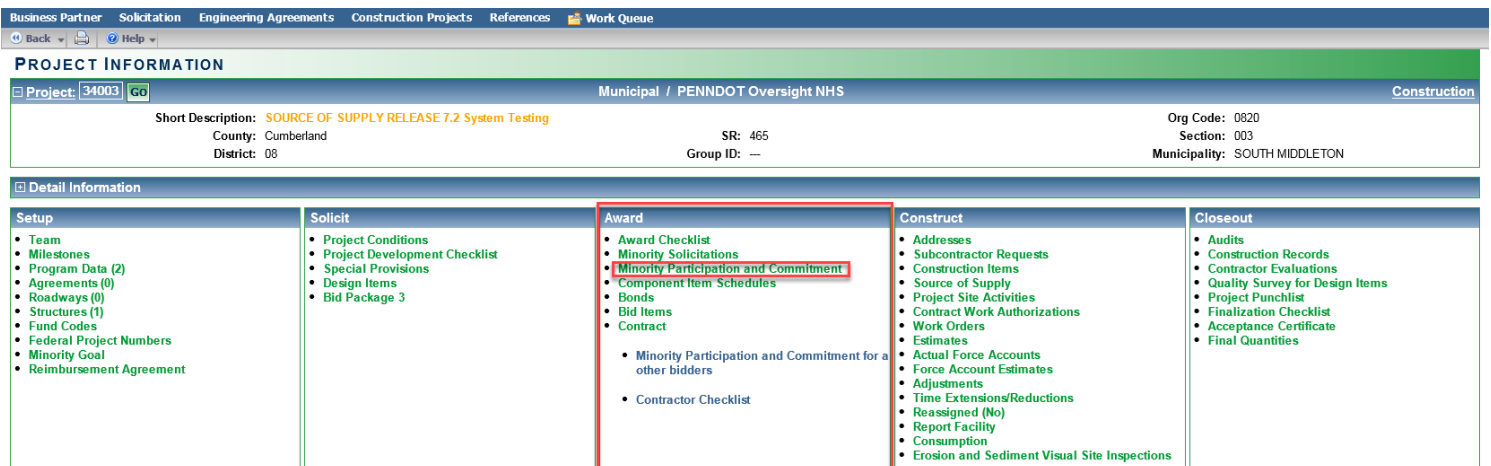
Submission Required						SUBMIT
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
Awaiting Acknowledgement		Service	4.03%			

Entering DBE Minority Participation and Commitments in ECMS

- **All bidders** must submit their required DBE commitment information electronically in ECMS by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening.
- Bidders can also enter their DBE information during the bidding process. See Chapter 7.
- **The Apparent Low Bidder** can access the Minority Participation and Commitment from the work queue, Contractor Checklist hyperlink, or from the Project Information screen, Minority Participation and Commitment hyperlink.
- **All Other Bidders** must use work queue from the menu bar and the select Minority Participation and Commitment All Other Bidders.
- The DBE subcontractors must acknowledge the commitments before the Prime can submit the required information for PennDOT Review.
- Once the deadline has passed, the “Submit” function on the Minority Participation and Commitment screen is disabled.
- Should the apparent low bidder fail to meet bid requirements, the next lowest-bidder will be evaluated. The information entered in the Minority Participation and Commitment All Other Bidders is automatically copied over. Unlike Non-Federally Funded projects, Federally Funded projects require all bidders to submit commitments by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening.
- The bidder is responsible for ensuring everything is submitted in a timely manner.

Apparent Low Bidder Entering Commitments, Beginning Process

1. Navigate to the Project Information screen.
2. From the Award section, select **Minority Participation and Commitments**.



3. See Entering Minority Participation and Commitments for All Bidders.

All Other Bidders Entering Commitments, Beginning Process

1. From the menu bar select **Work Queue**.
2. Select “**Minority Participation and Commitments for All Other Bidders**”
3. See Entering Minority Participation and Commitments for All Bidders

Entering Minority Participation and Commitments for All Bidders

1. On the Minority Participation and Commitment screen, in the **General** sub-portal, complete the required fields with the Prime’s **Contact** and **Phone** and click **Save** from the tool bar.

General

Approved: 0.00%
Ready for Review: 0.00%

PennDOT Approval Status: **Incomplete**
Revision: Original

Contact: Phone:

Review Required/Completed NEW

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Submission Required SUBMIT

Status	Business Partner	Business	% of Bid	Submitted	Acknowledged
No records found.					

Additional Requests

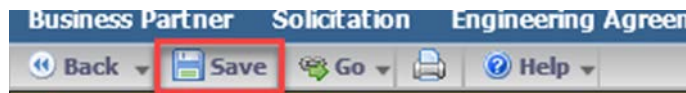
Perform Less Than 50% of Work Items: Status:

Good Faith Effort Evaluation: Status: EDMS Doc Link:

The save button must be clicked in order for PennDOT to receive the requests.

Workflow

Status	Name	Disposition	Date/Time
No records found.			



- To add commitments, click on the **New** button in the **Review Required/Completed** sub-portal.

The screenshot displays a web application interface with several sections:

- General**: Shows 'Approved: 0.00%' and 'Ready for Review: 0.00%'. The 'PennDOT Approval Status' is 'Incomplete' with a 'Revision: Original'. There are input fields for 'Contact' and 'Phone'.
- Review Required/Completed**: A table with columns 'Status', 'Business Partner', 'Business', '% of Bid', 'Submitted', and 'Acknowledged'. A 'NEW' button is highlighted in a red box. Below the table, it says 'No records found.'
- Submission Required**: A table with the same columns as above. A 'SUBMIT' button is highlighted in a green box. Below the table, it says 'No records found.'
- Additional Requests**: Contains two dropdown menus: 'Perform Less Than 50% of Work Items' and 'Good Faith Effort Evaluation'. There are 'Status:' labels and an 'EDMS Doc Link:' label.
- Workflow**: A table with columns 'Status', 'Name', 'Disposition', and 'Date/Time'. Below the table, it says 'No records found.'

A note at the bottom of the 'Additional Requests' section states: 'The save button must be clicked in order for PennDOT to receive the requests.'

- Then select a subcontractor by selecting the **Magnifying Glass**.
- When you select a subcontractor, you will need to enter all the required fields, then click **Save** on the tool bar.

The screenshot shows the 'Subcontractor' form with the following fields:

- Business Partner**: Input field with a magnifying glass icon.
- Type of Work**: Input field with a magnifying glass icon.
- Contacted By Phone**: Input field with a calendar icon.
- Contacted By Fax**: Input field with a calendar icon.
- Contacted by Mail**: Input field with a calendar icon.
- Contacted by Email**: Input field with a calendar icon.
- Amount**: Input field.
- Comment**: Text area.

Below the form is a navigation toolbar with buttons: 'Back', 'Save' (highlighted in a red box), 'Go', a printer icon, and 'Help'.

5. After you save, additional areas will be available to add more information.

Subcontractor

Business Partner: Status: **Draft**

Contact:

Phone:

Type: DBE JV%: Certification: Will any portion of this DBE Commitment Amount be sub contracted to a 2nd tier non-DBE sub contractor?:

VBE: Agreement Amount: DB:

Credit (less 2nd tier Sub) Amount: If acting as a broker, enter only the fee amount and select 'Service' as the Business Type.

% of Bid: Is this DBE a Sub Contractor to the Prime Contractor?:

Mobilization: If **No**, Enter name of sub contractor who is contracting with this DBE:

Starting: (If **Yes**, Leave it blank)

Completion:

Business Type:

6. In the NAICS sub-portal, click on **Select** to add NAICS codes for subcontractor.

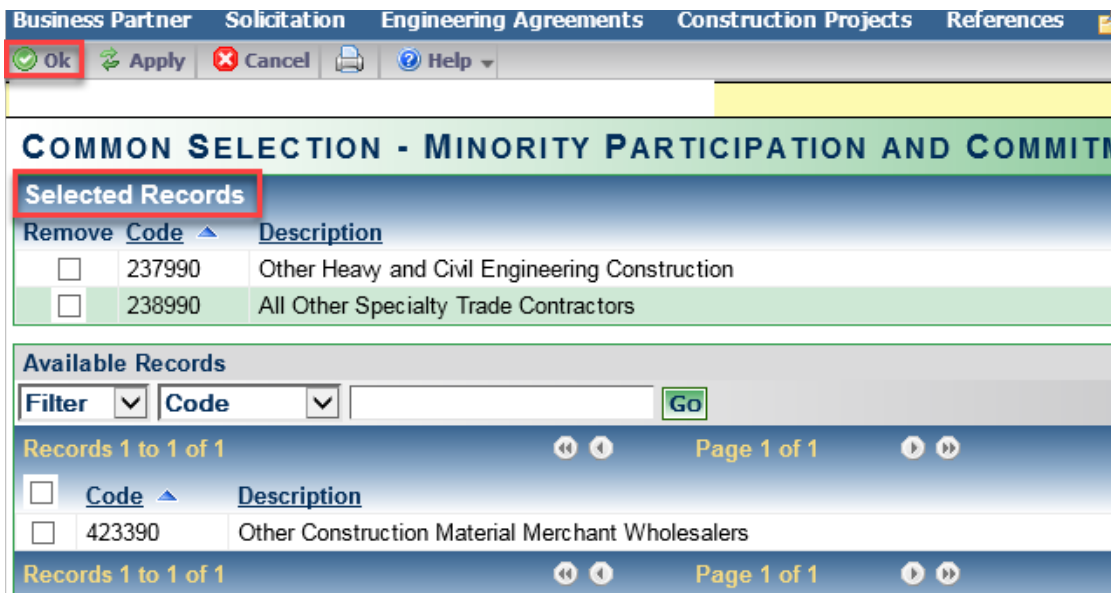
Code	Description
238210	Electrical Contractors and Other Wiring Installation Contractors

SELECT

a. Select the NAICS codes that apply to the work item(s) the DBE will be performing and click **Apply** from the tool bar.



- b. Verify the Selected Records, then click **Ok** from the tool bar. This should return you to the subcontractor's Minority Participation and Commitment Detail screen.



7. To add work items click **Edit** in the Items sub-portal.

Items						
Conditional	Partial	Item	Description	Work Class Codes	Unit of Measure	Quantity
		0201-0001	CLEARING AND GRUBBING	A	LS	1.000

Workflow

- a. Select all **applicable Items** that this subcontractor will be performing/supplying, etc. and click **Apply** from the tool bar.

COMMON SELECTION - MINORITY PARTICIPATION AND COMMITMENT ITEMS

Selected Records

Remove	Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/>	1002-0001	REINFORCEMENT BARS	LB	30,582.000
<input type="checkbox"/>	1002-0053	REINFORCEMENT BARS, EPOXY COATED	LB	28,424.000
<input type="checkbox"/>	9203-0101	TEMPORARY EXCAVATION SUPPORT & PROTECTION SYSTEM	LS	1.000

Available Records

Filter: [v] Item #: [v] [Go]

Records 1 to 65 of 65 Page 1 of 1 Records Per Page: 500

Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/> 0203-0001	CLASS 1 EXCAVATION	CY	385.000000
<input type="checkbox"/> 0204-0001	CLASS 2 EXCAVATION	CY	23.000000
<input type="checkbox"/> 0204-0150	CLASS 4 EXCAVATION	CY	60.000000
<input type="checkbox"/> 0205-0266	SELECTED BORROW EXCAVATION ROCK, CLASS R-6	CY	466.000000
<input type="checkbox"/> 0212-0001	GEOTEXTILE, CLASS 1	LF	135.000000
<input type="checkbox"/> 0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY	201.000000
<input type="checkbox"/> 0311-0424	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX 5" DEPTH	SY	490.000000
<input type="checkbox"/> 0350-0108	SUBBASE 8" DEPTH (NO. 2A)	SY	510.000000
<input type="checkbox"/> 0411-0482	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA WEARING COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 9.5 MM MIX 1 1/2" DEPTH, SRL-H	SY	490.000000
	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BINDER		

- b. Verify the Selected Records and click **Save** from the tool bar.

COMMON SELECTION - MINORITY PARTICIPATION AND COMMITMENT ITEMS

Selected Records

Remove	Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/>	1002-0001	REINFORCEMENT BARS	LB	30,582.000
<input type="checkbox"/>	1002-0053	REINFORCEMENT BARS, EPOXY COATED	LB	28,424.000
<input type="checkbox"/>	9203-0101	TEMPORARY EXCAVATION SUPPORT & PROTECTION SYSTEM	LS	1.000

Available Records

Filter: [v] Item #: [v] [Go]

Records 1 to 65 of 65 Page 1 of 1 Records Per Page: 500

Item #	Description	Unit of Measure	Item Qty
<input type="checkbox"/> 0203-0001	CLASS 1 EXCAVATION	CY	385.000000
<input type="checkbox"/> 0204-0001	CLASS 2 EXCAVATION	CY	23.000000
<input type="checkbox"/> 0204-0150	CLASS 4 EXCAVATION	CY	60.000000
<input type="checkbox"/> 0205-0266	SELECTED BORROW EXCAVATION ROCK, CLASS R-6	CY	466.000000
<input type="checkbox"/> 0212-0001	GEOTEXTILE, CLASS 1	LF	135.000000
<input type="checkbox"/> 0212-0014	GEOTEXTILE, CLASS 4, TYPE A	SY	201.000000
<input type="checkbox"/> 0311-0424	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BASE COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 25.0 MM MIX 5" DEPTH	SY	490.000000
<input type="checkbox"/> 0350-0108	SUBBASE 8" DEPTH (NO. 2A)	SY	510.000000
<input type="checkbox"/> 0411-0482	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA WEARING COURSE, PG 64-22, 0.3 TO < 3 MILLION ESALS, 9.5 MM MIX 1 1/2" DEPTH, SRL-H	SY	490.000000
	SUPERPAVE ASPHALT MIXTURE DESIGN, WMA BINDER		

8. Items are now added to the subcontractor's commitment. If the subcontractor is partially performing a function (flagging, trucking, supplying, etc.) for a work item, click on the **Item Number hyperlink** and the Minority Participation and Commitment Item screen will open.

Items							EDIT
Conditional	Partial	Item	Description	Work Class Codes	Unit of Measure	Quantity	
		0201-0001	CLEARING AND GRUBBING	A	LS	1.000	

Workflow

- a. Click on the Partial dropdown arrow and select **Yes**.
- b. Enter a brief description of the function being performed (example: flagging, trucking, supplying, etc.)

Item

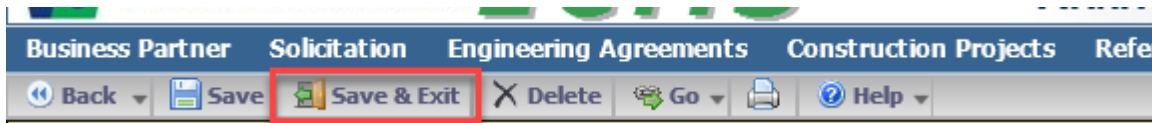
Item: 0201-0001
 Description: CLEARING AND GRUBBING
 Unit of Measure: LS
 Quantity: 1.000
 Work Class Codes: A

Partial

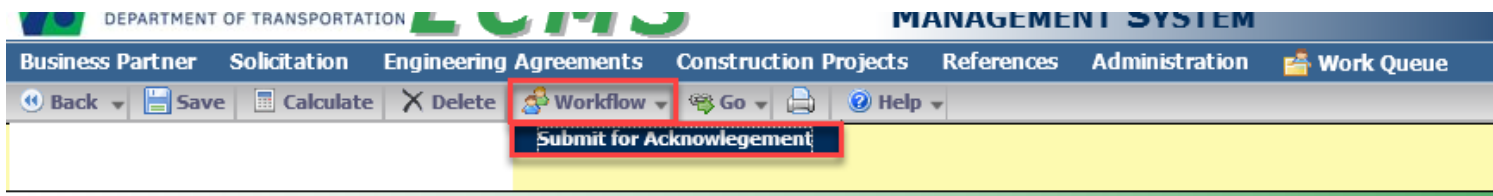
Partial:
 Description:

Audit Information

- c. Click **Save and Exit** from the menu bar.



9. Verify all items are complete and correct for the subcontractor's commitment. From the tool bar select **Workflow** then **Submit for Acknowledgement**. This will send it to the DBE to acknowledge the commitment.



10. The status should now say **Awaiting Acknowledgement**.

Review Required/Completed						NEW
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
<i>No records found.</i>						
Submission Required						SUBMIT
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
Awaiting Acknowledgement		Subcontractor	7.78%			
Additional Requests						

Edit DBE Commitments

The Contractor can edit the Commitments if it's prior to the deadline; see the following scenarios below. Please note **All Commitments** must be in PennDOT Review by 3:00 P.M. prevailing local time 5 calendar days of Bid Opening.

1. Before the Subcontractor Acknowledges the Commitment.
 - a. Select the Commitment that needs to be corrected.
 - b. Correct any fields, click **Save**.
 - c. Open the **Items** links to edit and/or click **Edit** to make corrections. Click **Save/Exit** from the tool bar.
 - d. Status should still be "Awaiting Acknowledgment", if not, then **Workflow/Submit for Acknowledgement**.

2. After the Subcontractor Acknowledges the Commitment.
 - a. Open the incorrect commitment, then from the tool bar select **Workflow/Delete**.
 - b. Recreate the commitment as shown in the Entering Minority Participation and Commitment, resubmit to DBE.

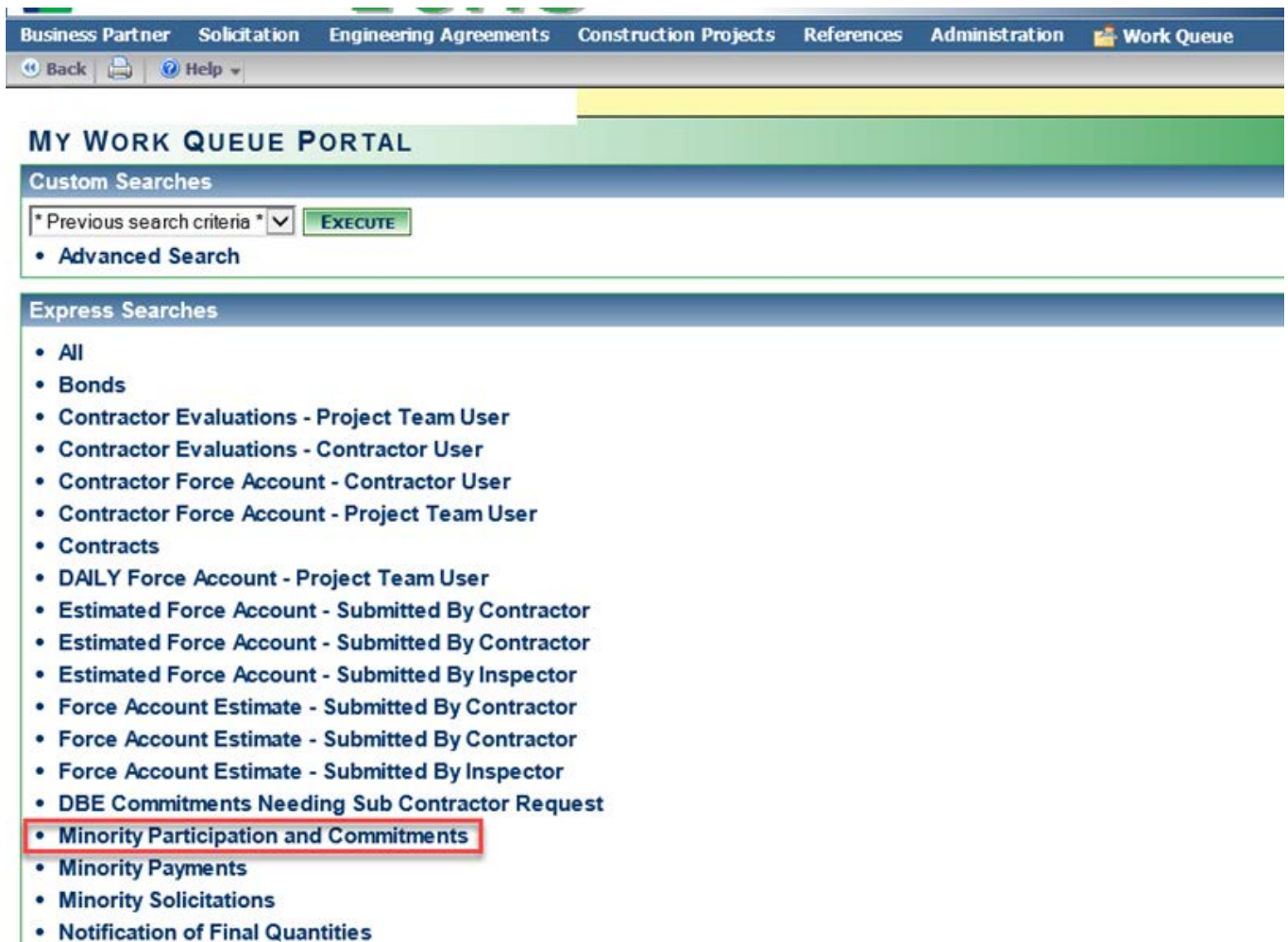
DBE Acknowledges Minority Participation and Commitment

- This acknowledgement is necessary for the bidders to submit the required information by 3:00 P.M. prevailing local time within 5 calendar days after the bid opening.

1. From the menu bar select **Work Queue**.



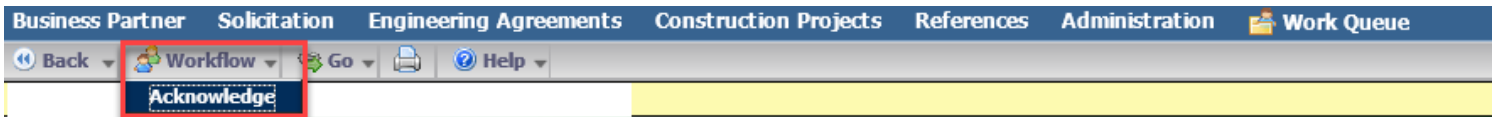
2. From the My Work Queue Portal, select **Minority Participation and Commitments**.



3. Chose the project you wish to acknowledge by clicking the **Project Number hyperlink**.
 - If you do not see any projects in the work queue, either (1) you have no projects to acknowledge or (2) you do not have the proper role associated to your user id to perform this function and you should contact your administrator.

MY WORK QUEUE ITEMS						
Minority Participation and Commitments						
Project	Sub BPID	County	SR	Section	Status	Last Modified
012345					Awaiting Acknowledgement	03/01/2018
678910					Awaiting Acknowledgement	03/02/2018

4. Verify all the information the prime contractor entered onto the screen is correct.
 - a. If yes, click on **Workflow, Acknowledge** in the tool bar at the top of the page.
 - b. If no, discuss with the prime contractor so they can make any revisions necessary. After the revisions are saved, it should be available for you to acknowledge.



5. ECMS does not automatically notify the contractor the commitment was acknowledged, inform the Contractor the commitments were acknowledged.

Final Steps for All Bidders

- Please note Commitments are not considered submitted until you complete this section.
- Once the DBE acknowledges the commitment, the status will change to **Acknowledged**. You can either select **Submit** as each acknowledgement comes in or you can wait for all of them and submit at one time.

Review Required/Completed						NEW
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
<i>No records found.</i>						

Submission Required						SUBMIT
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
Acknowledged		Regular Dealer	3.44%		03/01/2018	
Awaiting Acknowledgement		Subcontractor	0.43%			
Awaiting Acknowledgement		Subcontractor	0.22%			

- After clicking submit, your submissions will be moved to the Review Required/Completed sub-portal with a status of **PennDOT Review**. Your commitments are only considered submitted if they have a status of **PennDOT Review**.

Review Required/Completed						NEW
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
PennDOT Review		Service	0.23%	03/01/2018	03/01/2018	
PennDOT Review		Service	0.37%	03/02/2018	03/02/2018	

Submission Required						SUBMIT
Status	Business Partner	Business	% of Bid	Submitted	Acknowledged	
Awaiting Acknowledgement		Service	4.03%			

Chapter 9: Contractor Checklist

- Contractor Checklist Overview
- All Projects
- Federally Funded Projects
- Non-Federally Funded Projects

Contractor Checklist Overview

The Contractor Checklist provides a centralized location for the prime contractor to upload their completed Public Works Employment Verification form, Good Faith Effort documentation if applicable, and their minority solicitations and commitments.

The Public Works Employment Verification form is required on all projects.

For Federally funded projects, the DBE Commitments hyperlink will take the contractor to the Minority Participation and Commitment screen. If a contractor is not able to meet the minority goal on a project, they can upload their Good Faith Effort documentation on the Contractor Checklist.

For Non-Federally funded projects, the Contractor Checklist contains hyperlinks for DB Commitment and Minority Solicitation.

The following table outlines the steps, user and functions that comprise the Contractor Checklist process:

Step	User ECMS Security Role
All Projects	
Upload Public Works Employment Verification form.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Federally-funded projects	
Submit DBE Commitment. If applicable, submit Good Faith Effort documentation.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Non-Federally funded projects	
Submit DB Commitment and Minority Solicitation.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin

All Projects

Navigate to Contractor Checklist

1. Navigate to the Project Information page.

PROJECT INFORMATION

Project: 70175 Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project**
 County: Franklin SR: 0316 Org Code: 0800
 District: 08 Group ID: PDF/R26.4 Section: RRX
 Municipality: CHAMBERSBURG

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (1) Agreements (0) Roadways (0) Structures (0) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 2 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Finalization Checklist Acceptance Certificate Final Quantities

2. Click Contractor Checklist.

PROJECT INFORMATION

Project: 70175 Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project**
 County: Franklin SR: 0316 Org Code: 0800
 District: 08 Group ID: PDF/R26.4 Section: RRX
 Municipality: CHAMBERSBURG

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (1) Agreements (0) Roadways (0) Structures (0) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 2 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Finalization Checklist Acceptance Certificate Final Quantities

3. View the Contractor Checklist screen.

CONTRACTOR CHECKLIST

Project: 70175 Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project**
 County: Franklin SR: 0316 Org Code: 0800
 District: 08 Group ID: PDF/R26.4 Section: RRX
 Municipality: CHAMBERSBURG

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

Public Works Employment Verification Form

The apparent low bidder is required to submit a Public Works Employment Verification Form by 3:00 P.M. prevailing local time within 7 calendar days of bid opening. Should the apparent low bid be rejected the next lowest bidder will have until 3:00 P.M. prevailing local time 7 calendar days from notification to submit the Public Works Employment Verification Form.

Note: The blank Public Works Verification Form can be accessed from the ECMS File Cabinet.

1. Click **Public Works Employment Verification Form** hyperlink.

CONTRACTOR CHECKLIST

Project: 70175 Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project** Org Code: 0800
 County: Franklin SR: 0316 Section: RRX
 District: 08 Group ID: PDF/R26.4 Municipality: CHAMBERSBURG

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

2. In the Attachment Title: area leave in **“Public Works Employment Verification Form”**.

CHECKLIST ITEM

Project: 70175 Standard / Federal Oversight Pre-Award

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Detail

Category: Pre-Award Checklist Items Status: **Incomplete**
 Type: Public Works Employment Verification Form Business Partner: Construction Contr 183
 Completed: 08/28/2018
 Completed By: ECMS System/PennDOT

Comments:

Attachments

Attachment Title: **Public Works Employment Verification Form** Document Type: Public Work Verification Form

Description:
 File:

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
<i>No records found.</i>					

Attachments Pending Removal

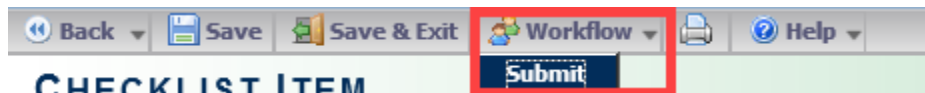
Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
<i>No records found.</i>						

3. Select **“Browse”** and select your **completed Public Works Employment Verification Form** from your computer’s database.

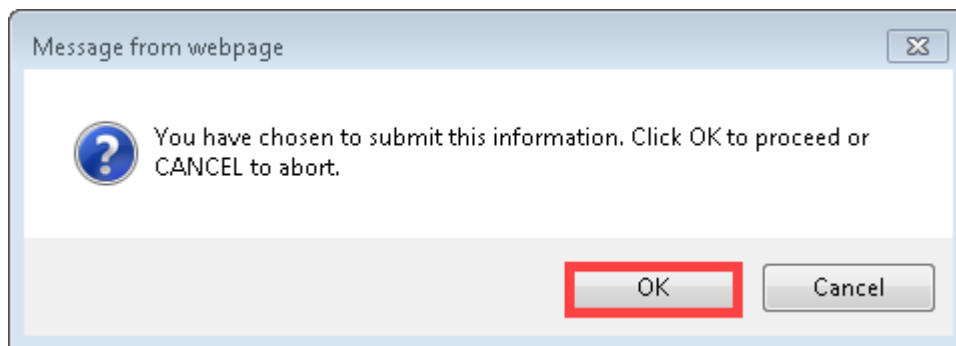
4. Click **Save**.



5. Click **Workflow** and **Submit**.



6. Click **OK**.



7. View Public Works Employment Verification Form to ensure it has been submitted.

CHECKLIST ITEM					
Project: 70175		Standard / Federal Oversight			Pre-Award
Construction Contr 183 - 000183					
Joint Venture: Brown and Boland - 000240		Let Date: 08/28/2018		Bid Amt: <u>\$96,600.00</u>	
Bid Package: 2		Bid Status: Apparent			
Detail					
Category: Pre-Award Checklist Items		Type: Public Works Employment Verification Form		Status: Review	
				Business Partner: Construction Contr 183	
				Completed: 09/04/2018	
				Completed By: Contractor Principal/PennDOT BP-000183	
Comments:					
Attachments					
Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
 Public Works Employment Verification Form	Public Work Verification Form	Adobe PDF	1.02 MB	09/04/2018	

Federally-Funded Projects

DBE Commitment

1. Navigate back to the Contractor Checklist screen.

CONTRACTOR CHECKLIST

Project: 70175 [Go](#) Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project** Org Code: 0800
 County: Franklin SR: 0316 Section: RRX
 District: 08 Group ID: PDF/R26.4 Municipality: CHAMBERSBURG

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

2. Click **DBE Commitment**.

CONTRACTOR CHECKLIST

Project: 70175 [Go](#) Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project** Org Code: 0800
 County: Franklin SR: 0316 Section: RRX
 District: 08 Group ID: PDF/R26.4 Municipality: CHAMBERSBURG

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

3. Users will be taken to the Minority Participation and Commitment screen, see Chapter 8 for relevant requirements and on how to fill out this screen.

Good Faith Effort

Please Note: Use only if you are not going to meet the goal assigned for the project

1. Navigate back to the **Contractor Checklist** screen.

CONTRACTOR CHECKLIST

Project: 70175 [Go](#) Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project** Org Code: 0800
 County: Franklin SR: 0316 Section: RRX
 District: 08 Group ID: PDF/R26.4 Municipality: CHAMBERSBURG

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DBE Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

2. Click **Good Faith Effort**.

CONTRACTOR CHECKLIST

Project: 70175 Standard / Federal Oversight Pre-Award

Short Description: **Matt - Expedite Replacement - Test Project** Org Code: 0800
 County: Franklin SR: 0316 Section: RRX
 District: 08 Group ID: PDF/R26.4 Municipality: CHAMBERSBURG

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Title	BP ID	Status	Date	Doc Link
Public Works Employment Verification Form	000183	Incomplete	08/28/2018	
DRF Commitment	000183	Review	08/28/2018	
Good Faith Effort	000183	Incomplete	08/29/2018	

3. In the Attachment Title: area type in **“Good Faith Effort”**

CHECKLIST ITEM

Project: 70175 Standard / Federal Oversight Pre-Award

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Detail

Category: Pre-Award Checklist Items
 Type: Good Faith Effort
 Status: **Incomplete**
 Business Partner: Construction Contr 183
 Completed: 08/29/2018
 Completed By: Contractor Principal/PennDOT BP-000183

Comments:

Attachments

Attachment Title: Document Type: Miscellaneous Contract Awards Checklist Item

Description:
 File:

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

4. Select **“Browse”** and select the **Good Faith Effort** documentation from your database to upload.

CHECKLIST ITEM

Project: 70175 Standard / Federal Oversight Pre-Award

Construction Contr 183 - 000183

Joint Venture: Brown and Boland - 000240
 Let Date: 08/28/2018 Bid Amt: **\$96,600.00**
 Bid Package: 2 Bid Status: Apparent

Detail

Category: Pre-Award Checklist Items
 Type: Good Faith Effort
 Status: **Incomplete**
 Business Partner: Construction Contr 183
 Completed: 08/29/2018
 Completed By: Contractor Principal/PennDOT BP-000183

Comments:

Attachments

Attachment Title: Document Type: Miscellaneous Contract Awards Checklist Item

Description:
 File:

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

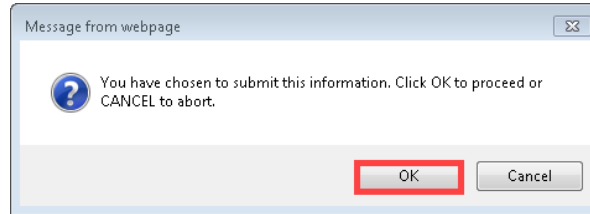
5. Click **Save**



6. Click **Workflow** and **Submit**.



7. Click **OK**



8. View **Good Faith Effort** submission.

CHECKLIST ITEM

Project: 70175 Standard / Federal Oversight Pre-Award
Construction Contr. 183 - 000183

Joint Venture: Brown and Boland - 000240
Let Date: 09/29/2018 Bid Amt: \$96,600.00
Bid Package: 2 Bid Status: Apparent

Detail

Category: Pre-Award Checklist Items Status: **Review**
Type: Good Faith Effort Business Partner: Construction Contr 183
Completed: 09/07/2018
Completed By: Contractor Principal/PennDOT BP-000183

Comments:

Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
Good Faith Effort	Miscellaneous Contract Awards Checklist Item	Adobe PDF	1.02 MB	09/07/2018	

Non-Federally Funded Projects

DB Commitment and Minority Solicitation

The Contractor Checklist for Non-Federally Funded Projects will have a DB Commitment hyperlink and a Minority Solicitation hyperlink.

1. The DB Commitment link will redirect the user to the Minority Commitment and Participation screen.
2. The Minority Solicitation hyperlink will redirect the user to the Minority Solicitation screen.

Refer to Chapter 8 for relevant requirements and to see how to fill out these screens.

Chapter 10: Component Item Schedule

- Component Item Schedule Overview
- Create a Component Item Schedule for Contractor-Designed Component Items
- View and Update the Component Item Schedule for PennDOT-Designed Component Items

Component Item Schedule Overview

The Component Item Schedule (CIS) is part of the Contract Awards process and is accessed by the contractor from a hyperlink on the Project Information screen for a specific project. A component item schedule is required to be submitted for each lump sum item, if required, on a project before any items can be paid.

When the Component Item Schedule is submitted the status is changed to “Review” and becomes available to PennDOT as soon as it is submitted. Once submitted, it cannot be edited either by the Contractor or by PennDOT unless the status is reverted to “Draft”. PennDOT can change the status by clicking the “Correct” button to return it to Draft status. Once the schedule has been reverted to Draft status, it is available for the Contractor to make corrections and resubmit it for approval.

If no bid justification is required, the contractor may submit the component item schedule after the contract has been executed and/or the notice to proceed has been issued. If submitted when the project status is Pre-Construction, NTP Issued or Construction, the component item schedule is automatically approved by ECMS.

If PennDOT has provided a component item schedule, the CIS includes the PennDOT-designed component items, and the quantity and unit price fields are editable on the Component Item Detail screen. The contractor accesses the detail screen to enter the values in these fields

If it is a Contractor-designed component item schedule, the component items must be added by the contractor. If there are no pre-populated component items in the list, the contractor creates the component item schedule by clicking the ADD button which opens the detail screen with all data fields open for entry.

When the component item schedule is submitted, ECMS checks to ensure that the price the contractor bid at the lump sum item level matches the sum of the component item totals. If these values differ, the component item schedule cannot be submitted. The Unit Price field allows up to 4 decimal places and the Quantity field allows up to 3 decimal places to help balance these values.

The Submit Component Item Schedule button is only available to the contractor when the component item schedule is in Draft status.

The following table outlines the steps, user and functions that comprise the Component Item Schedule process.

Step	User ECMS Security Role
Contractor is notified of apparent low bidder status.	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers
Contractor creates a component item schedule or views and edits the PennDOT component item schedule if one exists.	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers Contractor Contract Admin
Contractor submits the Component Item Schedule(s) to PennDOT.	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers Contractor Contract Admin
Component Item Schedule is approved. PennDOT can change status back to Draft using the "Correct" button for Contractor to edit and resubmit. Email notification is sent to contractor.	PennDOT
Edit and resubmit the Component Item Schedule if corrections are necessary.	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers Contractor Contract Admin
Approve	PennDOT

Create a Component Item Schedule for Contractor – Designed Component Items

Where PennDOT requires a component item schedule to be submitted but has not provided a design for the component items, the contractor must enter component item information, including the unit price, for lump sum items.

When the component item schedule is submitted ECMS performs an audit to ensure that the price the contractor bid at the lump sum item level matches the sum of the component item totals. If these values differ, the component item schedule cannot be submitted.

1. On the Project Information screen select **Component Item Schedules** under the **Award** header.

The screenshot shows the 'PROJECT INFORMATION' screen for project 88128. The 'Award' section is expanded, and 'Component Item Schedules' is highlighted with a red box. Other sections include Setup, Solicit, Construct, and Closeout.

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (1) Agreements (0) Roadways (1) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 1 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Finalization Checklist Acceptance Certificate Final Quantities

2. Click the **Lump Sum** hyperlink to take you to the Component Item Schedule page

The screenshot shows the 'COMPONENT ITEM SCHEDULES' page for project 88128. The 'Lump Sum' section is highlighted with a red box. The page displays details for the bid package and a list of component items.

Lump Sum	Description	Status
8520.0001	CAST-IN-PLACE CONCRETE BOX CULVERT, AS DESIGNED, S-37354	Draft
8800.0002	SEWERLINE RELOCATION	Draft

3. Click the **New** button. The Component Item Schedule Detail screen is displayed in create mode.

COMPONENT ITEM SCHEDULE				
Project: 11872		Standard / Non - Federal (100% State)		Pre-Award
Short Description: Sities Tunnel Bridge County: Monroe District: 05		SR: 191 Group ID: --	Org Code: 0540 Section: 048 Municipality: POCONO	
H&K Group, Inc. - 000447		Award		CMD Chief Review
Let Date: 08/09/2016 Bid Package: 1		Bid Amt: \$8,087,884.61 Bid Status: Verified		
Lump Sum Item				
Lump Sum: 8000-0001 Lump Sum Description: PRESTRESSED CONCRETE BRIDGE STRUCTURE		Component Design: Contractor Status: Draft		
Component Items				
Description		Unit of Measure	Quantity	Unit Price
No records found.				
			CLEAR	NEW
			Sub Total	
Component Item Schedule Total: Lump Sum Bid Total: \$1,896,983.27				
Workflow				
Status	Name	Disposition	Date/Time	
No records found.				
Comment: <input type="text"/>				
This comment is associated to a workflow action and will only be saved when performing a workflow action.				

4. Enter a description of the component item in the **Description** field.

COMPONENT ITEM SCHEDULE ITEM				
Project: 57556 <input type="button" value="Go"/>		Standard / Non - Federal (100% State)		Pre-Award
Short Description: R26.2 - Script A - System Test County: Centre District: 02		SR: 0220 Group ID: R26.2\Kantner	Org Code: 0900 Section: D10 Municipality: TAYLOR	
Let Date: 03/16/2015 Bid Package: 3		Bid Amt: Bid Status: Verified		
Lump Sum Item				
Lump Sum: 8800-0002 Lump Sum Description: desc		Component Design: Contractor Lump Sum Amount:		
Component Item				
Description: <input type="text"/>		Unit of Measure: Acre	Quantity: <input type="text"/>	Unit Price: <input type="text"/>
		Total:		

5. Enter a **Unit of Measure**.

COMPONENT ITEM SCHEDULE ITEM				
Project: 57556 <input type="button" value="Go"/>		Standard / Non - Federal (100% State)		Pre-Award
Short Description: R26.2 - Script A - System Test County: Centre District: 02		SR: 0220 Group ID: R26.2\Kantner	Org Code: 0900 Section: D10 Municipality: TAYLOR	
Let Date: 03/16/2015 Bid Package: 3		Bid Amt: Bid Status: Verified		
Lump Sum Item				
Lump Sum: 8800-0002 Lump Sum Description: desc		Component Design: Contractor Lump Sum Amount:		
Component Item				
Description: <input type="text"/>		Unit of Measure: Acre	Quantity: <input type="text"/>	Unit Price: <input type="text"/>
		Total:		

- Enter the quantity of the component item in the **Quantity** field. This is a required field that accepts up to 3 decimal places.

COMPONENT ITEM SCHEDULE ITEM

Project: 57556 Standard / Non - Federal (100% State) Pre-Award

Short Description: R26.2 - Script A - System Test
 County: Centre SR: 0220 Org Code: 0800
 District: 02 Group ID: R26.2/Kantner Section: D10
 Municipality: TAYLOR

Let Date: 03/16/2015 Bid Amt:
 Bid Package: 3 Bid Status: Verified

Lump Sum Item

Lump Sum: 8800-0002 Component Design: Contractor
 Lump Sum Description: desc Lump Sum Amount:

Component Item

Description:

Unit of Measure: Acre

Quantity:

Unit Price:

Total:

- Enter the unit price for the component item in the **Unit Price** field. This is a required field that accepts up to 4 decimal places.

COMPONENT ITEM SCHEDULE ITEM

Project: 57556 Standard / Non - Federal (100% State) Pre-Award

Short Description: R26.2 - Script A - System Test
 County: Centre SR: 0220 Org Code: 0800
 District: 02 Group ID: R26.2/Kantner Section: D10
 Municipality: TAYLOR

Let Date: 03/16/2015 Bid Amt:
 Bid Package: 3 Bid Status: Verified

Lump Sum Item

Lump Sum: 8800-0002 Component Design: Contractor
 Lump Sum Description: desc Lump Sum Amount:

Component Item

Description:

Unit of Measure: Acre

Quantity:

Unit Price:

Total:

- Click the **Save/Exit** button on the tool bar. The Component Item Schedule Detail screen is redisplayed.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Workflow Help

The information was saved successfully. (0006)

COMPONENT ITEM SCHEDULE

Project: 57556 Standard / Non - Federal (100% State) Pre-Award

Short Description: R26.2 - Script A - System Test
 County: Centre SR: 0220 Org Code: 0800
 District: 02 Group ID: R26.2/Kantner Section: D10
 Municipality: TAYLOR

Let Date: 03/16/2015 Bid Amt:
 Bid Package: 3 Bid Status: Verified

Lump Sum Item

Lump Sum: 8800-0002 Component Design: Contractor
 Lump Sum Description: desc Status: Draft

Component Items

Description	Unit of Measure	Quantity	Unit Price	Sub Total
Rebar	Pound	15,000.000	\$1.6500	\$24,750.00

Component Item Schedule Total: \$24,750.00
 Lump Sum Bid Total: \$452.00

Workflow

Status	Name	Disposition	Date/Time
No records found.			

Comment:

This comment is associated to a workflow action and will only be saved when performing a workflow action.

The sum of the component item totals must match the price you bid for the lump sum item before ECMS allows you to submit the component item schedule.

The Component Item Schedule Total and the Lump Sum Bid Total fields displayed on the Component Item Schedule screen show the total for all component items and the total that was bid on the lump sum item.

View and Update the Component Item Schedule for PennDOT-Designed Components

When PennDOT has provided the component item breakdown (that is, the item and/or sequence numbers, item description, and quantity for each component in the lump sum), you must enter unit prices for the components of a lump sum bid item.

When the component item schedule is submitted, the system performs an audit to ensure that the price the contractor bid at the lump sum item level matches the sum of the component item totals. If these values differ, the component item schedule cannot be submitted.

1. On the Project Information screen select **Component Item Schedules** under the **Award** header.

2. Click the **Lump Sum** hyperlink to take you to the Component Item Schedule page

Lump Sum	Description	Status
8520.0001	CAST-IN-PLACE CONCRETE BOX CULVERT, AS DESIGNED, S-37354	Draft
8800.0002	SEWERLINE RELOCATION	Draft

- The Component Item Schedule list is displayed showing all lump sum items for which a component item schedule is required to be submitted. Click the Component Items **Description** hyperlink under Component Items to enter quantity and price.

COMPONENT ITEM SCHEDULE					
Project: 88128		Standard / Non - Federal (100% State)			Pre-Award
Short Description: Trib Juniata River Bridge		SR: 2029		Org Code: 0900	
County: Bedford		Group ID: ---		Section: 04B	
District: 09				Municipality: EAST PROVIDENCE	
Let Date: 08/09/2018			Bid Amt:		
Bid Package: 1			Bid Status: Verified		
Lump Sum Item					
Lump Sum: 8520-0001		Component Design: PennDOT			
Lump Sum Description: CAST-IN-PLACE CONCRETE BOX CULVERT, AS DESIGNED, S-37354		Status: Draft			
Component Items					
CLEAR					
Description	Unit of Measure	Quantity	Unit Price	Sub Total	
CLASS 3 EXCAVATION	Cubic Yard	303.000		\$0.00	
SELECTED BORROW EXCAVATION, STRUCTURE BACKFILL	Cubic Yard	152.000		\$0.00	
NO. 57 COARSE AGGREGATE	Cubic Yard	6.000		\$0.00	
FLOWABLE BACKFILL, TYPE B	Cubic Yard	64.000		\$0.00	
CLASS A CEMENT CONCRETE	Cubic Yard	85.000		\$0.00	
CLASS AA CEMENT CONCRETE	Cubic Yard	11.000		\$0.00	
CLASS AAAP CEMENT CONCRETE	Cubic Yard	47.000		\$0.00	
PRECAST REINFORCED CONCRETE WINGWALL	Each	4.000		\$0.00	
SELECTED BORROW EXCAVATION ROCK, CLASS R-7	Cubic Yard	82.000		\$0.00	
MEMBRANE WATERPROOFING SYSTEM INSTALLED ON OTHER SURFACES	Square Yard	4.000		\$0.00	
MEMBRANE WATERPROOFING SYSTEM INSTALLED ON BRIDGE DECK	Square Yard	94.000		\$0.00	
SUPERPAVE ASPHALT MIXTURE DESIGN, WMA WEARING COURSE, PG 64-22, < 0.3 MILLION ESALS, 4.75 MM MIX, SRL-L	Ton	3.000		\$0.00	
PA STRUCTURE MOUNTED GUIDE RAIL BRIDGE BARRIER	Linear Foot	110.000		\$0.00	
SILICONE JOINT SEALING MATERIAL	Linear Foot	121.000		\$0.00	
MECHANICAL SPLICE SYSTEM FOR NO. 6 REINFORCEMENT BARS, EPOXY COATED	Each	12.000		\$0.00	
Component Item Schedule Total:					
Lump Sum Bid Total:					

- Enter in the **Quantity** and **Unit Price** for that Component Item and select **Save**.

COMPONENT ITEM SCHEDULE ITEM					
Project: 88128		Standard / Non - Federal (100% State)			Pre-Award
Short Description: Trib Juniata River Bridge		SR: 2029		Org Code: 0900	
County: Bedford		Group ID: ---		Section: 04B	
District: 09				Municipality: EAST PROVIDENCE	
Let Date: 08/09/2018			Bid Amt:		
Bid Package: 1			Bid Status: Verified		
Lump Sum Item					
Lump Sum: 8520-0001		Component Design: PennDOT			
Lump Sum Description: CAST-IN-PLACE CONCRETE BOX CULVERT, AS DESIGNED, S-37354		Lump Sum Amount:			
Component Item					
Description: CLASS 3 EXCAVATION					
Unit of Measure: Cubic Yard					
Quantity: 303					
Unit Price:					
Total: \$0.0000					

- Repeat the above steps until you have finished entering unit prices for the remaining component items.

You must click the Save button before you click the Next button to navigate to the next component item in the list, or your data will be lost.

The sum of the component item totals must match the price you bid for the lump sum item displayed on the Component Item Schedule screen before ECMS allows you to submit the component item schedule. The Component Item Schedule Total and the Lump Sum Bid Total fields displayed on the Component Item Schedule screen show the total for all component items and the total that was bid on the lump sum item.

Chapter 11: Contract Awards

- Contract Award and Execution Overview
- Sign Contract - Contractor
- Contract Execution

Contract Award and Execution Overview

The Contract is part of the Contract Award and Execution Process and is accessed by the contractor from a hyperlink on the Project Information screen for a specific project in ECMS.

The contract is generated when the project is awarded. The workflow process then begins for contract execution. The contract is then submitted to the prime contractor including all project and contractor information referenced by hyperlinks to the appropriate ECMS screen or EDMS documents. When the last required signature is obtained, the contract status is updated to “Ready to Execute” and ECMS sends an email notification to the Bureau of Project Delivery, Contract Management Section that a contract is ready for execution.

If there are no outstanding errors, Contract Management Division executes the contract

When the contract is executed, ECMS creates the Contract in PDF form, including bid package items, special provisions and attachments, along with DBE/DB, surety and insurance information.

The following table outlines the steps and user(s) comprising the Contract Award and Execution process.

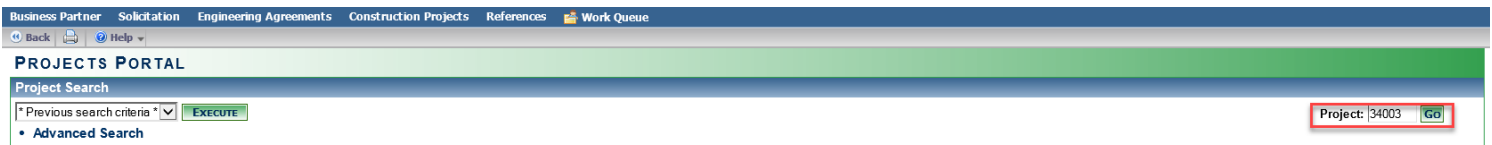
Step	User ECMS Security Role
Contract generated and awarded. Workflow process begins toward contract execution.	PennDOT
An e-mail notification is sent to the prime contractor informing them of the award.	PennDOT
Contract is electronically submitted to the prime contractor for review and acceptance (i.e. signature). Status is changed to “Contractor Review”.	PennDOT
Prime contractor reviews and signs contract.	Prime Contractor • Contractor Principal
PennDOT BOD CMD ensures required insurance and payment and performance bonds have been accepted, reviews and signs contract. Workflow continues.	Bureau of Project Delivery Contract Management Division
When all users in the workflow have reviewed and accepted the contract, the contract review status is changed to “Ready to Execute”. ECMS sends an email notification informing PennDOT that the contract is ready for execution.	ECMS
PennDOT BOD CMD ensures no outstanding errors or project conditions exist. Contract is executed.	Bureau of Project Delivery Contract Management Division
ECMS creates the Contract in PDF format, including bid package items, special provisions and attachments, along with DBE/DB, surety and insurance information.	ECMS

Sign Contract - Contractor

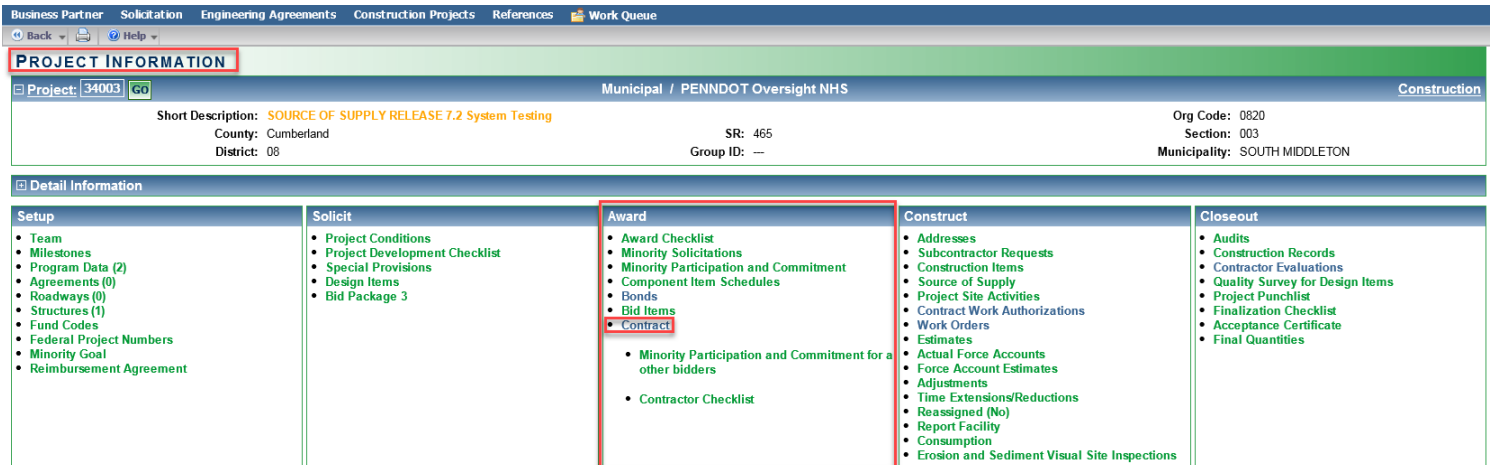
1. From the Menu Bar select **Construction Projects**, then **Projects**.



2. Enter the **Project Number** and select **GO**.



3. On the **Project Information** portal, under the **Award** section select **Contract**.
Note: The following screen is subject to change, but the process will remain the same.



4. The Contract screen is displayed, showing Project Information, as well as the contract for review.

CONTRACT

Project: 100001 Standard / PENNDOT Oversight NHS Award

Short Description: Design activities are limited to: Highway lighting
 County: Beaver
 District: 11

SR: 376
 Group ID: 376/Vanport-Beaver CO Line

Org Code: 1100
 Section: B09
 Municipality: VANPORT T

Contract: 81976

Gulisek Construction LLC 26-3776473
 Mt. Pleasant
 724-696-3341 (phone)
 724-696-4952 (fax)
 lynn.tiernan@gulisek.com
 Prime Business Partner

Lindy Paving, Inc. 25-1422091
 New Galilee
 Joint Venture Partner(s)

Beaver County
 SR 376, Section B09
 Design activities are limited to: Highway lighting
 Location

T112-284-Z001
 Federal Project

P-A0037617B09-1120-373-1
 WBS Element

April 6, 2017
 Bid Opening

Plans | Bid Items | Special Provisions | Attachments | Surety | Insurance | DBE Participation

Addendum issued subsequent to the printed proposal have been incorporated into the text of this contract and the modified portions are annotated in the contract - e.g., A1, A2 etc.
 Incorporated Addenda are as follows:

Addendum No. 1.	A1.	dated 03/24/2017
Addendum No. 2.	A2.	dated 03/31/2017
Addendum No. 3.	A3.	dated 04/03/2017

5. Review the contract as necessary. When satisfied with the contract scroll to the bottom of the page to the **Workflow** sub-portal. Select the appropriate **Job Title** from the drop down list.

Note: If a signature title does not have “apparent authority” to sign (i.e. “President” would be acceptable for a Corporation but not an LLC), a signature authorization or similar documentation would need to be provided to PennDOT.

Additional Information

Contract Status
 Current Contract Status: Contractor Review

Workflow

Status	Name	Disposition	Date/Time
No records found.			

Title: [Dropdown Menu] Other: [Text Field]

Comment: [Text Area]

This comment is associated to a workflow action and will only be saved when performing a workflow action.

6. Once the **Title** is entered, go to the toolbar. From the toolbar select **Workflow** and then **Sign**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Workflow Go Help

Sign

7. Click **OK** on the confirmation window to continue. The status of the contract review is updated to the next user in the workflow and an email notification is sent to authorized users.
- Contracts for review can also be accessed from the Work Queue, see Chapter 13 for more details.

Contract Execution

- Once the contract has been executed, the project status is changed to Pre-Construction (Post-Award) and a Pre-Construction meeting has been held, the project is ready for Notice to Proceed to be issued.
- Once the Notice to Proceed is issued, the project status is updated to NTP Issued and an email notification is sent to the prime contractor notifying them that work on the project may begin on the given date.
- On the given Notice to Proceed date, ECMS moves the project into Construction Status.

Chapter 12: Project Insurance and Bonds

- Project Insurance Overview
- Project Bonds Overview
- Create and Submit a Performance or Payment Bond
- Sign a Performance or Payment Bond
- Delete a Bond in Draft Status
- Rescind a Bond in Producer Review Status

Project Insurance Overview

Before the contract for a project can be executed and the notice to proceed can be issued, the contractor must provide adequate insurance per bid package requirements.

Insurance certificates should be emailed to certificateofinsurance@pa.gov, or can be faxed to 717-265-7206.

Project Bonds Overview

Before the contract for a project can be executed and the notice to proceed can be issued, the contractor must provide signed performance and payment bonds.

The contractor does the initial setup of a Payment Bond in ECMS and submits the bond to the Bonding Agency for review, or, if instead the Surety Company is acting as both Surety Company and Bonding Agency, submits the bond to the Surety Company. PennDOT recommends leaving the producer field blank, so all designated users at the Bonding Agency will receive an email notification when the bond enters their workflow. Once the producer enters the necessary data and signs the bond, ECMS sends an email notification to the Contractor that the bond is awaiting the contractor's signature. When the Contractor signs the bond, it is updated to the appropriate Contract Management status and PennDOT reviews and accepts or rejects the bond. A bond may be rejected during either the Producer or PennDOT review. Rejected bonds may not be resubmitted but remain in the database for audit purposes. Before the contract can be executed, ECMS ensures that the sum of all accepted payment bonds is equal to or greater than the Original Contract Amount.

There are two versions of the performance bond; one for standard contracts between the prime contractor and PennDOT, and one for municipal contracts between the prime contractor and the municipality.

The following table outlines the steps, users and functions that comprise the Project Bond process:

Step	User ECMS Security Role
Prime Contractor notified of contract award.	PennDOT
Contractor selects a Bonding Agency or Surety Company and submits the bond.	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Offers • Contractor Contract Admin
Producer selects a Surety Company, enters NAIC number, bond amount, and any other necessary data and signs the bond.	Producer
Contractor signs the bond and submits to PennDOT for approval.	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Offers • Contractor Contract Admin
Bond updated to appropriate Contract Management Review status based on status of the project and is accepted by Bureau of Project Delivery Contract Management.	PennDOT
A bond may be rejected during the review process.	Producer or PennDOT

Create and Submit a Performance or Payment Bond

- Before the contract for a project can be executed and the notice to proceed can be issued, the contractor must provide signed performance and payment bonds.
- The steps to create a Performance or Payment Bond are almost identical. You will select either to create a performance bond or a payment bond as noted in the steps below.
- Bonds for review or in draft status can also be accessed from Work Queue, see Chapter 13 for more information.

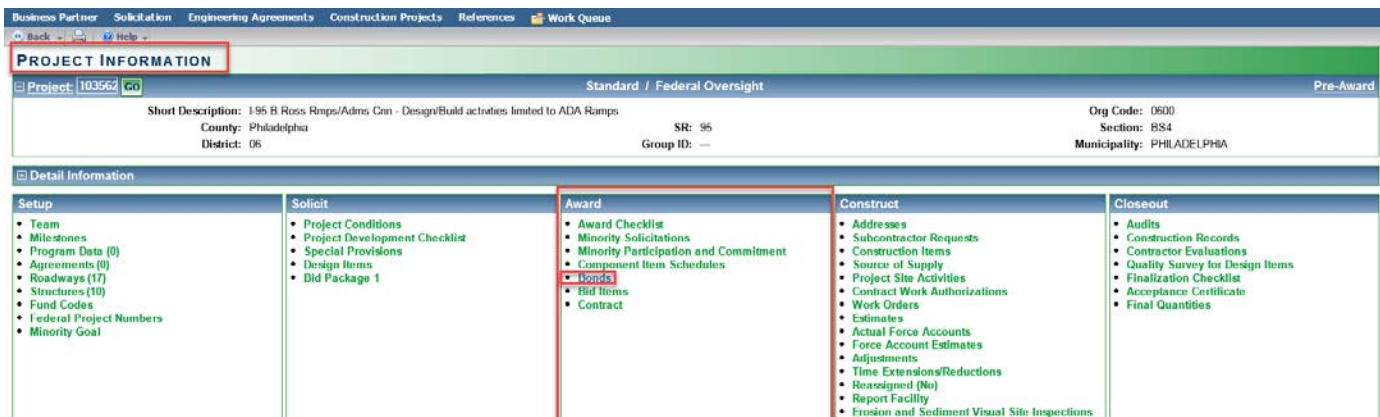
1. From the menu bar, select **Construction Projects**, from the drop down list select **Projects**.



2. Then enter the project number in to the input dialogue box next to **Project**. Click **Go**.



3. On the **Project Information** portal, under the **Award** section, Select **Bonds**.



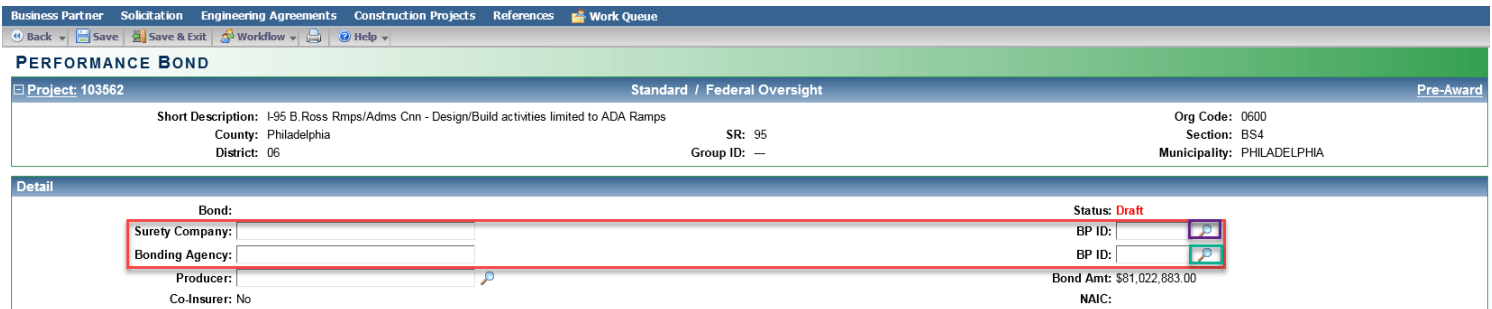
- The **Bonds** screen will appear. If any existing bonds have been submitted or drafted, the bond will appear on the list along with its current status in the workflow path. If there are no existing bonds, then it will say “No records found.”



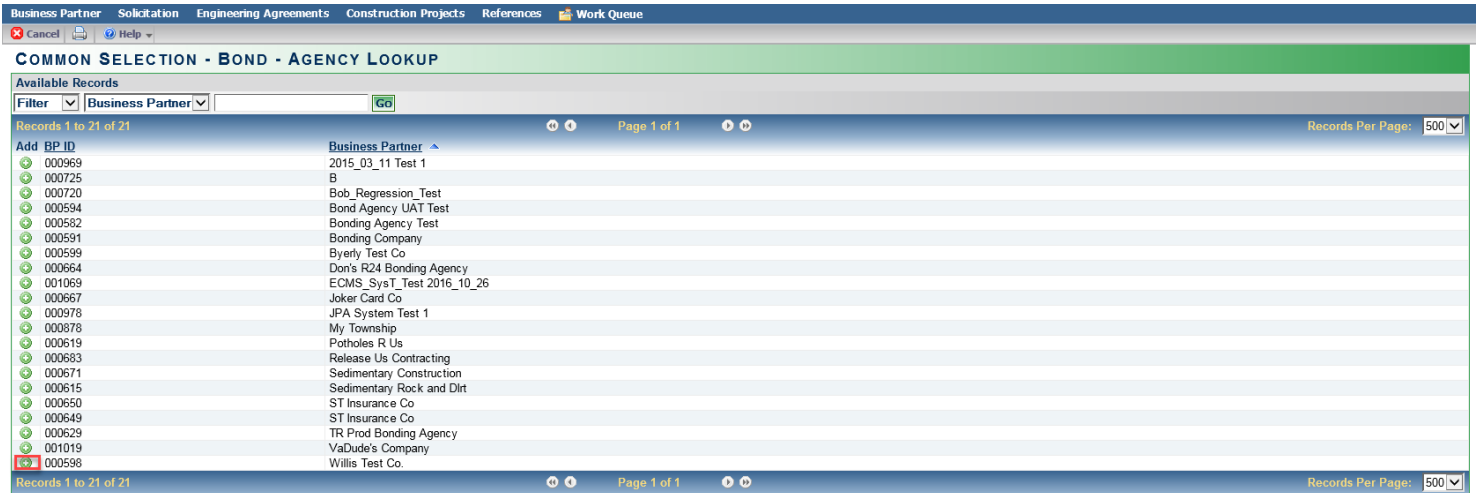
- To create a bond, click **New**, and then select either **Payment or Performance**. The process will be the same for both types.



- In the **Detail** sub-portal, Select the **magnifying glass** next to the **BP ID** input dialogue box for either a **Bonding Agency OR Surety Company** (only select a Surety Company if it is also acting as the Bonding Agency).

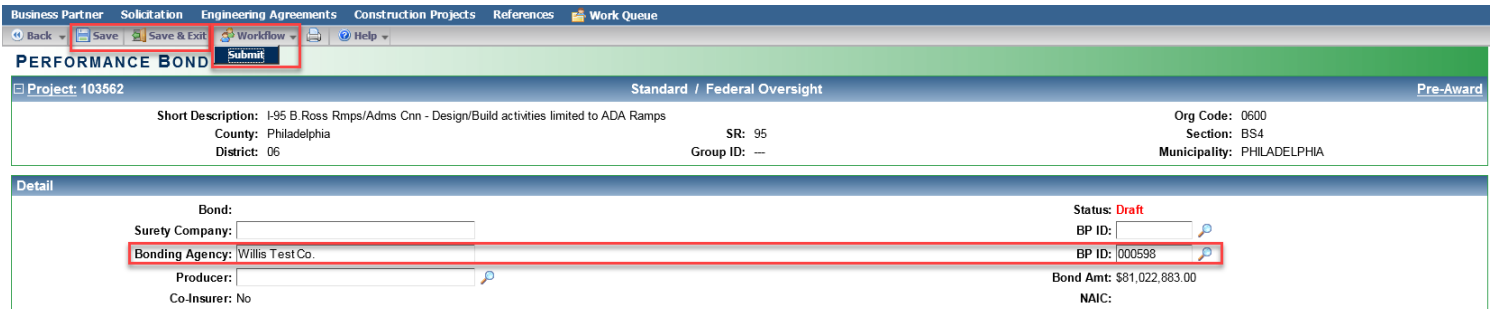


7. A list of companies will appear. Select a company by selecting the **green plus** symbol.



8. The fields will then automatically populate with the desired Agency information.

9. Either hit **Save/Save and Exit** on the Tool Bar to keep it as a **Draft**, **OR** submit it by going to the Tool Bar, select **Workflow, Submit**, and a confirmation window will pop up, click **OK**.



10. The bond request should now appear in the **Payment and Performance Bonds** sub-portal, if submitted it should have a status of **Producer Review**.



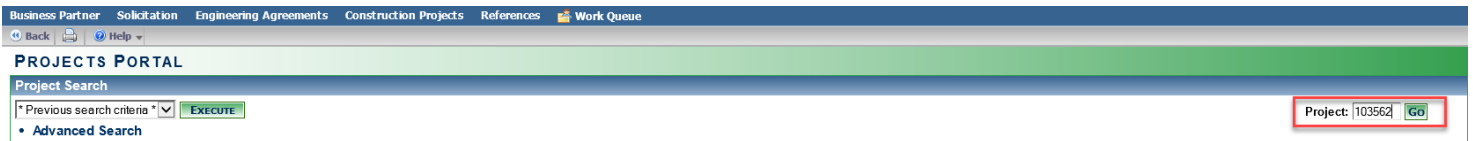
Sign a Performance or Payment Bond

- Once the information has been entered and the bond has been signed by the producer, the bond is ready for the Contractor to sign.

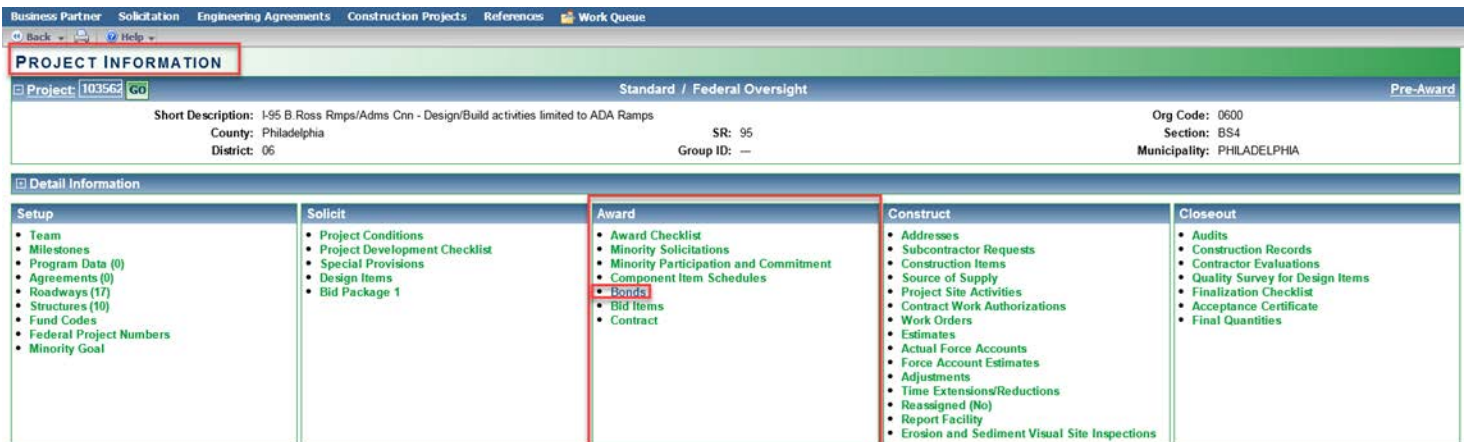
1. From the menu bar, select **Construction Projects** and select **Projects**.



2. Then enter the **project number** in to the input dialogue box next to **Project**. Click **Go**.



3. On the **Project Information** portal, under the **Award** section, Select **Bonds**.



- The **Bonds** screen will appear. Click the **Contractor Review** hyperlink for the project/bond type for review.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Help

BONDS

Project: 100001 Go Standard / PENNDOT Oversight NHS Award

Payment and Performance Bonds

Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			\$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Draft	Award	Azure Excavation and Grading		Bonding Agency Test	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Contractor Review	Award	Azure Excavation and Grading		Willis Test Co	\$2,299,388.72
Perf	Contractor Review	Award		Contractor X	Contractor E	\$3,449,083.08
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32

Records 1 to 13 of 13 Page 1 of 1 Records Per Page: 25

- Once satisfied, scroll to the bottom of the screen to the **Workflow** sub-portal. Fill in the **Job Title** using the drop down menu.

Note: If a signature title does not have “apparent authority” to sign (i.e. “President” would be acceptable for a Corporation but not an LLC), a signature authorization or similar documentation would need to be provided to PennDOT.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Workflow Help

The description and location of the project is as follows: This is a partial design build roadway project. Design activities are limited to: highway signing for the timing and resurfacing, concrete pavement restoration, guide rail, signing and pavement marking, bridge preservation, and other miscellaneous construction, all within a length of 33,790.66 (6.40 miles) as indicated on the approved drawings included in the bid package for STATE ROUTE 0376, SECTION B09 (Beaver Valley Expressway), in BEAVER COUNTY, VANPORT, POTTER, CENTER, HOPEWELL, and BRIGHTON TOWNSHIPS, Commonwealth of Pennsylvania. This project being situated as follows: From a point approximately 3500 feet west of the Beaver-Midland Interchange at Segment 0370/0371 Offset 1954/1952 (Station 616+40) to a point approximately 5280 feet east of the Hopewell Interchange at Segment 0490/0491 Offset 0736/0615 (Station 0+85).

and

WHEREAS, it was one of the conditions of the award of the Secretary of Transportation, acting for and on behalf of the Commonwealth of Pennsylvania, pursuant to which said contract was undertaken by the PRINCIPAL that these presents should be executed, to become binding upon the date the said contract is approved for the office of Budget, by the Comptroller.

NOW, THEREFORE, The conditions of this obligation is such that if the above bounden PRINCIPAL shall and will promptly and cause to be paid in full all sums of money which may be due by contractor or corporation, for all materials furnished or labor supplied or performed in the prosecution of the work, whether or not the said material or labor entered into and became component parts of the work or improvement contemplated, and for rental of the equipment used and services rendered by public utilities in, or in connection with, the prosecution of such work, then this obligation to be void, otherwise to remain in full force and effect.

The PRINCIPAL and SURETY hereby, jointly and severally, agree with the obligee herein that any individual, firm, partnership, association or corporation, which has performed labor or furnished material in the prosecution of the work as provided, and any public utility which has rendered services in, or in connection with, the prosecution of such work, and which has not been paid in full therefor, may sue assumpsit on this Payment Bond in his, their, or its own name and may prosecute the same to final judgement for such sum or sums as may be justly due to him, them, or it, and have execution thereon. Provided, however, that the Commonwealth shall not be liable for the payment of any costs or expenses of such suit.

Recovery by any individual, firm, partnership, association or corporation hereunder shall be subject to the provisions of the “Public Works Contractors’ Bond Law of 1967”, Act No. 385, approved December 20, 1967, P.L. 869, which Act shall be incorporated herein and made a part hereof, as fully and completely as though its provisions were fully and at length herein recited.

It is further provided that any alteration which may be made in the terms of the contract or in the work to be done or materials to be furnished or labor to be supplied or performed under it or the giving by the Commonwealth of any extension of time for the performance of the contract or any other forbearance on the part of either the Commonwealth or the Principal to the other shall not in any way release the PRINCIPAL and the SURETY or SURETIES or either or any of them, their heirs, executors, administrators, successors or assigns, from their liability hereunder, notice to the SURETY or SURETIES of any such alteration, extension, or forbearance being hereby waived.

IN WITNESS WHEREOF, the said PRINCIPAL and SURETY have duly executed this Bond under seal the day and year first above written.

Attorney-in-Fact Certification

*The undersigned attorney-in-fact by executing this Payment Bond certifies that he/she is licensed with the company named as surety for this bond and that to the best of his/her knowledge the said surety is licensed with the Pennsylvania Insurance Department.

Workflow

Status Name Disposition Date/Time

No records found.

Title: [dropdown menu] Other: [text field]

Comment: [text area]

This comment is associated to a workflow action and will only be saved when performing a workflow action.

6. From the tool bar select **Workflow**, **Sign**, and a confirmation window will pop up, click **OK**.

The screenshot shows the 'PAYMENT' section of the system. The 'Sign' button in the top toolbar is highlighted with a red box. A modal dialog box titled 'Message from webpage' is displayed in the center, containing the text: 'You have chosen to sign this bond. Click OK to proceed or CANCEL to abort.' The 'OK' button in the dialog is also highlighted with a red box.

7. The status should change to **BOD CMD Review**, which is for the Bureau of Project Delivery Contract Management to review.

The screenshot shows the 'BONDS' section of the system. A table titled 'Payment and Performance Bonds' is displayed. The table has columns for Type, Status, Project Status, Contractor / Joint Venture, Surety, Bonding Agency, and Amount. One row is highlighted with a red box, showing a status of 'BOD CMD Review'.

Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			\$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Pmt	Contractor Review	Award		Contractor X	Contractor E	\$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Draft	Award	Azure Excavation and Grading		Bonding Agency Test	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co	\$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32

8. Repeat the process for any other bonds as necessary.

Delete a Bond in Draft Status

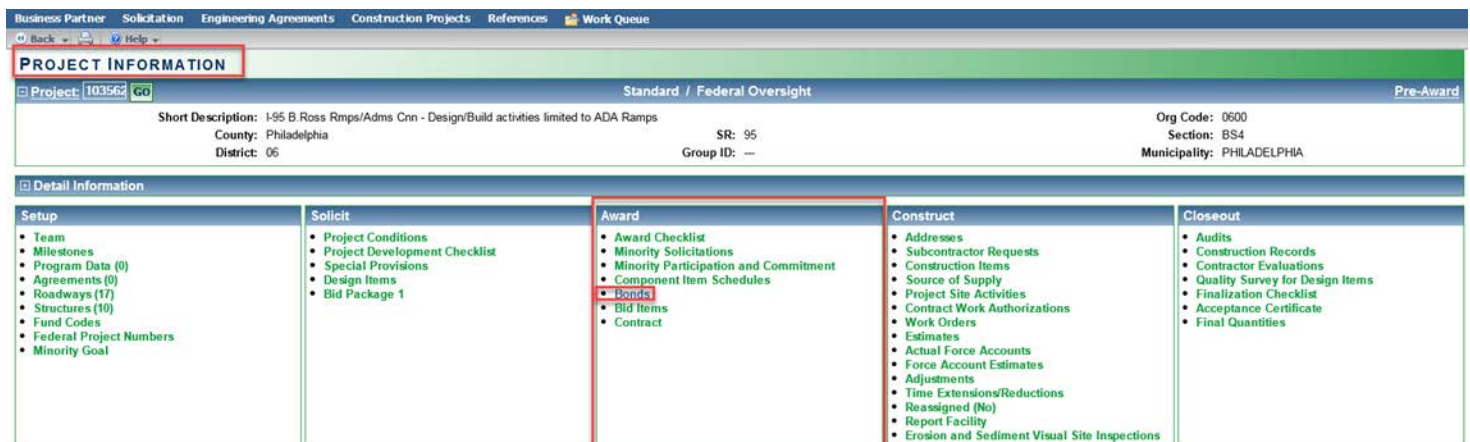
- If you accidentally create an extra bond(s), you can remove the bond using the following steps by status. The Contract cannot be executed until all the extra bonds have been removed/deleted.
- From the menu bar, select **Construction Projects** and select **Projects**.



- Then enter the **project number** in to the input dialogue box next to **Project**. Click **Go**.



- On the **Project Information** screen, under the **Award** section, Select **Bonds**.



4. The Bonds screen will appear. Select the **Draft** hyperlink for the incorrect bond underneath the **Status** column.

The screenshot shows the 'BONDS' screen for project 100001. A table lists various bonds with columns for Type, Status, Project Status, Contractor/ Joint Venture, Surety, Bonding Agency, and Amount. The 'Draft' status is highlighted in green.

Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			\$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co.	\$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32

5. From the tool bar select **Delete**, and then a confirmation window will pop up, click **OK**.

The screenshot shows the 'PERFORMANCE BOND' screen for project 1000011. The 'Delete' button in the toolbar is highlighted with a red box. A confirmation dialog box is overlaid on the screen, asking for confirmation to delete the information. The 'OK' button in the dialog is also highlighted with a red box.

6. The bond has been deleted.

The screenshot shows the 'BONDS' screen for project 100001. The table of bonds is updated, and the 'Draft' bond is no longer present.

Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			\$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co.	\$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32

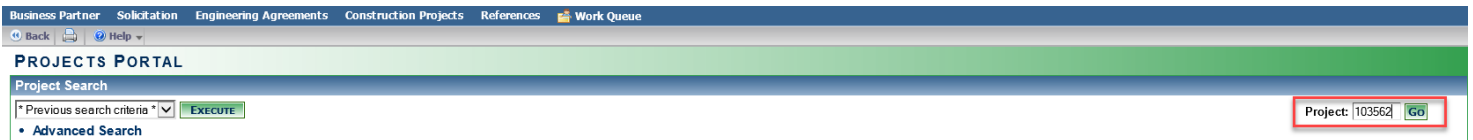
Rescind a Bond in Producer Review Status

- If you accidentally create an extra bond(s) and have submitted the bond(s) for review you can rescind the bond using the following steps. The Contract cannot be executed until all the extra bonds have been removed/deleted.
- The system does not notify the Producer or PennDOT when a bond is rescinded.

1. From the menu bar, select **Construction Projects** and select **Projects**.



2. Then enter the **project number** in to the input dialogue box next to **Project**. Click **Go**.



3. On the **Project Information** portal, under the **Award** section, Select **Bonds**.



- On the **Bonds** screen select the status **hyperlink** for the extra bond that may either be in **Producer Review** or in **Contractor Review** status.

Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			\$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co	\$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32

- Go to the tool bar and select **Workflow, Rescind**, a window will pop up, click **OK**.

PERF Rescind BOND

Project: 1000011 Standard / PENNDOT Oversight NHS Award

Short Description: Design activities are limited to: Highway lighting
 County: Beaver SR: 376 Org Code: 1100
 District: 11 Group ID: 376/Vanport-Beaver CO Line Section: B09
 Municipality: VANPORT T

Detail

Bond:
 Surety Company:
 Bonding Agency: Potholes R Us
 Producer:
 Co-Insurer: No

Status: **Producer Review**
 BP ID:
 BP ID: 000619
 Bond Amt: \$13,544,947.61
 NAIC:

Message from webpage

You have chosen to rescind this bond. Click OK to rescind the bond or CANCEL to return to the screen.

OK Cancel

- The process is similar for both **Producer Review** and **Contractor Review**.
- The Rescinded Bond status changes to **Draft** status. See previous section to delete the extra bond.

Type	Status	Project Status	Contractor / Joint Venture	Surety	Bonding Agency	Amount
Pmt	Draft	Award	Azure Excavation and Grading			\$13,544,947.61
Pmt	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Pmt	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Pmt	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32
Pmt	BOD CMD Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Draft	Award	Azure Excavation and Grading		Potholes R Us	\$13,544,947.61
Perf	Producer Review	Award	Azure Excavation and Grading		Willis Test Co	\$13,544,947.61
Perf	Contractor Review	Award		Contractor X	Contractor E	\$2,299,388.72
Perf	Contractor Review	Award		St. Paul Surety	Contractor E	\$3,449,083.08
Perf	Contractor Review	Award	Azure Excavation and Grading	St. Paul Surety	Contractor E	\$4,853,340.49
Perf	Contractor Review	Award	Azure Excavation and Grading	Contractor X	Contractor E	\$3,235,560.32

Chapter 13: Using My Work Queue

- My Work Queue Overview
- Use My Work Queue to View Documents Awaiting Action and Manage Tasks

My Work Queue Overview

My Work Queue is part of the Contractor Services functionality and is used to facilitate viewing and managing tasks. My Work Queue is accessed from the My Work Queue option in the menu bar.

Listed below are some of the common tasks found in the My Work Queue.

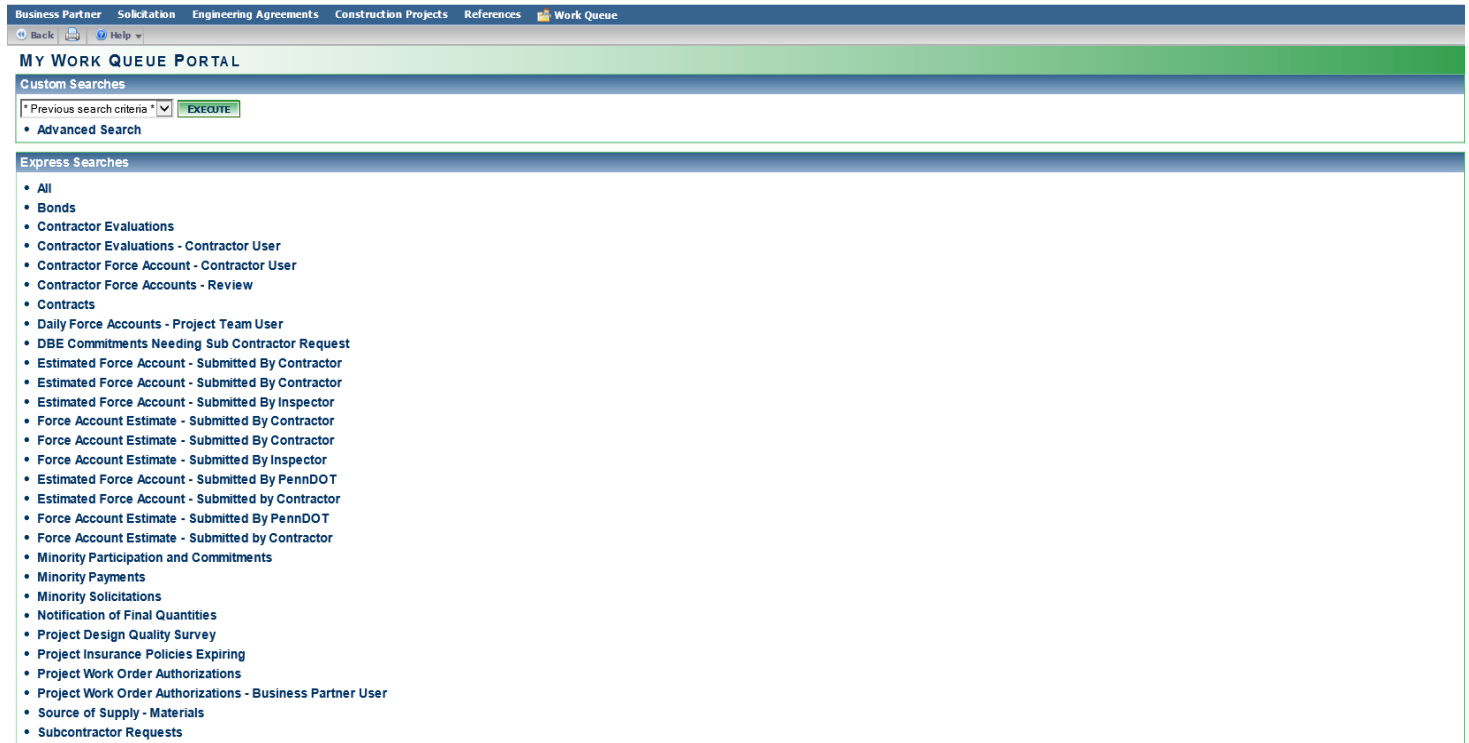
- View Contracts
- View Bonds
- View Minority Payments
- View Minority Participation and Commitments
- View Bids currently being worked on

Use My Work Queue to View Documents Awaiting Action and Manage Tasks

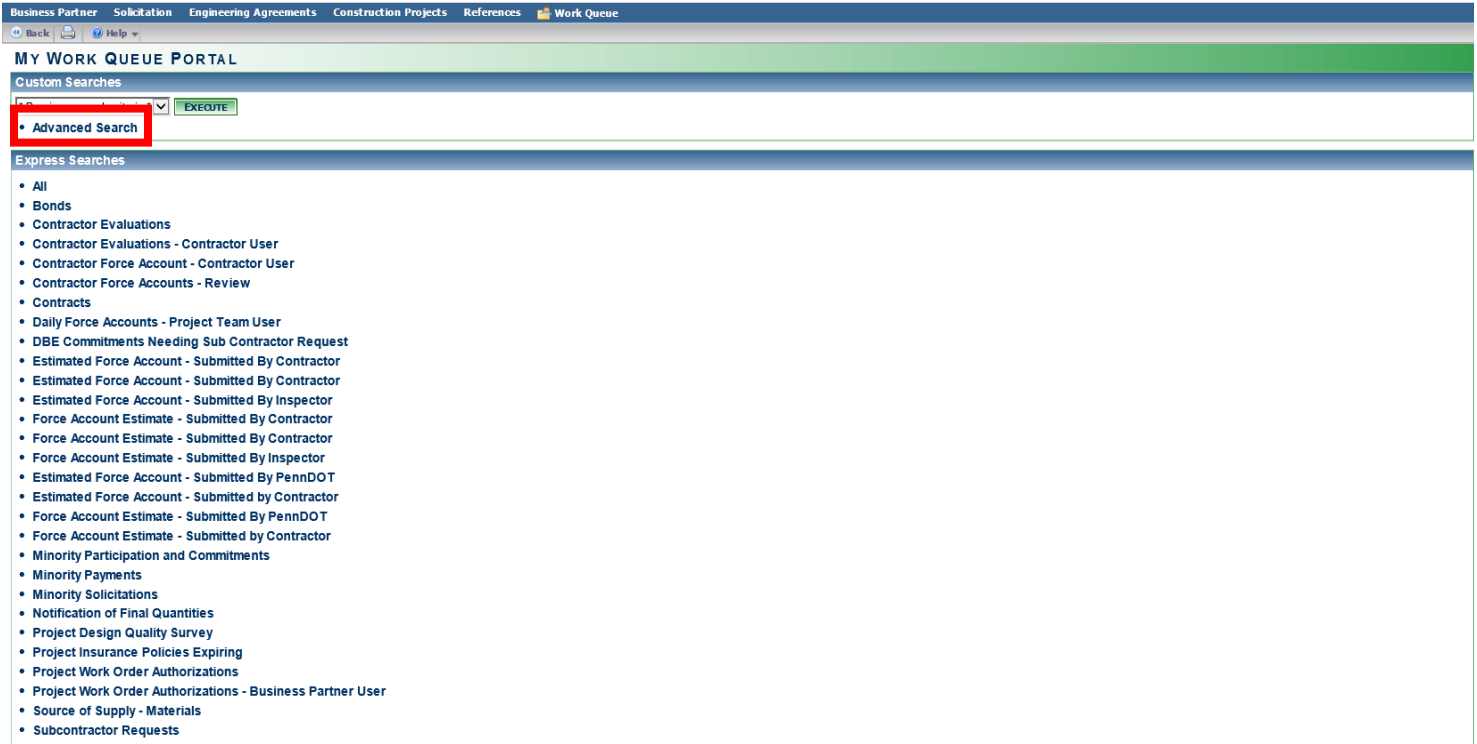
1. From the menu bar, select **Work Queue**.



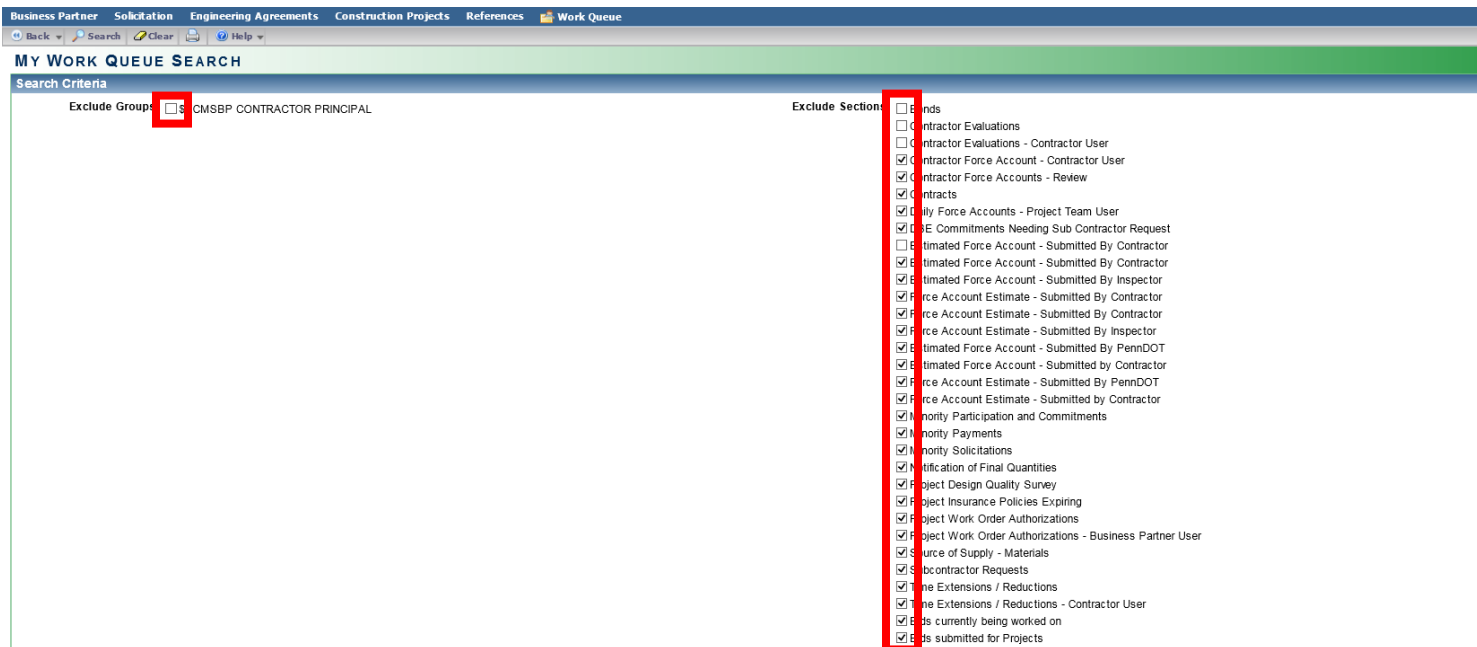
2. The My Work Queue screen is displayed.



3. Click on **Advanced Search** to navigate to the screen to view specific search options.



4. In the My Work Queue Search check the **boxes** for items that will be excluded from the search.



5. Select Search.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Search Clear Help

MY WORK QUEUE SEARCH

Search Criteria

Exclude Groups: SECMSBP CONTRACTOR PRINCIPAL

Exclude Sections:

- Bonds
- Contractor Evaluations
- Contractor Evaluations - Contractor User
- Contractor Force Account - Contractor User
- Contractor Force Accounts - Review
- Contracts
- Daily Force Accounts - Project Team User
- DBE Commitments Needing Sub Contractor Request
- Estimated Force Account - Submitted By Contractor
- Estimated Force Account - Submitted By Contractor
- Estimated Force Account - Submitted By Inspector
- Force Account Estimate - Submitted By Contractor
- Force Account Estimate - Submitted By Contractor
- Force Account Estimate - Submitted By Inspector
- Force Account Estimate - Submitted By PennDOT
- Estimated Force Account - Submitted By Contractor
- Force Account Estimate - Submitted By PennDOT
- Force Account Estimate - Submitted by Contractor
- Minority Participation and Commitments
- Minority Payments
- Minority Solicitations
- Notification of Final Quantities
- Project Design Quality Survey
- Project Insurance Policies Expiring
- Project Work Order Authorizations
- Project Work Order Authorizations - Business Partner User
- Source of Supply - Materials
- Subcontractor Requests
- Time Extensions / Reductions
- Time Extensions / Reductions - Contractor User
- Bids currently being worked on
- Bids submitted for Projects

6. Search results will be displayed.

MY WORK QUEUE ITEMS

Bonds							
Bond Type	Bond Status	Project	Surety	Bonding Agency	Bond Amount	Last Modified	
Payment Bond	Producer Review	950	Aetna Surety Co		\$144,570.00	11/02/2009	
Payment Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$4,853,340.49	04/19/2017	
Payment Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$3,449,083.08	04/19/2017	
Payment Bond	Contractor Review	1000011	Contractor X	Contractor E	\$3,235,560.32	04/19/2017	
Payment Bond	Contractor Review	1000011	Aetna Surety Co	Contractor E	\$2,299,388.72	04/19/2017	
Performance Bond	Contractor Review	950	Aetna Surety Co		\$144,570.00	07/12/2011	
Performance Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$4,853,340.49	04/19/2017	
Performance Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$3,449,083.08	04/19/2017	
Performance Bond	Contractor Review	1000011	Contractor X	Contractor E	\$3,235,560.32	04/19/2017	
Performance Bond	Contractor Review	1000011	Contractor X	Contractor E	\$2,299,388.72	04/19/2017	

Contractor Evaluations								
District	Project	BP Id	Contractor Type	County	SR	Section	Status	Last Modified
No records found.								

Contractor Evaluations - Contractor User								
District	Project	BP Id	Contractor Type	County	SR	Section	Status	Last Modified
No records found.								

Estimated Force Account - Submitted By Contractor								
Project	Item Description	Status	Contractor	District	SR	Last Modified		
No records found.								

7. On the My Work Queue users can also select an Express Search to see particular items. To do this users can select any item under the express search heading.

Express Searches

- All
- Bonds
- Contractor Evaluations
- Contractor Evaluations - Contractor User
- Contractor Force Account - Contractor User
- Contractor Force Accounts - Review
- Contracts
- Daily Force Accounts - Project Team User
- DBE Commitments Needing Sub Contractor Request
- Estimated Force Account - Submitted By Contractor
- Estimated Force Account - Submitted By Contractor
- Estimated Force Account - Submitted By Inspector
- Force Account Estimate - Submitted By Contractor
- Force Account Estimate - Submitted By Contractor
- Force Account Estimate - Submitted By Inspector
- Estimated Force Account - Submitted By PennDOT
- Estimated Force Account - Submitted by Contractor
- Force Account Estimate - Submitted By PennDOT
- Force Account Estimate - Submitted by Contractor
- Minority Participation and Commitments
- Minority Payments
- Minority Solicitations
- Notification of Final Quantities
- Project Design Quality Survey
- Project Insurance Policies Expiring
- Project Work Order Authorizations
- Project Work Order Authorizations - Business Partner User
- Source of Supply - Materials
- Subcontractor Requests
- Time Extensions / Reductions
- Time Extensions / Reductions - Contractor User
- Bids currently being worked on
- Bids submitted for Projects

8. By selecting **Bonds** from the list the user will be brought to the page below where they can select the bond status to review it.

MY WORK QUEUE ITEMS

Bond Type	Bond Status	Project	Surety	Bonding Agency	Bond Amount	Last Modified
Payment Bond	Producer Review	950	Aetna Surety Co		\$144,570.00	11/02/2009
Payment Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$4,853,340.49	04/19/2017
Payment Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$3,449,083.08	04/19/2017
Payment Bond	Contractor Review	1000011	Contractor X	Contractor E	\$3,235,560.32	04/19/2017
Payment Bond	Contractor Review	1000011	Contractor X	Contractor E	\$2,299,388.72	04/19/2017
Performance Bond	Contractor Review	950	Aetna Surety Co		\$144,570.00	07/12/2011
Performance Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$4,853,340.49	04/19/2017
Performance Bond	Contractor Review	1000011	St. Paul Surety	Contractor E	\$3,449,083.08	04/19/2017
Performance Bond	Contractor Review	1000011	Contractor X	Contractor E	\$3,235,560.32	04/19/2017
Performance Bond	Contractor Review	1000011	Contractor X	Contractor E	\$2,299,388.72	04/19/2017

9. By selecting **Contracts** from the list users will be brought to the page below where users can select the contract status to review it.

MY WORK QUEUE ITEMS

Contract Status	Project	Project Type	Municipality	Contractor	District	Last Modified
Contractor Review	1000011	Standard	VANPORT T	Azure Excavation and Grading	11	04/19/2017

10. By selecting **Minority Participation and Commitments** from the list users will be brought to the page below where can select the contract status to review it.

MY WORK QUEUE ITEMS

Minority Participation and Commitments	Project	Sub BPID	County	SR	Section	Status	Last Modified
No records found.							

You are currently bonded in as nontrine270 contractor270. If this is incorrect please login. Your session will timeout in 28 minutes.

11. By selecting **Minority Payments** from the list users will be brought to the page below where can select the project number to review it.

MY WORK QUEUE ITEMS							
Minority Payments							
District	Project	Payment	County	SR	Section	Status	Last Modified
09	21666	1	Blair	0220	D05	Draft	11/30/2017
06	79685	61	Philadelphia	95	CP2	Draft	11/20/2017
06	95249	3	Bucks	1004	MR1	Draft	08/13/2013

12. By selecting **Contractor Evaluations** or **Contractor Evaluations- Contractor User** from the list users will be brought to the page below where they can select the project number to review it.

MY WORK QUEUE ITEMS								
Contractor Evaluations								
District	Project	BP Id	Contractor Type	County	SR	Section	Status	Last Modified
<i>No records found.</i>								

Chapter 14: Subcontractor Approval Requests

- Subcontractor Approval Overview
- Create Subcontractor Approval Request
- View Subcontractor Approval Requests
- Subcontractor Subs Request

Subcontractor Approval Overview

A Subcontractor Approval Request can be created once the project enters Pre-Construction (Post Award) status. Once submitted, the requests are available for review by the PennDOT District Subcontractor Approver user group. Authorized PennDOT Prequalification and District users can access this screen to approve or disapprove the request, reset the request to Draft status (to allow the contractor to make corrections), or to delete an approved request if, for example, the subcontractor does not perform the approved work.

The following table outlines the steps, user, and functions that comprise the Subcontractor Approval process:

Step	User ECMS Security Role
Create the Subcontractor Approval Request and add the subcontractor and items the subcontractor will work on.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit the request to PennDOT.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Subcontractor request items are approved if the subcontractor is prequalified to work on the specified items; otherwise items will go into review status. Items in review status are either approved or disapproved.	PennDOT
Subcontractor Approval Request is Approved or Disapproved.	PennDOT
View Subcontractor Requests by Project.	PennDOT Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin • Contractor Field Manager • Contractor General User

Create Subcontractor Approval Request

1. Navigate to the **Project Information** homepage that the Subcontractor Approval Request will be used for.

PROJECT INFORMATION

Project: 22220 [Go](#) Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007 Municipality: PENN T

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Click on **Subcontractor Requests**.

PROJECT INFORMATION

Project: 22220 [Go](#) Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007 Municipality: PENN T

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

3. Click **New**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

[Back](#) [New](#) [Help](#)

SUBCONTRACTOR REQUESTS

Project: 22220 [Go](#) Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007 Municipality: PENN T

Summary

Item	Amount	Percentage	Notes
Current Contract Items	\$203,847,761.00		
Original Contract	\$203,847,761.00		
Prime Work	\$203,847,761.00	100.00%	
Max Subcontract Work	\$116,923,880.50	57.36%	
Approved Prequalified Subcontract Work	\$0.00	0.00%	0.00% of Max Subcontract Work
Approved Subcontract Work	\$0.00		

Requests

Request	Status	Request Date	Subcontractor	Overseer	Subcontract Amt	Further Subcontracted	Certification Type	VOSB	DB
1	Review	06/05/2018	Contractor N		\$50,000.00	\$0.00	DBE		
2	Review	08/23/2018	Bart Simpson		\$10,000.00	\$0.00			
3	Review	08/23/2018	Test		\$140.00	\$0.00	DBE	Y	Y
4	Review	08/23/2018	Batman		\$175,000,000.00	\$0.00			

Prime Contractor: Azure Excavation and Grading (000270)

4. Click the **add/green plus** button next to the contractor that will be added to the project.

COMMON SELECTION - SUBCONTRACTOR REQUEST

Available Records

Filter Business Partner

Records 1 to 210 of 210 Page 1 of 1 Records Per Page: 500

Add	Business Partner	BP ID	VOSB	DB
	4th JPA P3	000532		
	Abbott Engineering	000695	N	Y
	Abbott Roadways	000696		
	Adams Cable, Inc.	000375		
	Alibaster Blaster	000833	N	
	Allied Secondary Service Providers, Inc.	000698		
	ASTA BP 1	000979		
	asta bp 10	000984		
	Bailey Contracting, Inc.	000670		
	Bart Simpson	000346		
	Batman	000597		
	bbb	000531		
	Best Contractor Services	000373		N
	Best Water	000425		Y
	Beth's Baricades	003313		
	Big Electric Inc.	000404		
	BIS Transition Partners	000682		
	Black Construction	000639	Y	Y
	Bob_Regression_Test	000720	N	N
	Brayman Construction	000356		
	Brehm Contractors, Inc.	000696		
	Brown Street Cultural Resource Consulting	000246		
	Business Partner One	000991		Y
	Contractor S	000445		
	Callahan Paving Products, Inc.	000822	N	
	Columbia Gas	000374		
	Construction Services R-U's	000697		
	Contractor 369	000369		
	Contractor 371	000371	Y	Y
	Contractor 372	000372		
	Contractor 414	000414		
	Contractor 415	000415		
	Contractor 416	000416	N	
	Contractor 417	000417		
	Contractor 552	000552		
	Contractor 553	000553		
	Contractor 569	000569		

5. Click the dropdown next to **Business Type** and select an option.

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094
 District: 08 Group ID: --- Municipality: PENN T

Org Code: 0840
 Section: 007
 Municipality: PENN T

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Certification Type: SBE: DB: VOSB:
 Goal Code:

Request Association and Overseer Subcontractor Info

Business Type:

Written Subcontract Information

Anticipated Start: Anticipated Completion:
 Approved Subcontract Amt: Subcontract Execution:
 Original Contract: \$203,847,761.00
 Services Rendered:
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Document Type:
 Description:
 File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

6. Enter the anticipated start date in the **Anticipated Start** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Section: 007
 Municipality: PENN T

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion:
 Approved Subcontract Amt: Subcontract Execution:
 Original Contract: \$203,847,761.00
 Services Rendered:
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Document Type:
 Description:
 File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

7. Enter the anticipated completion date in the **Anticipated Completion** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Section: 007
 Municipality: PENN T

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion:
 Approved Subcontract Amt: Subcontract Execution:
 Original Contract: \$203,847,761.00
 Services Rendered:
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Document Type:
 Description:
 File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

8. Enter the amount of the subcontract in the **Approved Subcontract Amount** field. The amount you enter here must equal the total amount for all subcontractor or service items on the request.

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Section: 007
 Municipality: PENN T

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: [calendar icon] Anticipated Completion: [calendar icon]
Approved Subcontract Amt: [input field] Subcontract Execution: [calendar icon]
 Original Contract: \$203,847,761.00
 Services Rendered: [dropdown menu]
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: [input field] Document Type: [dropdown menu]
 Description: [input field]
 File: [input field] Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

9. Enter the subcontract execution date in the **Subcontract Execution Date** field. You may use the calendar icon, or type the date in mm/dd/yyyy format.

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Section: 007
 Municipality: PENN T

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: [calendar icon] Anticipated Completion: [calendar icon]
 Approved Subcontract Amt: [input field] **Subcontract Execution:** [calendar icon]
 Original Contract: \$203,847,761.00
 Services Rendered: [dropdown menu]
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: [input field] Document Type: [dropdown menu]
 Description: [input field]
 File: [input field] Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

10. Select the type of service to be rendered from the **Services Rendered** drop-down list.

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007 Municipality: PENN T

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion:
 Approved Subcontract Amt: Subcontract Execution:
 Original Contract: \$203,847,761.00

Services Rendered: Construction - Equipment
 Minority Pmt Total: Construction - Grading & Drainage
 DBE Credited Amount: Construction - Landscaping
 Comments: Construction - Materials
 Construction - Other
 Construction - Paving
 Construction - Structures/Buildings
 Construction - Traffic Control
 Construction - Trucking
 Equipment - Leasing
 Equipment - Purchase
 Other
 Professional/Consultant Services - Accounting
 Professional/Consultant Services - Architectural
 Professional/Consultant Services - Engineering
 Professional/Consultant Services - Right of Way
 Supplies - Fuel
 Supplies - Other

Attachments

Attachment Title: Description: File: Document Type: Browse...

Available Attachments

Document Title / Filename	Doc	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Doc	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

11. Click the **Save** button at the top of the screen.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Delete Workflow Help

The information was saved successfully. (00005)

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007 Municipality: PENN T

Request: 5 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: 09/07/2018 Anticipated Completion: 09/14/2018
 Approved Subcontract Amt: 150,000.00 Subcontract Execution: 08/31/2018
 Original Contract: \$203,847,761.00
 Services Rendered: Construction - Paving
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Request Items

Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
No records found.								

Attachments

Attachment Title: Description: File: Document Type: Browse...

12. Select **New** for Request Items.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Delete Workflow Help

The information was saved successfully. (0000)

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007
 Municipality: PENN T

Request: 5 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: 09/07/2018 Anticipated Completion: 09/14/2018
 Approved Subcontract Amt: 150,000.00 Subcontract Execution: 08/31/2018
 Original Contract: \$203,847,761.00
 Services Rendered: Construction - Paving
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Request Items

Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
No records found.								

NEW

Attachments

Attachment Title: Description: File: Document Type:

13. Click the **Items** that the subcontractor will be performing.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Ok Apply Cancel Help

COMMON SELECTION - REQUEST ITEM

Available Records Filter Item Go

Records 1 to 126 of 126 Page 1 of 1 Records Per Page: 500

Item	Type	Description	Available Qty
<input type="checkbox"/> 0203-0001		CLASS 1 EXCAVATION	435,830.000000
<input type="checkbox"/> 0203-0004		CLASS 1B EXCAVATION	529.000000
<input type="checkbox"/> 0203-0100		PRESPLIT BLASTING	157,754.000000
<input type="checkbox"/> 0204-0001		CLASS 2 EXCAVATION	40,186.000000
<input type="checkbox"/> 0204-0010		CLEANING EXISTING DITCHES	61,765.000000
<input type="checkbox"/> 0204-0100		CLASS 3 EXCAVATION	24,547.000000
<input type="checkbox"/> 0205-0001		COMMON BORROW EXCAVATION	177,843.000000
<input type="checkbox"/> 0205-0363		SELECTED BORROW EXCAVATION ROCK, CLASS R-3	161,622.000000
<input type="checkbox"/> 0303-0001		CEMENT TREATED PERMEABLE BASE COURSE, 4" DEPTH	344,474.000000
<input type="checkbox"/> 0309-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALS, 37.5 MM MIX 4 1/2" DEPTH	448,435.000000
<input type="checkbox"/> 0309-0015		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALS, 37.5 MM MIX	145,905.000000
<input type="checkbox"/> 0320-0100		AGGREGATE-BITUMINOUS BASE COURSE, 4" DEPTH	51,654.000000
<input type="checkbox"/> 0321-0100		AGGREGATE-CEMENT BASE COURSE, 4" DEPTH	163,001.000000
<input type="checkbox"/> 0341-0001		COLD IN PLACE RECYCLED BITUMINOUS BASE COURSE, 4" DEPTH	232,478.000000
<input type="checkbox"/> 0341-0010		BITUMINOUS MATERIAL	143,584.000000
<input type="checkbox"/> 0341-0020		COARSE AGGREGATE FOR COLD RECYCLED BITUMINOUS BASE COURSE	204,731.000000
<input type="checkbox"/> 0342-0001		COLD RECYCLED BITUMINOUS BASE COURSE, CENTRAL PLANT MIX 3" DEPTH	233,630.000000
<input type="checkbox"/> 0350-0103		SUBBASE 3" DEPTH (NO. 2A)	393,069.000000
<input type="checkbox"/> 0350-0120		SUBBASE (NO. 2A)	234,695.000000
<input type="checkbox"/> 0350-0121		SUBBASE (NO. 2A)	204,897.000000
<input type="checkbox"/> 0360-0011		ASPHALT TREATED PERMEABLE BASE COURSE, 4" DEPTH	450,671.000000
<input type="checkbox"/> 0409-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX 2" DEPTH, SRL-E	50,749.000000
<input type="checkbox"/> 0409-0032		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX SRL-H	402,618.000000
<input type="checkbox"/> 0422-0010		BITUMINOUS WEARING COURSE, FJ-1C, 1" DEPTH, SRL - H	400,275.000000
<input type="checkbox"/> 0422-0100		BITUMINOUS WEARING COURSE, FJ-1C, SRL - H	28,745.000000
<input type="checkbox"/> 0430-0012		BITUMINOUS WEARING COURSE, FB-2, 1" DEPTH, SRL - M	433,721.000000
<input type="checkbox"/> 0430-0052		BITUMINOUS WEARING COURSE, FB-2, SRL - M	44,556.000000
<input type="checkbox"/> 0431-0010		BITUMINOUS BINDER COURSE, FB-2, 2" DEPTH	182,590.000000
<input type="checkbox"/> 0431-0031		BITUMINOUS BINDER COURSE, FB-2, LEVELING COURSE	242,526.000000

14. Click Ok

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Ok Apply Cancel Help

COMMON SELECTION - REQUEST ITEM

Available Records

Filter Item Go

Records 1 to 126 of 126 Page 1 of 1 Records Per Page: 500

Item	Type	Description	Available Qty
<input type="checkbox"/> 0203-0001		CLASS 1 EXCAVATION	435,830.000000
<input type="checkbox"/> 0203-0004		CLASS 1B EXCAVATION	529.000000
<input type="checkbox"/> 0203-0100		PRESPLIT BLASTING	157,754.000000
<input type="checkbox"/> 0204-0001		CLASS 2 EXCAVATION	40,186.000000
<input type="checkbox"/> 0204-0010		CLEANING EXISTING DITCHES	61,765.000000
<input type="checkbox"/> 0204-0100		CLASS 3 EXCAVATION	24,547.000000
<input type="checkbox"/> 0205-0001		COMMON BORROW EXCAVATION	177,843.000000
<input type="checkbox"/> 0205-0363		SELECTED BORROW EXCAVATION ROCK, CLASS R-3	181,622.000000
<input type="checkbox"/> 0303-0001		CEMENT TREATED PERMEABLE BASE COURSE, 4" DEPTH	344,474.000000
<input type="checkbox"/> 0309-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALS, 37.5 MM MIX, 4 1/2" DEPTH	448,435.000000
<input type="checkbox"/> 0309-0015		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA BASE COURSE, PG 58-28, < 0.3 MILLION ESALS, 37.5 MM MIX	145,905.000000
<input type="checkbox"/> 0320-0100		AGGREGATE-BITUMINOUS BASE COURSE, 4" DEPTH	51,654.000000
<input type="checkbox"/> 0321-0100		AGGREGATE-CEMENT BASE COURSE, 4" DEPTH	163,001.000000
<input type="checkbox"/> 0341-0001		COLD IN PLACE RECYCLED BITUMINOUS BASE COURSE, 4" DEPTH	232,478.000000
<input type="checkbox"/> 0341-0010		BITUMINOUS MATERIAL	143,584.000000
<input type="checkbox"/> 0341-0020		COARSE AGGREGATE FOR COLD RECYCLED BITUMINOUS BASE COURSE	204,731.000000
<input type="checkbox"/> 0342-0001		COLD RECYCLED BITUMINOUS BASE COURSE, CENTRAL PLANT MIX 3" DEPTH	233,630.000000
<input type="checkbox"/> 0350-0103		SUBBASE 3" DEPTH (NO. 2A)	393,069.000000
<input type="checkbox"/> 0350-0120		SUBBASE (NO. 2A)	234,695.000000
<input type="checkbox"/> 0350-0121		SUBBASE (NO. 2A)	204,897.000000
<input type="checkbox"/> 0360-0011		ASPHALT TREATED PERMEABLE BASE COURSE, 4" DEPTH	450,671.000000
<input type="checkbox"/> 0409-0001		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, 2" DEPTH, SRL-E	50,749.000000
<input checked="" type="checkbox"/> 0409-0032		SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, SRL-H	402,618.000000
<input type="checkbox"/> 0422-0010		BITUMINOUS WEARING COURSE, FJ-1C, 1" DEPTH, SRL - H	400,275.000000
<input type="checkbox"/> 0422-0100		BITUMINOUS WEARING COURSE, FJ-1C, SRL - H	28,745.000000
<input type="checkbox"/> 0430-0012		BITUMINOUS WEARING COURSE, FB-2, 1" DEPTH, SRL - M	433,721.000000
<input type="checkbox"/> 0430-0052		BITUMINOUS WEARING COURSE, FB-2, SRL - M	44,556.000000
<input type="checkbox"/> 0431-0010		BITUMINOUS BINDER COURSE, FB-2, 2" DEPTH	182,590.000000
<input type="checkbox"/> 0431-0031		BITUMINOUS BINDER COURSE, FB-2, LEVELING COURSE	242,526.000000

15. Enter in the Item Amount, must match what is on the Request Screen under Approved Subcontract Amt.

Back Save Save & Exit Help

REQUEST ITEM

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Request: 5 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Item Detail

Item: 0409-0032 Type: SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, SRL-H Unit of Measure: Ton
 Original Qty: 402,618.000000 Current Qty: 402,618.000000 Available Qty: 402,618.000000

Work Class Codes

Work Class	Description
F	Bituminous Pavement

Request Item Detail Draft

Quantity: 402,618.000000

Partial/Incidental Work: No

Partial/Incidental Description:

Comment:

Item Amt: 5,234,034.00

Service Item:

Workflow

Status	Name	Disposition	Date/Time
No records found.			

16. Click the drop down and select **Yes** or **No** if this is **Partial/Incidental Work**.

The screenshot shows the 'REQUEST ITEM' form for Project 22220. The 'Request Item Detail' section is highlighted, showing a quantity of 402,618.000000 and an item amount of 150000. The 'Partial/Incidental Work' dropdown menu is open, with 'Yes' selected. The 'Partial/Incidental Description' and 'Comment' fields are empty. The 'Workflow' section shows 'No records found.' The footer contains session information and copyright details.

17. Enter a **Description** in the Partial/Incidental Description box.

The screenshot shows the same 'REQUEST ITEM' form as above, but with the 'Partial/Incidental Description' field highlighted by a red box. The 'Partial/Incidental Work' dropdown menu is still open, with 'Yes' selected. The 'Workflow' section shows 'No records found.' The footer contains session information and copyright details.

18. Enter a **Comment** in the Comment box.

Back Save Save & Exit Help

REQUEST ITEM

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Request: 5 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Item Detail

Item: 0409-0032 Type: Unit of Measure: Ton
 Description: SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, SRL-H
 Original Qty: 402,618.000000 Current Qty: 402,618.000000 Available Qty: 402,618.000000

Work Class Codes

Work Class Description
 F Bituminous Pavement

Request Item Detail Draft

Quantity: 402,618.000000 Item Amt: 150000
 Partial/Incidental Work: Yes
 Partial/Incidental Description: Subcontractor doing paving work Service Item:
 Comment: []

Workflow

Status	Name	Disposition	Date/Time
No records found.			

19. Click **Save & Exit**.

Back Save Save & Exit Help

REQUEST ITEM

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Request: 5 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Item Detail

Item: 0409-0032 Type: Unit of Measure: Ton
 Description: SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 19.0 MM MIX, SRL-H
 Original Qty: 402,618.000000 Current Qty: 402,618.000000 Available Qty: 402,618.000000

Work Class Codes

Work Class Description
 F Bituminous Pavement

Request Item Detail Draft

Quantity: 402,618.000000 Item Amt: 150000
 Partial/Incidental Work: Yes
 Partial/Incidental Description: Subcontractor doing paving work Service Item:
 Comment: Additional Comment

Workflow

Status	Name	Disposition	Date/Time
No records found.			

20. User may receive the follow error message, subcontractor will need to be approved for the work before performing it.

X The information was saved successfully. The subcontractor is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review. (00532)

21. Click **Document Type** and select **Public Work Verification Form**.

X The information was saved successfully. The subcontractor is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review. (0053)

District: 08 Group ID: -- Municipality: PENN T

Request: 5 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$150,000.00

Subcontractor information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: 09/07/2018 Anticipated Completion: 09/14/2018
 Approved Subcontract Amt: 150,000.00 Subcontract Execution: 08/31/2018
 Original Contract: \$203,847,761.00
 Services Rendered: Construction - Paving
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Request Items NEW

Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
0409-0032		Draft		No	402,618.000000	Ton	Subcontractor doing paving work	\$150,000.00

Attachments

Attachment Title: Document Type: **Public Work Verification Form**
 Description:
 File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

22. Type in name of attached file in **Attachment Title** field.

Attachments

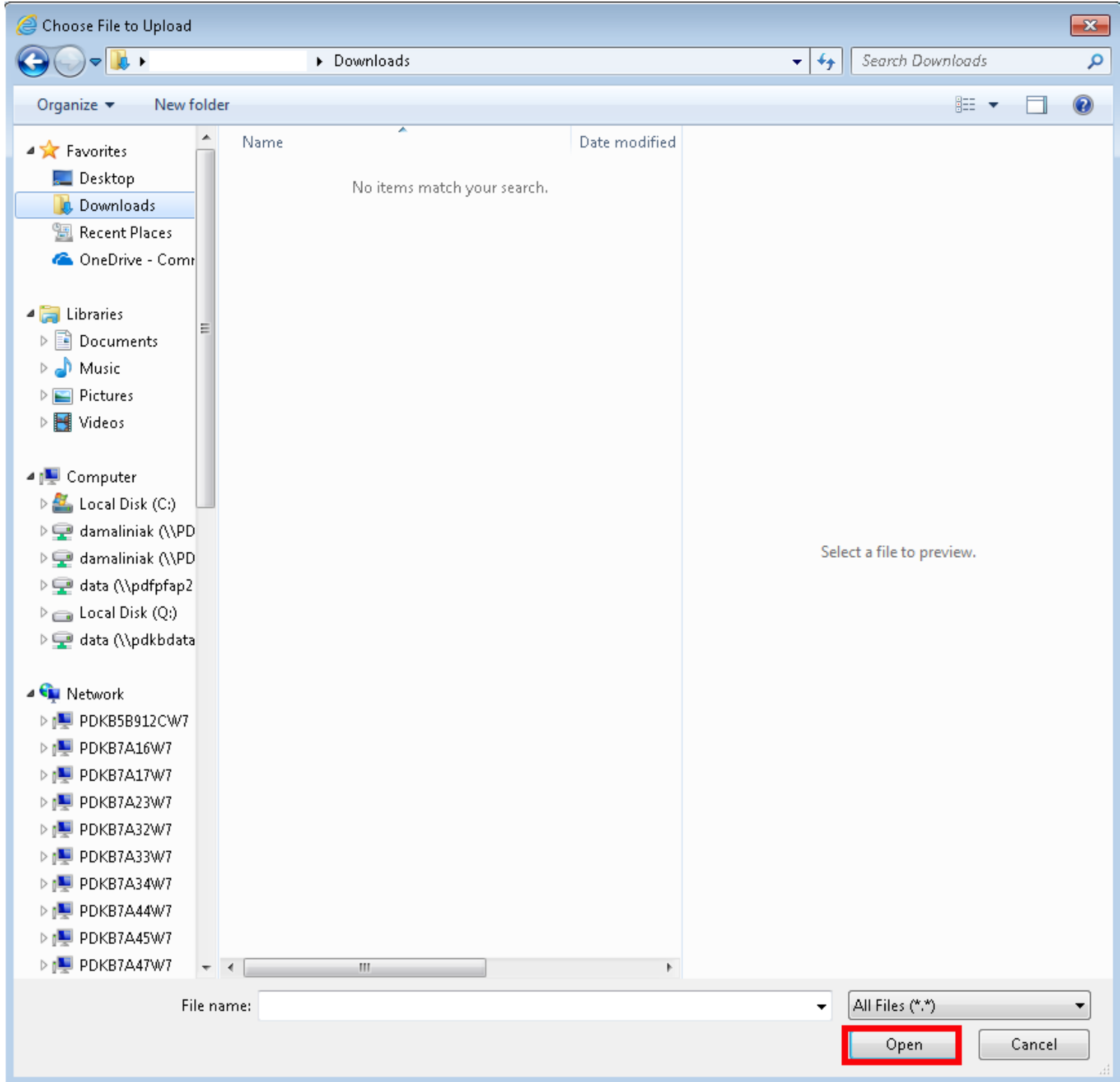
Attachment Title: Document Type: Public Work Verification Form
 Description:
 File: Browse...

23. Select **Browse...**

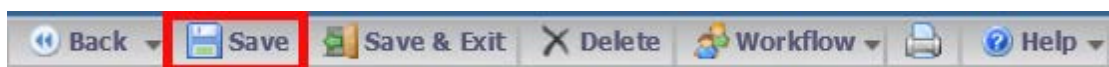
Attachments

Attachment Title: Need to submit PWEV Document Type: Public Work Verification Form
 Description:
 File: **Browse...**

24. Navigate to the file you wish to attached and click **Open**.



25. Select **Save**.



26. Click **Workflow** and then **Submit**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Delete Workflow Help

The information was saved successfully. The submitter is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review. (00532)

REQUEST

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
County: York SR: 0094
District: 08 Group ID: --

Org Code: 0840
Section: 007
Municipality: PENN T

Request: 5 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$150,000.00

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
DBE Cert: Federal ID: 12-3421097
Business Type: Subcontractor Certification Type: SBE: DB: VOSB:
Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: 09/07/2018 Anticipated Completion: 09/14/2018
Approved Subcontract Amt: 150,000.00 Subcontract Execution: 08/31/2018
Original Contract: \$203,847,761.00
Services Rendered: Construction - Paving
Minority Pmt Total: \$0.00 SBE Pmt Total:
DBE Credited Amount: \$0.00 SBE Credited Amount:
Comments:

Request Items

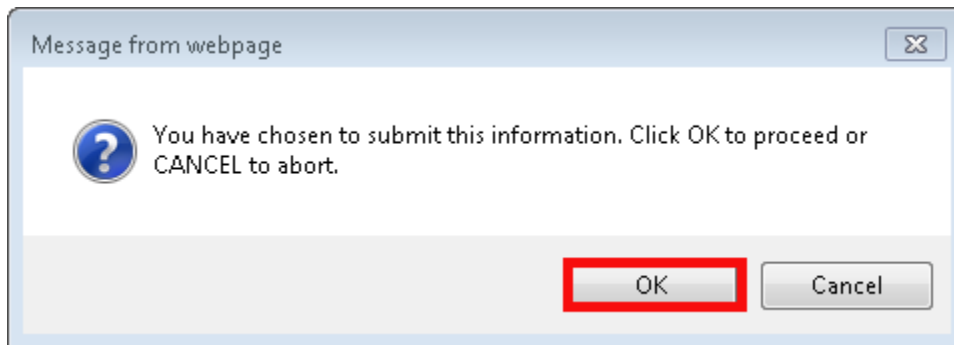
Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
0409-0032		Draft		No	402,618.000000	Ton	Subcontractor doing paving work	\$150,000.00

Attachments

Attachment Title: Need to submit PWEV Document Type: Public Work Verification Form

Description:

27. Click **OK**



28. The subcontractor request is now with the Department to review.

- All services and contractors need approval

View Subcontractor Approval Requests

1. Navigate to the **Project Information** homepage that the Subcontractor Approval Request will be used for.

PROJECT INFORMATION				
Project: 22220 GO		Standard / PENNDOT Oversight NHS		Construction
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments			SR: 0094	Org Code: 0840
County: York		District: 08		Section: 007
			Group ID: ---	Municipality: PENN T
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Click on **Subcontractor Requests**.

PROJECT INFORMATION				
Project: 22220 GO		Standard / PENNDOT Oversight NHS		Construction
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments			SR: 0094	Org Code: 0840
County: York		District: 08		Section: 007
			Group ID: ---	Municipality: PENN T
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

3. Click the **Request** number to view the information.

SUBCONTRACTOR REQUESTS									
Project: 22220 GO		Standard / PENNDOT Oversight NHS						Construction	
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments				SR: 0094		Org Code: 0840			
County: York		District: 08		Group ID: ---		Section: 007		Municipality: PENN T	
Summary									
		Current Contract Items:		\$203,847,761.00					
		Original Contract:		\$203,847,761.00					
		Prime Work:		\$203,847,761.00		100.00%			
		Max Subcontract Work:		\$116,923,880.50		57.36%			
		Approved Prequalified Subcontract Work:		\$0.00		0.00%		0.00% of Max Subcontract Work	
		Approved Subcontract Work:		\$0.00					
Requests									
Request	Status	Request Date	Subcontractor	Overseer	Subcontract Amt	Further Subcontracted	Certification Type	VOSB	DB
1	Review	06/05/2018	Contractor N		\$50,000.00	\$0.00	DBE		
2	Review	08/23/2018	Bart Simpson		\$10,000.00	\$0.00			
3	Review	08/23/2018	Test		\$140.00	\$0.00	DBE	Y	Y
4	Review	08/23/2018	Batman		\$175,000,000.00	\$0.00			
5	Review	08/27/2018	Bart Simpson		\$150,000.00	\$0.00			
					Prime Contractor: Azure Excavation and Grading (000270)				

4. View the items in the request by clicking the **Item Number**.

REQUEST										
Project: 22220		Standard / PENNDOT Oversight NHS						Construction		
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments				SR: 0094		Org Code: 0840				
County: York		District: 08		Group ID: ---		Section: 007		Municipality: PENN T		
Request: 5		Bart Simpson - 000346						Review		
Associated Contractor: Azure Excavation and Grading - 000270						Item Total Amt: \$150,000.00				
Subcontractor Information										
Business Partner: Bart Simpson				BP ID: 000346		SBE:		DB:		VOSB:
DBE Cert:				Federal ID: 12-3421097		Certification Type:		Goal Code:		
Business Type: Subcontractor				Function: Subcontractor						
Request Association and Overseer Subcontractor Information										
Written Subcontract Information										
Anticipated Start: 09/07/2018				Approved Subcontract Amt: 150,000.00		Original Contract: \$203,847,761.00		Services Rendered: Construction - Paving		Minority Pmt Total: \$0.00
DBE Credited Amount: \$0.00				SBE Pmt Total:		SBE Credited Amount:		Anticipated Completion: 09/14/2018		Subcontract Execution: 08/31/2018
Comments:										
Request Items										
Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt		
0409-0032		Review		No	402,618.000000	Ton	Subcontractor doing paving work	\$150,000.00		

5. View Request Item.

REQUEST										
Project: 22220		Standard / PENNDOT Oversight NHS						Construction		
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments				SR: 0094		Org Code: 0840				
County: York		District: 08		Group ID: ---		Section: 007		Municipality: PENN T		
Request: 5		Bart Simpson - 000346						Review		
Associated Contractor: Azure Excavation and Grading - 000270						Item Total Amt: \$150,000.00				
Subcontractor Information										
Business Partner: Bart Simpson				BP ID: 000346		SBE:		DB:		VOSB:
DBE Cert:				Federal ID: 12-3421097		Certification Type:		Goal Code:		
Business Type: Subcontractor				Function: Subcontractor						
Request Association and Overseer Subcontractor Information										
Written Subcontract Information										
Anticipated Start: 09/07/2018				Approved Subcontract Amt: 150,000.00		Original Contract: \$203,847,761.00		Services Rendered: Construction - Paving		Minority Pmt Total: \$0.00
DBE Credited Amount: \$0.00				SBE Pmt Total:		SBE Credited Amount:		Anticipated Completion: 09/14/2018		Subcontract Execution: 08/31/2018
Comments:										
Request Items										
Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt		
0409-0032		Review		No	402,618.000000	Ton	Subcontractor doing paving work	\$150,000.00		

Subcontractor Subs Request

This section will show subcontractors how to request assistance from another subcontractor to assist with work. A subcontractor's sub can only perform 50% of the whole request.

1. Navigate to the **Project Information** homepage that the Subcontractor Approval Request will be used for.

PROJECT INFORMATION

Project: 34003 [Go](#)
Municipal / PENNDOT Oversight NHS Construction

Short Description: **SOURCE OF SUPPLY RELEASE 7.2 System Testing** Org Code: 0820
 County: Cumberland SR: 465
 District: 08 Section: 003
Municipality: SOUTH MIDDLETON
Group ID: ---

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment all other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Click the **Subcontractor Requests**.

PROJECT INFORMATION

Project: 34003 [Go](#)
Municipal / PENNDOT Oversight NHS Construction

Short Description: **SOURCE OF SUPPLY RELEASE 7.2 System Testing** Org Code: 0820
 County: Cumberland SR: 465
 District: 08 Section: 003
Municipality: SOUTH MIDDLETON
Group ID: ---

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment all other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

3. Click New.

COMMON SELECTION - SUBCONTRACTOR REQUEST					
Available Records					
Filter	Business Partner		Go		
Records 1 to 209 of 209					
Add	Business Partner	BP ID	VOSB	DB	
+	4th JPA P3	000532			
+	Abbott Engineering	000685	N	Y	
+	Abbott Roadways	000686			
+	Adams Cable, Inc.	000375			
+	Allbaster Blaster	000833	N		
+	Allied Secondary Service Providers, Inc.	000698			
+	ASTA BP 1	000979			
+	asta bp 10	000984			
+	Bailey Contracting, Inc.	000670			
+	Bart Simpson	000346			
+	Batman	000597			
+	bbb	000531			
+	Best Contractor Services	000373		N	
+	Best Water	000425		Y	
+	Beth's Barricades	003313			
+	Big Electric Inc.	000404			
+	BIS Transition Partners	000682			
+	Black Construction	000639	Y	Y	
+	Bob_Regression_Test	000720	N	N	
+	Brayman Construction	000356			
+	Brehm Contractors, Inc.	000696			
+	Brown Street Cultural Resource Consulting	000246			
+	Business Partner One	000991		Y	
+	Contractor S	000445			
+	Callahan Paving Products, Inc.	000822	N		
+	Columbia Gas	000374			
+	Construction Services R-U's	000697			
+	Contractor 369	000369			
+	Contractor 371	000371	Y	Y	
+	Contractor 372	000372			
+	Contractor 414	000414			
+	Contractor 415	000415			

4. Click the **add** button next to the contractor that will be added to the project.

COMMON SELECTION - SUBCONTRACTOR REQUEST					
Available Records					
Filter	Business Partner		Go		
Records 1 to 210 of 210					
Add	Business Partner	BP ID	VOSB	DB	
+	4th JPA P3	000532			
+	Abbott Engineering	000685	N	Y	
+	Abbott Roadways	000686			
+	Adams Cable, Inc.	000375			
+	Allbaster Blaster	000833	N		
+	Allied Secondary Service Providers, Inc.	000698			
+	ASTA BP 1	000979			
+	asta bp 10	000984			
+	Bailey Contracting, Inc.	000670			
+	Bart Simpson	000346			
+	Batman	000597			
+	bbb	000531			
+	Best Contractor Services	000373		N	
+	Best Water	000425		Y	
+	Beth's Barricades	003313			
+	Big Electric Inc.	000404			
+	BIS Transition Partners	000682			
+	Black Construction	000639	Y	Y	
+	Bob_Regression_Test	000720	N	N	
+	Brayman Construction	000356			
+	Brehm Contractors, Inc.	000696			
+	Brown Street Cultural Resource Consulting	000246			
+	Business Partner One	000991		Y	
+	Contractor S	000445			
+	Callahan Paving Products, Inc.	000822	N		
+	Columbia Gas	000374			
+	Construction Services R-U's	000697			
+	Contractor 369	000369			
+	Contractor 371	000371	Y	Y	
+	Contractor 372	000372			
+	Contractor 414	000414			
+	Contractor 415	000415			
+	Contractor 416	000416	N		
+	Contractor 417	000417			
+	Contractor 552	000552			
+	Contractor 553	000553			
+	Contractor 569	000569			

5. Click the dropdown next to **Business Type** and select an option.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
County: Cumberland SR: 465
District: 08 Group ID: --- Org Code: 0820
Section: 003
Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
DBE Cert: Federal ID: 12-3421097
Business Type: **Service** Certification Type: SBE: DB: VOSB:
Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor

Written Subcontract Information

Anticipated Start: [Calendar Icon] Anticipated Completion: [Calendar Icon]
Approved Subcontract Amt: [Text Field] Subcontract Execution: [Calendar Icon]
Original Contract: \$32,362,243.60
Services Rendered: [Dropdown] Minority Pmt Total: \$0.00 SBE Pmt Total:
DBE Credited Amount: \$0.00 SBE Credited Amount:
Comments:

Attachments

Attachment Title: [Text Field] Document Type: [Dropdown]
Description: [Text Field]
File: [Text Field] Browse...
Available Attachments
Document Title / Filename Document Type File Type File Size Upload Date Description
No records found.

6. Enter the anticipated start date in the **Anticipated Start** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
County: Cumberland SR: 465
District: 08 Group ID: --- Org Code: 0820
Section: 003
Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
DBE Cert: Federal ID: 12-3421097
Business Type: Service Certification Type: SBE: DB: VOSB:
Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: [Calendar Icon] Anticipated Completion: [Calendar Icon]
Approved Subcontract Amt: [Text Field] Subcontract Execution: [Calendar Icon]
Original Contract: \$32,362,243.60
Services Rendered: [Dropdown] Minority Pmt Total: \$0.00 SBE Pmt Total:
DBE Credited Amount: \$0.00 SBE Credited Amount:
Comments:

Attachments

Attachment Title: [Text Field] Document Type: [Dropdown]
Description: [Text Field]
File: [Text Field] Browse...
Available Attachments
Document Title / Filename Document Type File Type File Size Upload Date Description
No records found.

- Enter the anticipated completion date in the **Anticipated Completion** date field. You may use the calendar icon, or type the date in mm/dd/yyyy format.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465
 District: 08 Group ID: --- Org Code: 0820
 Section: 003
 Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion: [Calendar Icon]
 Approved Subcontract Amt: Subcontract Execution: [Calendar Icon]
 Original Contract: \$32,362,243.60
 Services Rendered: SBE Pmt Total:
 Minority Pmt Total: \$0.00 SBE Credited Amount:
 DBE Credited Amount: \$0.00
 Comments:

Attachments

Attachment Title: Description: Document Type: File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

- Enter the amount of the subcontract in the **Approved Subcontract Amount** field. The amount you enter here must equal the total amount for all subcontractor or service items on the request.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465
 District: 08 Group ID: --- Org Code: 0820
 Section: 003
 Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion: [Calendar Icon]
 Approved Subcontract Amt: [Input Field] Subcontract Execution: [Calendar Icon]
 Original Contract: \$32,362,243.60
 Services Rendered: SBE Pmt Total:
 Minority Pmt Total: \$0.00 SBE Credited Amount:
 DBE Credited Amount: \$0.00
 Comments:

Attachments

Attachment Title: Description: Document Type: File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

9. Enter the subcontract execution date in the **Subcontract Execution Date** field. You may use the calendar icon, or type the date in mm/dd/yyyy format.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465
 District: 08 Group ID: --- Org Code: 0820
 Section: 003
 Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion:
 Approved Subcontract Amt: Subcontract Execution:
 Original Contract: \$32,362,243.60
 Services Rendered:
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Description: Document Type:
 File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

10. Select the type of service to be rendered from the **Services Rendered** drop-down list.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465
 District: 08 Group ID: --- Org Code: 0820
 Section: 003
 Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion:
 Approved Subcontract Amt: Subcontract Execution:
 Original Contract: \$32,362,243.60
 Services Rendered:
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Description: Document Type:
 File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

11. Click the **plus** sign next to **Request Association and Overseer Subcontractor Information**.

REQUEST		Municipal / PENNDOT Oversight NHS		Construction
Project: 34003		Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing		Org Code: 0820
County: Cumberland	District: 08	SR: 465	Group ID: --	Section: 003
Municipality: SOUTH MIDDLETON				
Subcontractor Information				
Business Partner: Bart Simpson		BP ID: 000346		
DBE Cert:		Federal ID: 12-3421097		
Business Type: Service	Function: Subcontractor	Certification Type:	SBE:	DB:
		Goal Code:	VOSB:	
Request Association and Overseer Subcontractor Information				
Written Subcontract Information				
Anticipated Start:		Anticipated Completion:		
Approved Subcontract Amt:		Subcontract Execution:		
Original Contract: \$32,362,243.60				
Services Rendered:				
Minority Pmt Total: \$0.00	SBE Pmt Total:			
DBE Credited Amount: \$0.00	SBE Credited Amount:			
Comments:				
Attachments				
Attachment Title:		Document Type:		
Description:				
File:	Browse...			
Available Attachments				
Document Title / Filename	Document Type	File Type	File Size	Upload Date Description
No records found.				

12. Click the **Magnifying Glass**.

REQUEST		Municipal / PENNDOT Oversight NHS		Construction
Project: 34003		Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing		Org Code: 0820
County: Cumberland	District: 08	SR: 465	Group ID: --	Section: 003
Municipality: SOUTH MIDDLETON				
Subcontractor Information				
Business Partner: Bart Simpson		BP ID: 000346		
DBE Cert:		Federal ID: 12-3421097		
Business Type: Service	Function: Subcontractor	Certification Type:	SBE:	DB:
		Goal Code:	VOSB:	
Request Association and Overseer Subcontractor Information				
Overseer:		BP ID:		
Approval:				
Written Subcontract Information				
Anticipated Start:	09/07/2018	Anticipated Completion:	09/14/2018	
Approved Subcontract Amt:	150000	Subcontract Execution:	08/31/2018	
Original Contract: \$32,362,243.60				
Services Rendered:	Construction - Other			
Minority Pmt Total: \$0.00	SBE Pmt Total:			
DBE Credited Amount: \$0.00	SBE Credited Amount:			
Comments:				
Attachments				
Attachment Title:		Document Type:		
Description:				
File:	Browse...			

13. Click the **green plus** button next to subcontractor that should be added contract.

COMMON SELECTION - OVERSEER

Available Records

Filter BP ID

Records 1 to 2 of 2 Records Per Page: 500

Add	BP ID	Business Partner
	000440	Contractor N
	000441	Contractor O

Records 1 to 2 of 2 Records Per Page: 500

14. Click the **plus sign** next to **Request Association and Overseer Subcontractor Information**.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003
 Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: Anticipated Completion:
 Approved Subcontract Amt: Subcontract Execution:
 Original Contract: \$32,362,243.60
 Services Rendered: Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Description: Document Type:
 File: Browse...

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

15. User can now view Subcontractors sub request.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003
 Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Overseer: Contractor N BP ID: 000440
 Approval: 1

Written Subcontract Information

Anticipated Start: 09/07/2018 Anticipated Completion: 09/14/2018
 Approved Subcontract Amt: 150,000.00 Subcontract Execution: 08/31/2018
 Original Contract: \$32,362,243.60
 Services Rendered: Construction - Other Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Description: Document Type:
 File: Browse...

Available Attachments

16. Click the **Save** button at the top of the screen.

Back Save Save & Exit Help

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003
 Municipality: SOUTH MIDDLETON

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Overseer: Contractor N BP ID: 000440
 Approval: 1

Written Subcontract Information

Anticipated Start: 09/07/2018 Anticipated Completion: 09/14/2018
 Approved Subcontract Amt: 150,000.00 Subcontract Execution: 08/31/2018
 Original Contract: \$32,362,243.60
 Services Rendered: Construction - Other
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Attachments

Attachment Title: Description: File: Browse...
 Document Type:

Available Attachments

17. Users may receive a message letting them know that the minority commitment may need to be revised.



18. Select **New** for Request Items.

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003
 Municipality: SOUTH MIDDLETON

Request: 6 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
 DBE Cert: Federal ID: 12-3421097
 Business Type: Service Certification Type: SBE: DB: VOSB:
 Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

Anticipated Start: 09/07/2018 Anticipated Completion: 09/14/2018
 Approved Subcontract Amt: 150,000.00 Subcontract Execution: 08/31/2018
 Original Contract: \$32,362,243.60
 Services Rendered: Construction - Other
 Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Request Items

Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
								NEW

19. Click the **Items** that the subcontractor will be performing.

COMMON SELECTION - REQUEST ITEM				
Available Records				
Filter	Item		Go	
Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 500				
<input type="checkbox"/>	Item	Type	Description	Available Qty
<input type="checkbox"/>	0422-0010		BITUMINOUS WEARING COURSE, FJ-1C, 1" DEPTH, SRL - H	56,038.500000
<input type="checkbox"/>	0506-0024		PLAIN CEMENT CONCRETE PAVEMENT, RPS, 6" DEPTH	41,190.520000
<input type="checkbox"/>	0620-1075		TYPE 2-S GUIDE RAIL	34,221.740000
Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 500				

20. Click **Ok**.

COMMON SELECTION - REQUEST ITEM				
Available Records				
Filter	Item		Go	
Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 500				
<input type="checkbox"/>	Item	Type	Description	Available Qty
<input type="checkbox"/>	0422-0010		BITUMINOUS WEARING COURSE, FJ-1C, 1" DEPTH, SRL - H	56,038.500000
<input type="checkbox"/>	0506-0024		PLAIN CEMENT CONCRETE PAVEMENT, RPS, 6" DEPTH	41,190.520000
<input checked="" type="checkbox"/>	0620-1075		TYPE 2-S GUIDE RAIL	34,221.740000
Records 1 to 3 of 3 Page 1 of 1 Records Per Page: 500				

21. Enter in the **Item Amount**, must match what is on the Request Screen under Approved Subcontract Amt.

REQUEST ITEM			
Project: 34003	Municipal / PENNDOT Oversight NHS		Construction
Request: 6	Bart Simpson - 000346		Draft
Associated Contractor: Azure Excavation and Grading - 000270		Item Total Amt: \$0.00	
Item Detail			
Item: 0620-1075	Type:	Unit of Measure: Linear Foot	
Description: TYPE 2-S GUIDE RAIL	Current Qty: 34,221.740000	Available Qty: 34,221.740000	
Original Qty: 34,221.740000			
Work Class Codes			
Work Class	Description		
J	Guide Rail, Steel, Median Barrier, Fences		
Request Item Detail			
Quantity: 34,221.740000	Item Amt: 307,995.66		Draft
Partial/Incidental Work: No	Service Item: No		
Partial/Incidental Description:			
Comment:			
Workflow			
Status	Name	Disposition	Date/Time
No records found.			

22. Click the drop down and select **Yes** or **No** if this is **Partial/Incidental Work**.

REQUEST ITEM			
Project: 34003	Municipal / PENNDOT Oversight NHS		Construction
Request: 6	Bart Simpson - 000346		Draft
Associated Contractor: Azure Excavation and Grading - 000270		Item Total Amt: \$0.00	
Item Detail			
Item: 0620-1075	Type:	Unit of Measure: Linear Foot	
Description: TYPE 2-S GUIDE RAIL	Current Qty: 34,221.740000	Available Qty: 34,221.740000	
Original Qty: 34,221.740000			
Work Class Codes			
Work Class	Description		
J	Guide Rail, Steel, Median Barrier, Fences		
Request Item Detail			
Quantity: 34,221.740000	Item Amt: 150000	Service Item: No	
Partial/Incidental Work: Yes			
Partial/Incidental Description:			
Comment:			
Workflow			
Status	Name	Disposition	Date/Time
No records found.			

23. Enter a **Description** in the Partial/Incidental Description box.

REQUEST ITEM			
Project: 34003	Municipal / PENNDOT Oversight NHS		Construction
Request: 6	Bart Simpson - 000346		Draft
Associated Contractor: Azure Excavation and Grading - 000270		Item Total Amt: \$0.00	
Item Detail			
Item: 0620-1075	Type:	Unit of Measure: Linear Foot	
Description: TYPE 2-S GUIDE RAIL	Current Qty: 34,221.740000	Available Qty: 34,221.740000	
Original Qty: 34,221.740000			
Work Class Codes			
Work Class	Description		
J	Guide Rail, Steel, Median Barrier, Fences		
Request Item Detail			
Quantity: 34,221.740000	Item Amt: 150000	Service Item: No	
Partial/Incidental Work: Yes			
Partial/Incidental Description:			
Comment:			
Workflow			
Status	Name	Disposition	Date/Time
No records found.			

24. Enter a **Comment** in the Comment box.

REQUEST ITEM

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Request: 6 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Item Detail

Item: 0620-1075 Type: Unit of Measure: Linear Foot
Description: TYPE 2-S GUIDE RAIL
Original Qty: 34,221.740000 Current Qty: 34,221.740000 Available Qty: 34,221.740000

Work Class Codes

Work Class	Description
J	Guide Rail, Steel, Median Barrier, Fences

Request Item Detail Draft

Quantity: 34,221.740000 Item Amt: 150000
Partial/Incidental Work: Yes Service Item: No
Partial/Incidental Description:
Comment:

Workflow

Status	Name	Disposition	Date/Time
No records found.			

25. Click **Save & Exit**.

Back Save **Save & Exit** Help

REQUEST ITEM

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Request: 6 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$0.00

Item Detail

Item: 0620-1075 Type: Unit of Measure: Linear Foot
Description: TYPE 2-S GUIDE RAIL
Original Qty: 34,221.740000 Current Qty: 34,221.740000 Available Qty: 34,221.740000

Work Class Codes

Work Class	Description
J	Guide Rail, Steel, Median Barrier, Fences

Request Item Detail Draft

Quantity: 34,221.740000 Item Amt: 150000
Partial/Incidental Work: Yes Service Item: No
Partial/Incidental Description: Subcontractor for guiderail
Comment: Additional comment

Workflow

Status	Name	Disposition	Date/Time
No records found.			

26. User may receive the follow error message, subcontractor will need to be approved for the work before performing it. *"The information was saved successfully. The subcontractor is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review"*

X The information was saved successfully. The subcontractor is not prequalified to perform work on the item selected. The item may not be approved by PENNDOT during review. (00532)

27. Click **Document Type** and select **Public Work Verification Form**.

Services Rendered: **Construction - Other**

Minority Pmt Total: \$0.00 SBE Pmt Total:
 DBE Credited Amount: \$0.00 SBE Credited Amount:
 Comments:

Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
0620-1075		Draft		No	34,221.740000	Linear Foot	Subtractor for guiderail	\$150,000.00

Attachments

Attachment Title: Document Type: **Public Work Verification Form**

Description:

File:

Available Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Attachments Pending Removal

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Destroy Date	Description
No records found.						

Workflow

Status	Name	Disposition	Date/Time
No records found.			

Comment:

This comment is associated to a workflow action and will only be saved when performing a workflow action.

Audit Information

Created By	Created On	Modified By	Modified On
contprinc270 contprinc270/PennDOT BP-000270	08/27/2018 11:05:19 AM	contprinc270 contprinc270/PennDOT BP-000270	08/27/2018 12:02:56 PM

You are currently logged in as contprinc270 contprinc270. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

28. Type in name of attached file in **Attachment Title** field.

Attachments

Attachment Title: Document Type: Public Work Verification Form

Description:

File:

29. Select **Browse...**

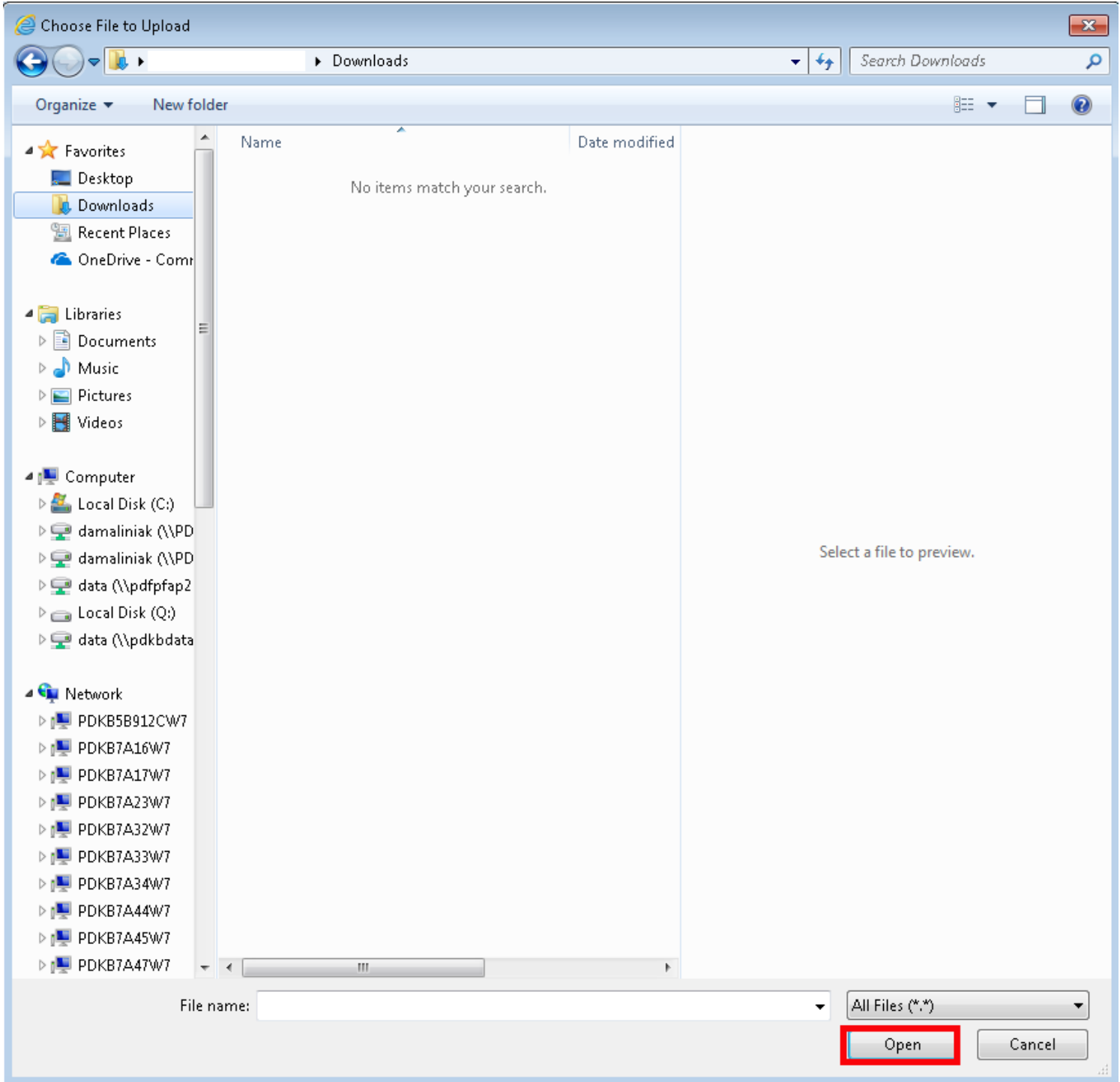
Attachments

Attachment Title: Need to submit PWEV Document Type: Public Work Verification Form

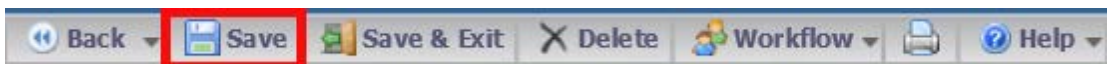
Description:

File:

30. Navigate to the file you wish to attached and click **Open**.



31. Select **Save**.



32. Click **Workflow** and then **Submit**.

Back Save Save & Exit Delete Workflow Help

Your minority commitment may need to be revised.
The information was saved successfully.

(0173)
(0000)

REQUEST

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
County: Cumberland SR: 465
District: 08 Group ID: --- Org Code: 0820
Section: 003
Municipality: SOUTH MIDDLETON

Request: 6 Bart Simpson - 000346 Draft

Associated Contractor: Azure Excavation and Grading - 000270 Item Total Amt: \$150,000.00

Subcontractor Information

Business Partner: Bart Simpson BP ID: 000346
DBE Cert: Federal ID: 12-3421097
Business Type: Service Certification Type: SBE: DB: VOSB:
Function: Subcontractor Goal Code:

Request Association and Overseer Subcontractor Information

Written Subcontract Information

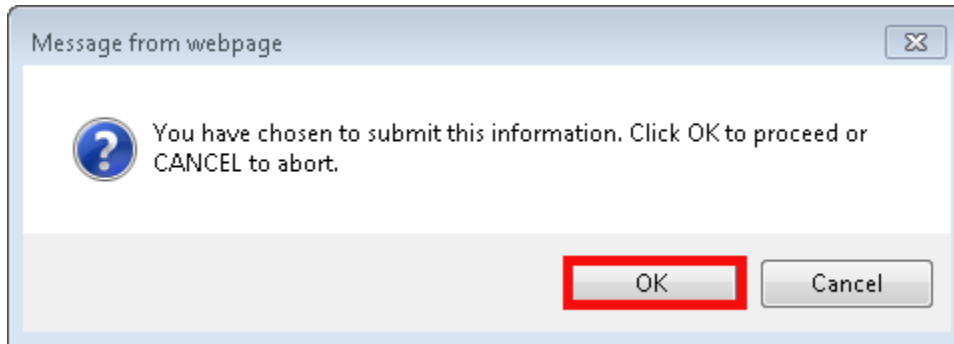
Anticipated Start: 09/07/2018
Approved Subcontract Amt: \$150,000.00
Original Contract: \$32,362,243.60
Services Rendered: Construction - Other
Minority Pmt Total: \$0.00 SBE Pmt Total:
DBE Credited Amount: \$0.00 SBE Credited Amount:
Comments:

Anticipated Completion: 09/14/2018
Subcontract Execution: 09/31/2018

Request Items NEW

Item	Type	Status	WO	Service	Quantity	UOM	Part/Incid Desc	Requested Amt
------	------	--------	----	---------	----------	-----	-----------------	---------------

33. Click **OK**



34. The subcontractor request is now with the Department to review.

Chapter 15: Authorization for Contract Work

- Authorization for Contract Work Overview
- View an Authorization for Contract Work
- Request Clarification for Authorization for Contract Work
- Acknowledge an Authorization for Contract Work and Submit to PennDOT

Authorization for Contract Work Overview

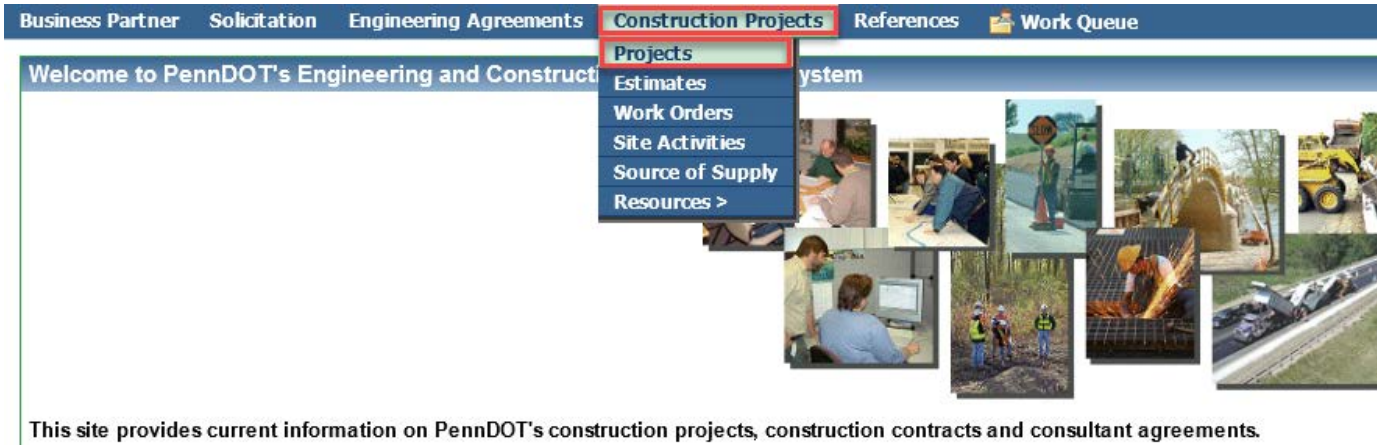
Authorizations for Contract Work allow PennDOT to add items and/or special provisions to an existing active construction contract. They also allow PennDOT to create or clarify scope of work for the contract. Once the Authorization is submitted, the contractor must acknowledge or request clarification on the scope of work and special provision changes (if any), enter unit prices for any new items, and/or statuses, mark each proposed change to a contract item as Accepted or Out of Scope, and submit the authorization to PennDOT for review.

The Authorization for Contract Work also allows PennDOT and the Contractor to negotiate the unit price for extra work items and allows PennDOT to add or modify any special provisions associated with the work. When an extra item is included in the authorization, the contractor enters the unit price during Contractor Review, and PennDOT may either accept or reject the price, or status the item as "force account". For contract items, the Contractor may accept the item or status it as 'out of scope'.

Step	User ECMS Security Role
Create an Authorization for Contract Work including additional or extra items, scope of work, and/or special provisions.	PennDOT
Submit the Authorization for Contract Work to Contractor	PennDOT
Disposition additional items as accepted or out of scope Enter unit prices for extra items Acknowledge the scope of work and any special provisions or request clarification Submit the Authorization for Contract Work to PennDOT	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Disposition extra items as accepted, rejected or force account Respond to requests for clarification (and resubmit to contractor) Accept the Authorization	PennDOT

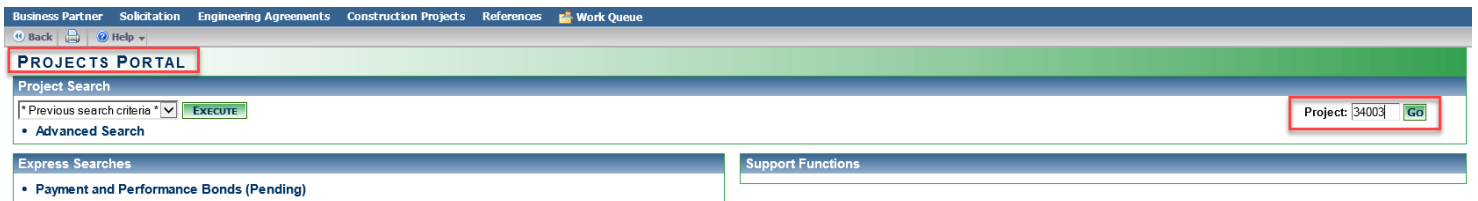
View an Authorization for Contract Work

1. From the menu bar, select **Construction Projects** and then click **Projects**.

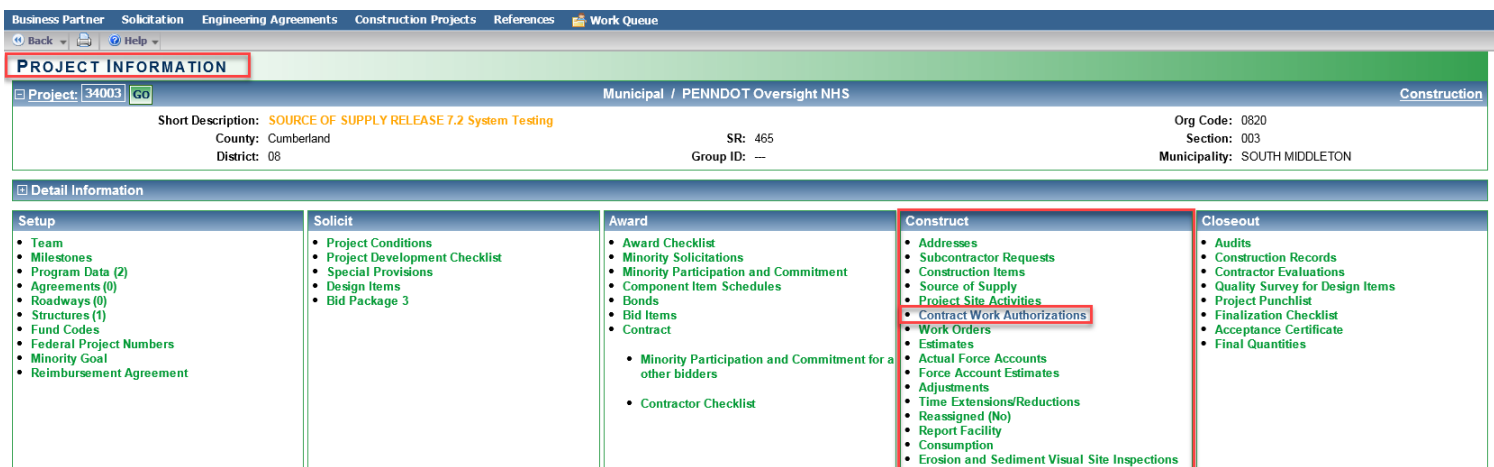


This site provides current information on PennDOT's construction projects, construction contracts and consultant agreements.

2. In the Projects Portal enter the **Project Number** in the input dialogue box next to **Project**. Then click **Go**.



3. On the **Project Information** portal, under the Construct section, select the **Contract Work Authorizations** hyperlink.



- On the **Authorization For Contract Work** screen, there will be a list of Authorizations, with **Auth Status** and **Work Type**.
- There are several types of work types: **Extra Work at a Negotiated Price**, **Extra Work on a Force Account Basis**, and **Additional Work at the Contract Unit Price**.
- Select a **work authorization** hyperlink under the **Auth** column, more specifically one that is listed as **Scope Review** to view/review the pertinent information.

Auth	Auth Status	Work Type	Force Account	Work Order	WO Status	Auth Description/Comments
12	Scope Review	Extra	No			Test
11	Scope Review	Extra	No			
13	Contractor Review	Additional	No			
14	PENNDOT Review	Extra	No			
10	Accepted	Additional	No			
9	Accepted	Extra	Yes			
8	Accepted	Extra	Yes			
7	Accepted	Extra	Yes			
6	Accepted	Extra	Yes			
5	Accepted	Extra	No			
3	Accepted	Extra	No			
2	Accepted	Extra	No			
1	Accepted	Extra	No			
4	Work Not Completed	Extra	No			

GENERAL INFORMATION

Authorization: 12
 Document: Electronic
 Work Order:
 Associated Authorizations:
 To: Azure Excavation and Grading

DETAIL

You are hereby authorized to perform the work described below:

Extra Work at a Negotiated Price: Yes

Within ten (10) days of receipt of this authorization, submit backup data, in the form of a material/labor/equipment breakdown or an acceptable engineering analysis, to support the price. Pending acceptance of the price by the Engineer, force account records will be kept by the Department.

Working Days: 1 Calendar Days: 1

As specified in Publication 400, Section 165.06(a), a time extension may be granted by the Department as a result of the item quantity elimination(s) / reduction(s), Additional Work, and/or Extra Work described herein. At this time, the number of working days and calendar days shown is an estimate of the potential impact that the authorized contract changes will have on controlling operations. If a change in contract time is warranted (i.e., supported by the Construction Schedule after the impact of the contract changes is incorporated), submit a time extension request, using ECMS, within the time specified in Section 165.06(a) for the specific qualifying event or occurrence.

Scope of Work: Test
 Description/Comments: Test

Item	Type	UoM	Quantity	Unit Price	Total Amount	Negotiation
0409-0041	E	SY	1 000 000000	\$0 0000	\$0 0000	\$0 00
SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-26, < 0.3 MILLION ESALS, 12.5 MM MIX, 1 1/2" DEPTH, SRL-E						
4409-0041	E	SY	100 000000	\$0 0000	\$0 0000	\$0 00
SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-26, < 0.3 MILLION ESALS, 12.5 MM MIX, 1 1/2" DEPTH, SRL-E						

SPECIAL PROVISIONS

Title: No records found.

ATTACHMENTS

Document Title / Filename: Document Type: File Type: File Size: Upload Date: Description: No records found.

WORKFLOW

Status	Name	Disposition	Date/Time
Draft	Dotie Ic/PennDOT	Submit	07/05/2016 11:28:14 AM

Receipt of this Authorization authorizes the Contractor to begin work contingent upon review and acknowledgement of the Scope of Work.

Comment: This comment is associated to a workflow action and will only be saved when performing a workflow action.

AUDIT INFORMATION

Created By	Created On	Modified By	Modified On
Dotie Ic/PennDOT	03/28/2016 02:08:01 PM	Dotie Ic/PennDOT	07/05/2016 11:28:14 AM

7. Click on the **Item Number** hyperlinks, in the **Items** sub-portal for more information. Example below.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue			
Back Help			
AUTHORIZATION ITEM			
Project: 34003		Municipal / PENNDOT Oversight NHS	
Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing County: Cumberland District: 08		SR: 465 Group ID: --	
		Org Code: 0820 Section: 003 Municipality: SOUTH MIDDLETON	
Authorization: 17		Construction	
Work Type: Additional		Authorization Net: \$0.00	
Item Detail			
Item Number: 9999-0018		Type: Non Standard	
Item Type: E- Extra Work Item			
Negotiation Status:			
Unit of Measure: Cubic Yard			
Description: Work cubic yard			
Modified Description:			
Unit Price(\$): 0.0000			
Quantity: 800.000000			
Special Provision:			
Work Class Codes			
Work Class	Description		
C	Roadway Excavating and Grading		

8. Once reviewed one of two actions will happen, either an authorization will need Clarification or it will be Acknowledged. To see how to **Request Clarification for Authorization of Contract Work** or to **Acknowledge an Authorization for Contract Work** see the next two sections respectively.

Request Clarification for Authorization for Contract Work

- The contractor can request that PennDOT clarify the scope of work and/or special provision changes for an authorization.
- PennDOT will not accept the authorization until the contractor has acknowledged the special provisions and/or scope of work changes.
- Before submitting the authorization back to PennDOT for clarification, any additional items must be dispositioned as accepted or out of scope and any extra items must include a unit price.

1. Begin by opening a work authorization that is in **Scope Review**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Go Help

AUTHORIZATIONS FOR CONTRACT WORK

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465
 District: 08 Group ID: ---
 Org Code: 0820
 Section: 003
 Municipality: SOUTH MIDDLETON

Filter Auth Go

Records 1 to 14 of 14 Page 1 of 1 Records Per Page: 250

Auth	Auth Status	Work Type	Force Account	Work Order	WO Status	Auth Description/Comments
12	Scope Review	Extra	No			Test
13	Contractor Review	Additional	No			
14	PENNDOT Review	Extra	No			
11	PENNDOT Review	Extra	No			
10	Accepted	Additional	No			
9	Accepted	Extra	Yes			
8	Accepted	Extra	Yes			
7	Accepted	Extra	Yes			
6	Accepted	Extra	Yes			
5	Accepted	Extra	No			
3	Accepted	Extra	No			
2	Accepted	Extra	No			
1	Accepted	Extra	No			
4	Work Not Completed	Extra	No			

Records 1 to 14 of 14 Page 1 of 1 Records Per Page: 250

2. After reviewing the information and it is determined clarification is needed, scroll down to the **Workflow** sub-portal, enter a comment that explain what needs clarified in the **Comment** dialogue box.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Workflow Go Help

You are hereby authorized to perform the work described below:

Extra Work at a Negotiated Price: Yes
 Within ten (10) days of receipt of this authorization, submit backup data, in the form of a material/labor/equipment breakdown or an acceptable engineering analysis, to support the price. Pending acceptance of the price by the Engineer, force account records will be kept by the Department.

Working Days: 1 Calendar Days: 1

As specified in Publication 408, Section 108.06(a), a time extension may be granted by the Department as a result of the item quantity elimination(s) / reduction(s), Additional Work, and/or Extra Work described herein. At this time, the number of working days and calendar days shown is an estimate of the potential impact that the authorized contract changes will have on controlling operations. If a change in contract time is warranted (i.e. supported by the Construction Schedule after the impact of the contract changes is incorporated), submit a time extension request, using ECMS, within the time specified in Section 108.06(a) for the specific qualifying event or occurrence.

Scope of Work: Test
 Description/Comments: Test

Item	Type	UoM	Quantity	Unit Price	Total Amount	Negotiation
0409-0041	E	SY	1,000.000000	\$0.0000	\$0.0000	\$0.00
SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 12.5 MM MIX, 1 1/2" DEPTH, SRL-E						
4409-0041	E	SY	100.000000	\$0.0000	\$0.0000	\$0.00
SUPERPAVE ASPHALT MIXTURE DESIGN, HMA WEARING COURSE, PG 58-28, < 0.3 MILLION ESALS, 12.5 MM MIX, 1 1/2" DEPTH, SRL-E						

Special Provisions

Title: No records found. Items: Action

Attachments

Document Title / Filename: Document Type: File Type: File Size: Upload Date: Description: No records found.

Workflow

Status	Name	Disposition	Date/Time
Draft	Dottie Irc/PennDOT	Submit	07/05/2016 11:28:14 AM

Receipt of this Authorization authorizes the Contractor to begin work contingent upon review and acknowledgement of the Scope of Work.

Comment: Comment

This comment is associated to a workflow action and will only be saved when performing a workflow action.

- Then go to the tool bar, select **Workflow, Clarification Requested**, and a confirmation window will pop-up click **OK**.

The screenshot shows the ECMS interface for a work authorization. The top navigation bar includes 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', 'References', and 'Work Queue'. The main header is 'AUTHORIZATIONS FOR CONTRACT WORK' with a sub-header 'Municipal / PENNDOT Oversight NHS'. The project details are: Project: 34003, Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing, County: Cumberland, District: 08, SR: 465, Group ID: --, Org Code: 0820, Section: 003, Municipality: SOUTH MIDDLETON. The 'General Information' section shows Authorization: 12, Document: Electronic, Work Order: --, and Associated Authorizations: To: Azure Excavation and Grading. The 'Detail' section contains a confirmation window with the text: 'You are hereby authorized to perform the work described below: Extra Work at a Negotiated Price: Yes, Working Days: 1, Scope of Work: Test, Description/Comments: Test'. The confirmation window has 'OK' and 'Cancel' buttons, with 'OK' highlighted in red.

- The status of the work authorization changes to **Scope Clarification**.

The screenshot shows the ECMS interface for a work authorization. The top navigation bar includes 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', 'References', and 'Work Queue'. The main header is 'AUTHORIZATIONS FOR CONTRACT WORK' with a sub-header 'Municipal / PENNDOT Oversight NHS'. The project details are: Project: 34003, Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing, County: Cumberland, District: 08, SR: 465, Group ID: --, Org Code: 0820, Section: 003, Municipality: SOUTH MIDDLETON. Below the details is a table of work authorizations. The table has columns: Auth, Auth Status, Work Type, Force Account, Work Order, WO Status, and Auth Description/Comments. The row with Auth 12 and Status 'Scope Clarification' is highlighted with a red box.

Auth	Auth Status	Work Type	Force Account	Work Order	WO Status	Auth Description/Comments
12	Scope Clarification	Extra	No			Test
13	Contractor Review	Additional	No			
14	PENNDOT Review	Extra	No			
11	PENNDOT Review	Extra	No			
10	Accepted	Additional	No			
9	Accepted	Extra	Yes			

- ECMS does not send an email notification to PennDOT informing them that the clarification has been requested. You may want to contact the person who created the authorization to let them know that there is a request for clarification.
- The clarification itself may be provided outside of ECMS, for example, by telephone or email; or the Inspector may include a workflow comment (located below the status in the review/approval workflow at the bottom of the screen) or enter text in the Comment field, or even update the scope of work or provisions in response.
- Comments entered in the review/approval workflow can be displayed for viewing when you open the Work Authorization and examine the Workflow sub-portal.

Acknowledge an Authorization for Contract Work and Submit to PennDOT

- The contractor must acknowledge the scope of work and special provisions. PennDOT will not accept the authorization until the contractor has acknowledged the special provisions and/or scope of work changes.
- Before submitting the authorization back to PennDOT, any additional items must be dispositioned as accepted or out of scope and any extra items must include a unit price.

1. Begin by opening a work authorization that is in **Scope Review**.

The screenshot shows the 'AUTHORIZATIONS FOR CONTRACT WORK' page. The project is 'Municipal / PENNDOT Oversight NHS' with a short description of 'SOURCE OF SUPPLY RELEASE 7.2 System Testing'. A table lists 14 records. The 'Auth Status' column is highlighted, and the first record (ID 12) is 'Scope Review'. Other records include 'Contractor Review', 'PENNDOT Review', and 'Accepted'.

Auth	Auth Status	Work Type	Force Account	Work Order	WO Status	Auth Description/Comments
12	Scope Review	Extra	No			Test
13	Contractor Review	Additional	No			
14	PENNDOT Review	Extra	No			
11	PENNDOT Review	Extra	No			
10	Accepted	Additional	No			
9	Accepted	Extra	Yes			
8	Accepted	Extra	Yes			
7	Accepted	Extra	Yes			
6	Accepted	Extra	Yes			
5	Accepted	Extra	No			
3	Accepted	Extra	No			
2	Accepted	Extra	No			
1	Accepted	Extra	No			
4	Work Not Completed	Extra	No			

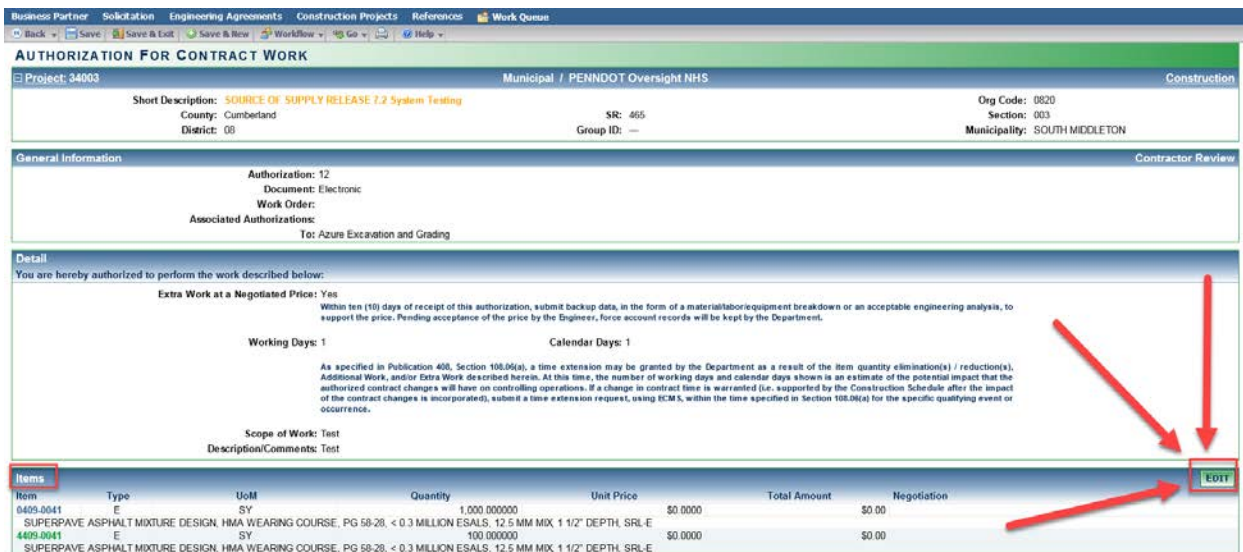
2. Once satisfactorily reviewed, go to the tool bar, select **Workflow, Acknowledge**, then a confirmation window will appear, click **OK**.

The screenshot shows the 'AUTHORIZATIONS FOR CONTRACT WORK' page with the 'Acknowledge' button highlighted in the toolbar. Below the page, a 'Message from webpage' dialog box is displayed with the text: 'You have chosen to acknowledge this information. Click OK to proceed or CANCEL to abort.' The 'OK' button is highlighted.

- A confirmation message appears below the tool bar. The authorization's **Status** changes to **Contractor Review**.



- Once you Acknowledge the Work Authorization, go to the **Items** sub-portal and click **Edit**.



- The **Authorization Items** portal appears. Under the **Items** sub-portal enter **Unit Prices** for the items.

Note: The unit price may vary based on type of Authorization.

6. On the tool bar select Save and Exit.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Calculate Help

AUTHORIZATION ITEMS

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing Org Code: 0820
 County: Cumberland SR: 465 Section: 003
 District: 08 Group ID: --- Municipality: SOUTH MIDDLETON

Authorization: 12 Contractor Review

Work Type: Extra Authorization Net: \$0.00

Item	Type	UoM	Quantity	Unit Price	Total Amount	Negotiation
0409-0041	E	Square Yard	1,000.000000	50	\$0.00	\$0.00
4409-0041	E	Square Yard	100.000000	100	\$0.00	\$0.00

7. Then on the **Authorization for Contract Work** portal, select **Workflow** from the tool bar, click **Submit**, and a conformation window will pop-up, click **OK**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Save & New Workflow Go Help

The information was saved successfully. (0000)

AUTHORIZATION FOR CONTRACT WORK

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing Org Code: 0820
 County: Cumberland SR: 465 Section: 003
 District: 08 Group ID: --- Municipality: SOUTH MIDDLETON

General Information Contractor Review

Authorization: 12
 Document: Electronic
 Work Order:
 Associated Authorizations:
 To: Azure Excavation and Grading

Detail

You are hereby authorized to perform the work described below:

Extra Work at a Negotiated Price: Yes
 Within ten (10) days of receipt of this authorization, submit backup data, in the form of a material/labor/equipment breakdown or an acceptable engineering analysis, to support the price. Pending acceptance of the price by the Engineer, force account records will be kept by the Department.

Working Days: 1 Calendar Days: 1
 As specified in Publication 408, Section 108.06(a), a time extension may be granted by the Department as a result of the item quantity elimination(s) / reduction(s), Additional Work, and/or Extra Work described herein. At this time, the number of working days and calendar days shown is an estimate of the potential impact that the authorized contract changes will have on controlling operations. If a change in contract time is warranted (i.e. supported by the Construction Schedule after the impact of the contract changes is incorporated), submit a time extension request, using ECMS, within the time specified in Section 108.06(a) for the specific qualifying event or occurrence.

Scope of Work: Test
 Description/Comments: Test

Item	Type	UoM	Quantity	Unit Price	Total Amount	Negotiation
0409-0041	E	SY	1,000.000000	\$50.0000	\$50,000.00	
4409-0041	E	SY	100.000000	\$100.0000	\$10,000.00	

Special Provisions

Title: No records found.

8. On the Authorizations for Contract Work portal the work authorization Status is updated to **PENNDOT Review**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Go Help

AUTHORIZATIONS FOR CONTRACT WORK

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465
 District: 08 Group ID: --

Org Code: 0820
 Section: 003
 Municipality: SOUTH MIDDLETON

Filter Auth Go

Records 1 to 16 of 16 Page 1 of 1 Records Per Page: 250

Auth	Auth Status	Work Type	Force Account	Work Order	WO Status	Auth Description/Comments
13	Contractor Review	Additional	No			
16	PENNDOT Review	Extra	No			
14	PENNDOT Review	Extra	No			
12	PENNDOT Review	Extra	No			Test
11	PENNDOT Review	Extra	No			
10	Accepted	Additional	No			
9	Accepted	Extra	Yes			
8	Accepted	Extra	Yes			
7	Accepted	Extra	Yes			
6	Accepted	Extra	Yes			
5	Accepted	Extra	No			
3	Accepted	Extra	No			
2	Accepted	Extra	No			
1	Accepted	Extra	No			
15	Work Not Completed	Additional	No			Work
4	Work Not Completed	Extra	No			

Records 1 to 16 of 16 Page 1 of 1 Records Per Page: 250

- ECMS does not send an email notification to PennDOT informing them that the authorization has been submitted. You may want to contact the person who created the authorization to let them know that it is ready for PennDOT Review.
- Comments entered in the review/approval workflow can be displayed for viewing when you open the Authorization and examine the Workflow sub-portal.

Chapter 16: Work Orders

- Work Orders Overview
- View Work Orders

Work Orders Overview

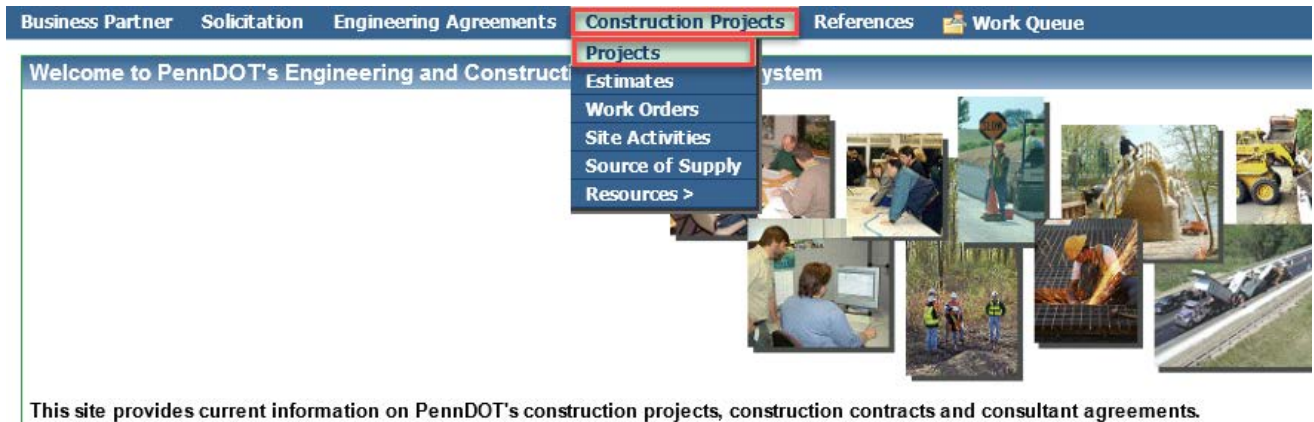
When a project enters construction status and changes must occur on the project, a work order will be processed. A work order may add additional items to a project or take items off a project. If additional or extra work must be performed, an authorization for contract work will be created prior to the work order. The authorization for contract work will go through a review and approval process. For more detail on the authorization, refer to the Authorization for Contract Work chapter.

The work order is created by PennDOT and will go through a review and approval process. Once the work order has been approved, it will be available to view by the contractor.

Step	User ECMS Security Role
Create an authorization for contract work	PennDOT
Submit authorization for contract work for acknowledgement	PennDOT
Acknowledge additional or extra work	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Create a work order	PennDOT
Link authorization for contract work to the work order	PennDOT
Review and approve work order	PennDOT
View approved work order	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin • Contractor Field Manager

View Work Orders

1. From the menu bar, select **Construction Projects** and then select **Projects**.



2. Then enter a **Project Number** and click **GO**.



3. From the **Project Information** portal, under the **Construct** section, select the **Work Orders** hyperlink.



- The **Work Orders** screen is displayed with all the work orders for the project. Click the **Work Order Number** hyperlink to view specific information relative to the work order.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

WORK ORDERS

Project: 5157 Standard / Federal Oversight Construction

Short Description: Cottman-Princeton Main Line & Ramps. Design activities limited to ADA ramps. Org Code: 0650
 County: Philadelphia SR: 95 Section: CP2
 District: 06 Group ID: -- Municipality: PHILADELPHIA

Filter Work Order GO

Records 1 to 200 of 200 Page 1 of 1 Records Per Page: 250

Work Order	Status	Expl	Category	Change Type	Major/Minor	Description	Amount	Approved	Fiscal Year
202	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	CLEAN FILL WASTE COSTS 8-10 TO 9-12 2016	\$111,648.38	12/18/2016	2016
200	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	SOE INSTALLATION BLEIGH RAILROAD	\$199,942.57	11/16/2016	2016
199	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	STAGE 5 STABILIZATION EXCAVATION	\$18,121.81	11/16/2016	2016
198	Approved	Yes	Additional/Extra	Balancing Overruns/Underruns	Major	REPAIR ATTENUATOR STAGE 5 RAMP B, C E AND NEW STATE	\$641.11	11/16/2016	2016
197	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	COTTMAN AVE WET TAP AND GATE VALVE	\$856,387.24	11/16/2016	2016
196	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	COTTMAN AVE STAGE 4 LATEX OVERLAY	\$3,468.74	10/28/2016	2016
195	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	INVESTIGATION, RELOCATION AND DELETION OF ADMS STRUCTURES	\$47,692.23	10/28/2016	2016
193	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	ADDITIONAL WORK AT WISSINOMING ST ASSOCIATED WITH INSTALLATION OF 84" WA	\$66,284.36	10/28/2016	2016
192	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	PAVEMENT MARKINGS/DIAMOND GRINDING	\$68,296.76	10/21/2016	2016
191	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	PREPARATION OF PAPAL VISIT	\$21,544.80	09/14/2016	2016
190	Approved	Yes	Additional/Extra	Unforeseen Field Conditions	Major	ADDITIONAL SOE REDESIGN BLEIGH RAIL ROAD	\$33,936.98	09/30/2016	2016
189	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	WISSINOMING BILLBOARD ANALYSIS/MONITORING AND TRANSFER OF REGULATED MATE	\$121,526.15	09/14/2016	2016
188	Approved	Yes	Additional/Extra	Field Changes Directed by Engineer	Major	MONTHLY FILTRATION OPERATING COST@ WISSINOMING MAY 2016 TO AUGUST 2016	\$669,320.12	09/13/2016	2016

- To view more information in the Work Order screen, Select any of the **hyperlinks**.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

WORK ORDER

Project: 5157 GO Standard / Federal Oversight Construction

Detail

Work Order: [202](#)
 Category: Additional/Extra
 Change Type: Field Changes Directed by Engineer
 Major/Minor: Major
 Description: CLEAN FILL WASTE COSTS 8-10 TO 9-12 2016
 Authorization: [261](#)
 FPN: X065-319-L01E

Status: **Approved**
 Approved: 12/18/2016
 Data Source: ECMS w/PSA option
 Fiscal Year: 2016
 Explanation: [Go](#)
 SAP Transaction: [415029](#)

Summary

Original Contract: \$212,325,000.00
 Approved WO Add: \$46,337,271.08
 Approved WO Deduct: \$16,129,813.16
 Current Contract Items: \$242,532,457.92

This WO Add: \$111,648.38
 This WO Deduct: \$0.00
 This WO Net: \$111,648.38

Comments

Items

Item	Type	WCC	UoM	Original Qty	Quantity	Unit Price	Item Total	Justification
9991-2901	E	C1	TON	18,669.690000	8,722.530000	\$12.8000	\$111,648.38	Contract Price
CLEAN FILL WASTE COSTS								

Records 1 to 1 of 1 Page 1 of 1 Records Per Page: 100

Workflow

Status	Name	Disposition	Date/Time
No records found.			

Chapter 17: Time Extensions

- Time Extensions Overview
- Request a Time Extension
- View a Time Extension
- Withdraw a Time Extension

Time Extensions Overview

This function is used by the prime contractor to request a change to the calendar days/completion date for the project. When the prime contractor creates the request, they enter the number of days (either negative or positive number) requested, a Work Order reference number (if applicable), a reason for the request, select whether it is an Interim Milestone Adjustment and click the Submit button so that the request can be approved by PennDOT.

Step	User ECMS Security Role
Request a Time Extension	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
After submission, email sent to PennDOT	PennDOT receives email and approves or disapproves the request (and FHWA if applicable).
Email sent to the contractor with the result	Contractor views decision and can view the electronic workflow on the Extensions screen. Contractor Contract Admin [ECMS]

Request a Time Extension

1. Under the **Construct** header select **Time Extensions/Reductions**.

PROJECT INFORMATION				
Project: 47325 <input type="button" value="GO"/>		Municipal / Non - Federal (100% State)		Post-Construction
Short Description: R21.1 - Script A - System Test		SR: 896	Org Code: 0800	
County: Lancaster		Group ID: R21.1/Kantner	Section: 004	
District: 08		Municipality: BART		
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (Yes) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Finalization Checklist Acceptance Certificate Final Quantities

2. Select **NEW**.

TIME EXTENSIONS/REDUCTIONS							
Project: 22220 <input type="button" value="GO"/>		Standard / PENNDOT Oversight NHS			Construction		
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments				SR: 0094	Org Code: 0840		
County: York		District: 08		Group ID: --	Section: 007		
				Municipality: PENN T			
Time Extensions							
Num ^	Status	Approved	Requested	Days Requested	Days Approved	Revised Completion	Interim Milestone
No records found.							
Time Reductions							
Num ^	Status	Approved	Requested	Days Requested	Days Approved	Revised Completion	Interim Milestone
No records found.							

3. Select the **Add** button next to Time Extension Reason Description.

TIME EXTENSION REASON SELECTION	
Available Records	
Records 1 to 9 of 9 Page 1 of 1 Records Per Page: 500	
<input type="button" value="Add"/>	<p>Time Extension Reason Description</p> <ul style="list-style-type: none"> This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal. This request is being submitted as a result of a Utility Infrastructure and Utility Adjustment delay that adversely affected progress on one or more controlling operations. This request is being submitted as a result of contract item plan quantity overruns that adversely affected progress on one or more controlling operations. This request is being submitted as a result of the District Executive authorizing, in writing, the elimination of an item(s) of work or a reduction in quantity for an item(s) of work that adversely affected progress on one or more controlling operations. This request is being submitted as a result of the District Executive authorizing, in writing, additional and/or extra work that adversely affected progress on one or more controlling operations. This request is being submitted as a result of a strike or labor dispute that caused a shutdown of the entire project or of one or more controlling operations. This request is being submitted as a result of a delayed action or failure to act by an agency other than the Department that adversely affected progress on one or more controlling operations. This request is being submitted as a result of an act or omission of the Department that adversely affected progress on one or more controlling operations. This request is being submitted as a result of a weather-related event where a State or Federal emergency declaration has been made and the Secretary of Transportation, or a delegate, has determined that the emergency conditions have had a direct adverse impact on active construction projects.
Records 1 to 9 of 9 Page 1 of 1 Records Per Page: 500	

4. Enter the number of days in the **Calendar Days** field.

TIME EXTENSION		
Project: 22220	Standard / PENNDOT Oversight NHS	Construction
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments County: York District: 08	SR: 0094 Group ID: ---	Org Code: 0840 Section: 007 Municipality: PENN T
General		
Status: Draft		
Time Extension Detail		
Requested Information		
Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.		
Calendar Days: <input type="text"/>	Original Completion:	
Milestone Adjustment: <input type="checkbox"/>	Current Completion:	
Anticipated NTP Date: 07/28/2014	Revised Completion:	
Actual NTP Date: 07/29/2014		
Support: In the Comment field: <ul style="list-style-type: none"> Provide the date of Department acceptance of the initial Construction Schedule, and 		
Comment:		
<ul style="list-style-type: none"> Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s). 		
Comment:		
Additional Comments:		
Attachments		
Supporting Schedule:	Browse...	Acceptable File Types: All file types are accepted.

5. Enter if a **Milestone Adjustment** is needed, **Yes** or **No**.

TIME EXTENSION		
Project: 22220	Standard / PENNDOT Oversight NHS	Construction
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments County: York District: 08	SR: 0094 Group ID: ---	Org Code: 0840 Section: 007 Municipality: PENN T
General		
Status: Draft		
Time Extension Detail		
Requested Information		
Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.		
Calendar Days: <input type="text"/>	Original Completion:	
Milestone Adjustment: <input type="checkbox"/>	Current Completion:	
Anticipated NTP Date: 07/28/2014	Revised Completion:	
Actual NTP Date: 07/29/2014		
Support: In the Comment field: <ul style="list-style-type: none"> Provide the date of Department acceptance of the initial Construction Schedule, and 		
Comment:		
<ul style="list-style-type: none"> Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s). 		
Comment:		
Additional Comments:		
Attachments		
Supporting Schedule:	Browse...	Acceptable File Types: All file types are accepted.

6. Enter a reason for the request in the **Comment** fields.

TIME EXTENSION		
Project: 22220		Standard / PENNDOT Oversight NHS
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments	SR: 0094	Org Code: 0840
County: York	Group ID: ---	Section: 007
District: 08		Municipality: PENN T
General		
Status: Draft		
Time Extension Detail		
Requested Information		
Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.		
Calendar Days: <input type="text"/>		Original Completion:
		Current Completion:
		Revised Completion:
Milestone Adjustment: <input type="checkbox"/>	*** If YES is selected, approval of Time Extension request will NOT revise the Current Completion Date. ***	
Anticipated NTP Date: 07/28/2014		Actual NTP Date: 07/29/2014
Support: In the Comment field:		
<ul style="list-style-type: none"> Provide the date of Department acceptance of the initial Construction Schedule; and 		
Comment: <input type="text"/> <ul style="list-style-type: none"> Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s). 		
Comment: <input type="text"/>		
Additional Comments: <input type="text"/>		
Attachments		
Supporting Schedule: <input type="text"/>	Browse...	Acceptable File Types: All file types are accepted.

7. Upload the adjusted schedule and original schedule in .pdf format by selecting the **Browse...** button next to **Supporting Schedule**.

TIME EXTENSION		
Project: 22220		Standard / PENNDOT Oversight NHS
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments	SR: 0094	Org Code: 0840
County: York	Group ID: ---	Section: 007
District: 08		Municipality: PENN T
General		
Status: Draft		
Time Extension Detail		
Requested Information		
Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.		
Calendar Days: <input type="text"/>		Original Completion:
		Current Completion:
		Revised Completion:
Milestone Adjustment: <input checked="" type="checkbox"/>	*** If YES is selected, approval of Time Extension request will NOT revise the Current Completion Date. ***	
Anticipated NTP Date: 07/28/2014		Actual NTP Date: 07/29/2014
Support: In the Comment field:		
<ul style="list-style-type: none"> Provide the date of Department acceptance of the initial Construction Schedule; and 		
Comment: <input type="text"/> <ul style="list-style-type: none"> Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s). 		
Comment: <input type="text"/>		
Additional Comments: <input type="text"/>		
Attachments		
Supporting Schedule: <input type="text"/>	Browse...	Acceptable File Types: All file types are accepted.

- Click the **Workflow** button and then click **Submit**. Click **OK** on the confirmation message. An email is generated and sent to PENNDOT informing them of the pending request for a time extension.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Save Save & Exit Workflow Help

TIME EXTENSION **Submit**

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments Org Code: 0840
 County: York SR: 0094 Section: 007
 District: 08 Group ID: --- Municipality: PENN T

General Status: Draft

Time Extension Detail Requested Information

Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.
 Calendar Days: 15

Milestone Adjustment: Yes

Anticipated NTP Date: 07/28/2014 Actual NTP Date: 07/29/2014

Support: In the Comment field:
 • Provide the date of Department acceptance of the initial Construction Schedule; and

Comment:
 additional time
 • Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s).

Comment:
 additional time

Additional Comments: additional time needed

Attachments Supporting Schedule: C:\Users\damaliniak\Desktop\Converting Schedules into Asta Powerproject.pdf Browse... Acceptable File Types: All file types are accepted.

View a Time Extension

1. Under the **Construct** header select **Time Extensions/Reductions**.

PROJECT INFORMATION

Project: 47325 GO Municipal / Non - Federal (100% State) Post-Construction

Short Description: R21.1 - Script A - System Test
 County: Lancaster
 District: 08

SR: 896
 Group ID: R21.1/Kantner

Org Code: 0800
 Section: 004
 Municipality: BART

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (Yes) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Finalization Checklist Acceptance Certificate Final Quantities

2. Click the **Number** under the **Num** column for the time extension that will be viewed.

TIME EXTENSIONS/REDUCTIONS

Project: 22220 GO Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York
 District: 08

SR: 0094
 Group ID: --

Org Code: 0840
 Section: 007
 Municipality: PENN T

Time Extensions NEW

Num	Status	Approved	Requested	Days Requested	Days Approved	Revised Completion	Interim Milestone
001	ACE/ACM Review		08/23/2018	15	0		Yes

Time Reductions

Num	Status	Approved	Requested	Days Requested	Days Approved	Revised Completion	Interim Milestone
<i>No records found.</i>							

View the Time Extension and select the document in the **Attachments** sub-portal next to **Supporting Schedule** to view the schedule.

TIME EXTENSION

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York
 District: 08

SR: 0094
 Group ID: --

Org Code: 0840
 Section: 007
 Municipality: PENN T

General

Time Change: 001 Status: ACE/ACM Review

Time Extension Detail

Requested Information

Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.
 Calendar Days: 15

Original Completion: 07/28/2017
 Current Completion: 07/28/2017
 Revised Completion: 07/28/2017

Milestone Adjustment: Yes *** If YES is selected, approval of Time Extension request will NOT revise the Current Completion Date. ***

Anticipated NTP Date: 07/28/2014 Actual NTP Date: 07/29/2014

Support: In the Comment field:
 • Provide the date of Department acceptance of the initial Construction Schedule; and

Comment: additional time

• Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s).

Comment: additional time

Additional Comments: additional time needed

Attachments

Supporting Schedule: Converting Schedules into Asta Powerproject.pdf

Withdraw a Time Extension

1. Under the **Construct** header select **Time Extensions/Reductions**.

PROJECT INFORMATION

Project: 47325 Municipal / Non - Federal (100% State) Post-Construction

Short Description: R21.1 - Script A - System Test
 County: Lancaster
 District: 08

SR: 896
 Group ID: R21.1/Kantner

Org Code: 0800
 Section: 004
 Municipality: BART

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (Yes) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Finalization Checklist Acceptance Certificate Final Quantities

2. Click the **Number** under the **Num** column for the time extension that will be viewed.

TIME EXTENSIONS/REDUCTIONS

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York
 District: 08

SR: 0094
 Group ID: --

Org Code: 0840
 Section: 007
 Municipality: PENN T

Time Extensions

Num	Status	Approved	Requested	Days Requested	Days Approved	Revised Completion	Interim Milestone
001	ACE/ACM Review		08/23/2018	15	0		Yes

Time Reductions

Num	Status	Approved	Requested	Days Requested	Days Approved	Revised Completion	Interim Milestone
<i>No records found.</i>							

3. View the Time Extension and select the document next to **Supporting Schedule** to view the schedule.

TIME EXTENSION

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York
 District: 08

SR: 0094
 Group ID: --

Org Code: 0840
 Section: 007
 Municipality: PENN T

General

Time Change: 001 Status: ACE/ACM Review

Time Extension Detail

Requested Information

Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.
 Calendar Days: 15

Milestone Adjustment: Yes

Anticipated NTP Date: 07/28/2014

Support: In the Comment field:
 • Provide the date of Department acceptance of the initial Construction Schedule, and
 • Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s).

Original Completion: 07/28/2017
Current Completion: 07/28/2017
Revised Completion: 07/28/2017

*** If YES is selected, approval of Time Extension request will NOT revise the Current Completion Date. ***
Actual NTP Date: 07/29/2014

Comment: additional time
Additional Comments: additional time needed

Attachments

Supporting Schedule: [Converting Schedules into Asta Powerproject.pdf](#)

4. Enter a **Comment** of why the time extension is being withdrawn.

TIME EXTENSION

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007 Municipality: PENN T

General
 Time Change: 001 Status: ACE/ACM Review

Time Extension Detail
 Requested Information

Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.
 Calendar Days: 15 Original Completion: 07/28/2017
 Current Completion: 07/28/2017
 Revised Completion: 07/28/2017

Milestone Adjustment: Yes *** If YES is selected, approval of Time Extension request will NOT revise the Current Completion Date. ***
 Anticipated NTP Date: 07/28/2014 Actual NTP Date: 07/29/2014

Support: In the Comment field:
 • Provide the date of Department acceptance of the initial Construction Schedule; and
 Comment:
 additional time
 • Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s).
 Comment:
 additional time
 Additional Comments: additional time needed

Attachments
 Supporting Schedule: [Converting Schedules into Asta Powerproject.pdf](#)

Workflow

Status	Name	Disposition	Date/Time
Draft	contprinc:270/PennDOT BP-000270	Submit	09/23/2018 08:24:37 AM

Comment:

5. Click **Workflow** and **Withdraw** from the toolbar and then select **OK** to the popup window.

Business Partner Solicitation Engineering Agreements Construction Projects References Work Queue

Back Workflow Help

TIME Withdraw

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: --- Section: 007 Municipality: PENN T

General
 Time Change: 001 Status: ACE/ACM Review

Time Extension Detail
 Requested Information

Reason: This request is being submitted as a result of the issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal.
 Calendar Days: 15 Original Completion: 07/28/2017
 Current Completion: 07/28/2017
 Revised Completion: 07/28/2017

Milestone Adjustment: Yes *** If YES is selected, approval of Time Extension request will NOT revise the Current Completion Date. ***
 Anticipated NTP Date: 07/28/2014 Actual NTP Date: 07/29/2014

Support: In the Comment field:
 • Provide the date of Department acceptance of the initial Construction Schedule; and
 Comment:
 additional time
 • Explain how the Department's issuance of a Notice to Proceed indicating that the actual Notice to Proceed Date will be after the anticipated Notice to Proceed Date in the proposal impacted the project Completion Date and/or a specified Milestone Date(s).
 Comment:
 additional time
 Additional Comments: additional time needed

Attachments
 Supporting Schedule: [Converting Schedules into Asta Powerproject.pdf](#)

- At any time before it is approved, the Time Extension Request can be withdrawn by the prime contractor or the PennDOT Assistant Construction Engineer (ACE).

Chapter 18: Estimates and Adjustments

- Estimates and Adjustments Overview
- View Estimates
- View Adjustments
- Create and Submit Minority Payments
- View Minority Payments

Estimates and Adjustments Overview

Estimates in ECMS are utilized to document the amount of items that have been used on a project as recorded by the PennDOT project inspector. In addition, an estimate can include adjustments for non-item related costs. Estimates are then used to generate payment to the contractor. Contractors have access to view estimates in ECMS.

Once a payment has been generated and sent to the prime contractor, the prime is responsible for sending payment to their subcontractors. ECMS allows the prime to record payments to DBE/DB subcontractors and submit the record of payment to PennDOT through the DBE/DB payment function.

Step	User ECMS Security Role
Generate an Estimate.	PennDOT
Include adjustments on estimate if necessary.	PennDOT
Review and approve estimate.	PennDOT
View estimate and adjustments.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin • Contractor Field Manager
Payment sent to Prime.	PennDOT
Prime sends payment to subcontractors.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Record payments to DBE/DB subcontractors.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Submit payment record to PennDOT.	Prime Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin

View Estimates

1. Under the **Construct** header select **Estimates**.

PROJECT INFORMATION

Project: 22220 **GO** Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094
 District: 08 Group ID: -- Org Code: 0840
 Section: 007
 Municipality: PENN T

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Under **Estimates** select the number of the estimate you wish to view.

ESTIMATES

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094
 District: 08 Group ID: -- Org Code: 0840
 Section: 007
 Municipality: PENN T

Filter Adj Amt **GO**

Records 1 to 1 of 1 Page 1 of 1 Records Per Page: 250

Estimate	Period Ending	Est Status	Pmt Status	Item Amt	Adj Amt	Estimate Amt	Check Date	Reference
001	09/21/2016	CDS NextGen Revise		\$11,100.12	\$52.00	\$11,152.12		

Records 1 to 1 of 1 Page 1 of 1 Records Per Page: 250

3. Select the **dollar amount** under This Estimate you wish to see.

ESTIMATE

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094
 District: 08 Group ID: -- Org Code: 0840
 Section: 007
 Municipality: PENN T

Detail

Estimate: 001

Approved: Status: CDS NextGen Revise

Period Ending: 09/21/2016 Payment Transaction: Project Total: \$203,847,813.00

Payee: MOUNTAIN VIEW CARE CENTER
 Address: 2309 STAFFORD AVE
 SCRANTON, PA 18505 -3686

Summary

	Prior Estimates	This Estimate	Total	% of Project
Estimate Items:	\$0.00	\$11,100.12	\$11,100.12	0.01%
Adjustments:	\$0.00	\$52.00	\$52.00	0.00%
Amount Tendered:	\$0.00	\$11,152.12	\$11,152.12	0.01%

Payment Summary

Pay To Contractor: \$11,152.12

Comments

Comments:

Adjustments

Adjustment	Reversal	Description	Item	Fund Code	Internal Order	Amount	Remaining
001	000	Diesel Price Adjustment		03	89414	\$52.00	\$52.00

Records 1 to 1 of 1 Page 1 of 1 Records Per Page: 250

4. The Estimate Items will now be displayed.

ESTIMATE ITEMS									
Project: 22220					Standard / PENNDOT Oversight NHS			Construction	
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments					SR: 0094			Org Code: 0840	
County: York					Group ID: ---			Section: 007	
District: 08								Municipality: PENN T	
Estimate: 001									
Period Ending: 09/21/2016					Estimate Total: \$11,152.12				
0204-0010 Contract Item									
Description: CLEANING EXISTING DITCHES									
Unit Price: \$11.00									
Unit of Measure: LF									
Fund Code	Internal Order	Curr Qty	Avail Qty	WO Pending Qty	Estimate Qty	Estimate Amt			
03	89218	8,647.100000	8,647.100000	0.000000	15.000000	\$165.00			
					Total:	15.000000	\$165.00		
0653-0101 Contract Item									
Description: PAVED SHOULDERS, TYPE 3									
Unit Price: \$12.00									
Unit of Measure: SY									
Fund Code	Internal Order	Curr Qty	Avail Qty	WO Pending Qty	Estimate Qty	Estimate Amt			
01	87018	911.260000	911.260000	0.000000	911.260000	\$10,935.12			
					Total:	911.260000	\$10,935.12		

5. Click the **Icon** to take you to the Construction Item History.

ESTIMATE ITEMS									
Project: 22220					Standard / PENNDOT Oversight NHS			Construction	
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments					SR: 0094			Org Code: 0840	
County: York					Group ID: ---			Section: 007	
District: 08								Municipality: PENN T	
Estimate: 001									
Period Ending: 09/21/2016					Estimate Total: \$11,152.12				
0204-0010 Contract Item									
Description: CLEANING EXISTING DITCHES									
Unit Price: \$11.00									
Unit of Measure: LF									
Fund Code	Internal Order	Curr Qty	Avail Qty	WO Pending Qty	Estimate Qty	Estimate Amt			
03	89218	8,647.100000	8,647.100000	0.000000	15.000000	\$165.00			
					Total:	15.000000	\$165.00		
0653-0101 Contract Item									
Description: PAVED SHOULDERS, TYPE 3									
Unit Price: \$12.00									
Unit of Measure: SY									
Fund Code	Internal Order	Curr Qty	Avail Qty	WO Pending Qty	Estimate Qty	Estimate Amt			
01	87018	911.260000	911.260000	0.000000	911.260000	\$10,935.12			
					Total:	911.260000	\$10,935.12		

6. To go back to the Estimate Items screen select the **Icon**.

CONSTRUCTION ITEM HISTORY									
Project: 22220					Standard / PENNDOT Oversight NHS			Construction	
Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments					SR: 0094			Org Code: 0840	
County: York					Group ID: ---			Section: 007	
District: 08								Municipality: PENN T	
Item Detail									
Item Number: 0204-0010					Item Type: Contract Item				
Description: CLEANING EXISTING DITCHES					Unit Price: \$11.00				
Unit of Measure: Linear Foot					Item Total: \$679,415.00				
Original Qty: 61,765.000000					Current Qty: 61,765.000000				
Used Qty: 0.000000					Available Qty: 61,765.000000				
Item History									
Filter	Fund Code	Num	Status	Status Date	Period End	Quantity			
03	Estimate	001	CDS NextGen Revise	08/22/2018	09/21/2016	15.000000			

View Adjustments

1. Begin on the Project Information Page.

PROJECT INFORMATION

Project: 22220 [GO](#) Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Section: 007
 Municipality: PENN T

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Click **Adjustments**.

PROJECT INFORMATION

Project: 22220 [GO](#) Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Section: 007
 Municipality: PENN T

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

3. Click the **Type** to view the adjustment.

ADJUSTMENTS

Project: 22220 [GO](#) Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Section: 007
 Municipality: PENN T

Filter: [GO](#)

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 100

Adj	Reversal	Type	Days	Period	Amount	Remaining	Estimate	Fund Code	Status	Stored Material
001		Diesel Price Adjustment			\$52.00	\$0.00	001	03	Ready for Payment	
002		Diesel Price Adjustment		09/2016 - 11/2016	\$0.00	\$0.00		01	Draft	

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 100

4. Select the **Category** to view the Adjustment Item.

ADJUSTMENT

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Municipality: PENN T

Detail

Adjustment: 002 Amount: \$0.00
 Type: Diesel Price Adjustment Amt Not Reversed/Recouped: \$0.00
 Fund Code: 01 Remaining: \$0.00
 Internal Order: 87018 Status: **Draft**
 Adjustment Period: Sep 2016 - Nov 2016
 Comments:

Diesel Adjustment Categories

Month Placed	Category	Total Amount
September 2016	Category C	\$0.00

Attachments

Document Title / Filename	Document Type	File Type	File Size	Upload Date	Description
No records found.					

Estimates

Estimate	Fund Code	Internal Order	Applied
No records found.			

Reversals

Reversal	Fund Code	Internal Order	Amount
No records found.			

5. View the Adjustment Item.

ADJUSTMENT ITEM

Project: 22220 Standard / PENNDOT Oversight NHS Construction

Short Description: CDS V3 Project Release 2.0 Testing - Asphalt/Diesel Fuel Adjustments
 County: York SR: 0094 Org Code: 0840
 District: 08 Group ID: -- Municipality: PENN T

Adjustment Detail

Adjustment: 002 Fund Code: 01
 Adjustment Period: Sep 2016 - Nov 2016 Total Adjustment Amount: \$0.00

Category C - Square Yard

Item Number	SQ Yard	Depth in Inches	Conv. Qty
0653-0101	1,060.000000		0.000000
CONV QTY = SQUARE YARD X DEPTH x 0.055			

Adjustment Results

Month/Year Placed: September 2016 FPI/FB Ratio Index: 1.53 / 3.12 = 0.49 Price Adjustment: \$0.00

Actual Locations

Item Number	PSA Date	Inspector	Location From	Direction	Location To	Direction	Date Placed	Tonnage Placed	Field Quantity
0653-0101	09/20/2016	Dottie M. lic	Entire		Location		09/20/2016		970.000000
0653-0101	09/21/2016	Dottie M. lic	Entire		Location		09/21/2016		90.000000

Create and Submit Minority Payments

- Only the prime contractor has the authority to create and submit DBE/DB Payments.
- This function can also be performed starting from the My Work Queue screen. If you need assistance accessing this screen, refer to the topic “My Work Queue” in this manual.

1. Navigate to the **Project Information** page.

PROJECT INFORMATION

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: -- Section: 003
 Municipality: SOUTH MIDDLETON

Detail Information

Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Scroll down and click **Payments**.

Minority Information	Category	DBE	SBE
Minority Goal Worksheet	Goal	5.00%	\$1,618,112.18
Minority Participation and Commitment	Approved	92.70%	\$30,000,000.00
Subcontractor Requests	Subcontracted	0.00%	\$0.00
Payments	Credited Amount	0.00%	\$0.00

3. Click **New**.

MINORITY PAYMENTS

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: -- Section: 003
 Municipality: SOUTH MIDDLETON

Minority Payment

Business Partner: Azure Excavation and Grading
 BPID: 000270
 DBE Goal: 5.00%

Original Contract: \$32,362,243.60
 Current Contract Items: \$32,362,243.60

Summary

Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Amount	Certified Amount
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	\$15,000.00	\$15,000.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	\$0.00	\$0.00
DBE Total:			\$0.00	\$1,325,870.84	\$15,000.00	\$15,000.00
SBE Total:			\$0.00	\$0.00	\$0.00	\$15,000.00
Total:			\$0.00	\$1,325,870.84	\$15,000.00	\$15,000.00

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 250

Subcontractors

Status	Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Payment	Amount
IIC Review	Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	06/01/2016	\$15,000.00
	Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	06/01/2016	\$0.00

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 250

4. Input the Payment Period Month.

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003
 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

General
 Payment Period: [Month] [Year] Payment Status: Draft Final Payment: [No]

Payments

Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36			\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48			\$0.00

Shortfall
 EDMS Attachment:
 File Attachment:
 Comment:

5. Input the Payment Period Year.

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003
 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

General
 Payment Period: [Month] [Year] Payment Status: Draft Final Payment: [No]

Payments

Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36			\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48			\$0.00

Shortfall
 EDMS Attachment:
 File Attachment:
 Comment:

6. Enter identifying information describing the payment (i.e. check number, etc.) in the Payment Verification field.

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003
 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

General
 Payment Period: [Month] [Year] Payment Status: Draft Final Payment: [No]

Payments

Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36			\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48			\$0.00

Shortfall
 EDMS Attachment:
 File Attachment:
 Comment:

- Enter the amount of the current payment in the **Current Amount** field. When entering payment information, user can only input one payment per month per year.

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: -- Section: 003
 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

General
 Payment Period: [Month] [Year] Payment Status: Draft Final Payment: No

Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36			\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48			\$0.00

Shortfall
 EDMS Attachment:
 File Attachment:
 Comment:

- Select the **Yes** or **No** radio button in the **Final Payment** field to specify whether this is a final payment.

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: -- Section: 003
 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

General
 Payment Period: [Month] [Year] Payment Status: Draft Final Payment: No

Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36			\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48			\$0.00

Shortfall
 EDMS Attachment:
 File Attachment:
 Comment:

- Click the **SAVE** button at the bottom of the screen. Click **OK** on the success message. The DBE/DB Payment Detail screen is displayed.

Back Save Workflow Help

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: -- Section: 003
 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

General
 Payment Period: July 2016 Payment Status: Draft Final Payment: No

Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	Check Number XXX	1000	\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	Check Number XXX	1200	\$0.00

Shortfall
 EDMS Attachment:
 File Attachment:
 Comment:

10. Click **Workflow** and **Submit**.

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
County: Cumberland SR: 465 Org Code: 0820
District: 08 Group ID: -- Section: 003
Municipality: SOUTH MIDDLETON

Minority Payment

Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
BPID: 000270 Current Contract Items: \$32,362,243.60
DBE Goal: 5.00%

General

Payment Period: July 2016 Payment Status: Draft Final Payment: No

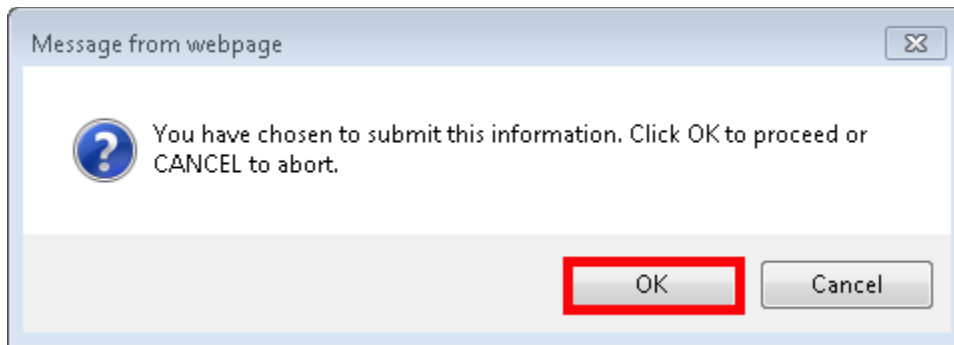
Payments

Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	Check Number XX	1000	\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	Check Number XXX	1200	\$0.00

Shortfall

EDMS Attachment:
File Attachment:
Comment:

11. Click **Ok**.



View Minority Payments

1. Navigate to the **Project Information** page.

PROJECT INFORMATION				
Project: 34003 GO		Municipal / PENNDOT Oversight NHS		Construction
Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing				
County: Cumberland District: 08		SR: 465 Group ID: --		Org Code: 0820 Section: 003 Municipality: SOUTH MIDDLETON
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Scroll down and click **Payments**.

Minority Information				
Minority Goal Worksheet	Category	DBE		SBE
Minority Participation and Commitment	Goal	5.00%	\$1,618,112.18	
Subcontractor Requests	Approved	92.70%	\$30,000,000.00	
Payments	Subcontracted	0.00%	\$0.00	\$0.00
	Credited Amount	0.00%	\$0.00	\$0.00

3. View Payments by looking under **Subcontractors** heading.

MINORITY PAYMENTS									
Project: 34003 GO		Municipal / PENNDOT Oversight NHS				Construction			
Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing									
County: Cumberland District: 08		SR: 465 Group ID: --				Org Code: 0820 Section: 003 Municipality: SOUTH MIDDLETON			
Minority Payment									
Business Partner: Azure Excavation and Grading BPID: 000270 DBE Goal: 5.00%					Original Contract: \$32,362,243.60 Current Contract Items: \$32,362,243.60				
Summary									
Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Amount	Certified Amount			
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	\$16,000.00	\$16,000.00			
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	\$1,200.00	\$1,200.00			
DBE Total:			\$0.00	\$1,325,870.84	\$17,200.00	\$17,200.00			
SBE Total:			\$0.00	\$0.00	\$0.00	\$17,200.00			
Total:			\$0.00	\$1,325,870.84	\$17,200.00	\$17,200.00			
Records 1 to 2 of 2		Page 1 of 1				Records Per Page: 250			
Subcontractors									
Status	Name	Certification Type	Business Type	Part/Comm Amount	Subcontract Amount	Payment	Amount	HIDE ZERO DOLLAR PAYMENTS	
IIC Review	Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	06/01/2016	\$15,000.00		
				\$0.00	\$1,000,093.36	07/01/2016	\$1,000.00		
	Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	06/01/2016	\$0.00		
				\$0.00	\$325,777.48	07/01/2016	\$1,200.00		
Records 1 to 4 of 4		Page 1 of 1				Records Per Page: 250			

4. Click **Payment** hyperlink to view Payments.

MINORITY PAYMENTS

Project: 34003 [GO](#) Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

Summary

Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Amount	Certified Amount
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	\$16,000.00	\$16,000.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	\$1,200.00	\$1,200.00
DBE Total:			\$0.00	\$1,325,870.84	\$17,200.00	\$17,200.00
SBE Total:			\$0.00	\$0.00	\$0.00	\$17,200.00
Total:			\$0.00	\$1,325,870.84	\$17,200.00	\$17,200.00

Records 1 to 2 of 2 Page 1 of 1 Records Per Page: 250

Subcontractors

Status	Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Payment	Amount
IIC Review	Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	06/01/2016	\$15,000.00
	Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48	07/01/2016	\$1,000.00
				\$0.00	\$325,777.48	06/01/2016	\$0.00
				\$0.00	\$325,777.48	07/01/2016	\$1,200.00

Records 1 to 4 of 4 Page 1 of 1 Records Per Page: 250

5. View **Minority Payment** page.

MINORITY PAYMENT

Project: 34003 Municipal / PENNDOT Oversight NHS Construction

Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing
 County: Cumberland SR: 465 Org Code: 0820
 District: 08 Group ID: --- Section: 003 Municipality: SOUTH MIDDLETON

Minority Payment
 Business Partner: Azure Excavation and Grading Original Contract: \$32,362,243.60
 BPID: 000270 Current Contract Items: \$32,362,243.60
 DBE Goal: 5.00%

General
 Payment Period: June 2016 Payment Status: IIC Review Final Payment: No

Payments

Name	Certification Type	Business Type	Part/Commt Amount	Subcontract Amount	Payment Verification	Current Amount	Paid to Date
Contractor N	DBE	Subcontractor	\$0.00	\$1,000,093.36	15000	\$15,000.00	\$0.00
Contractor O	DBE	Subcontractor	\$0.00	\$325,777.48		\$0.00	\$0.00

Shortfall
 EDMS Attachment:
 File Attachment:
 Comment:

Workflow

Status	Name	Disposition	Date/Time
Draft	contprinc270 contprinc:270/PennDOT BP-000270	Submit	08/27/2018 12:56:58 PM

Chapter 19: Contractor Evaluations

- Contractor Evaluations Overview
- Search for and View Prime Contractor Evaluations
- Search for and View Subcontractor Evaluations

Contractor Evaluations Overview

When the Inspector in Charge creates a contractor evaluation and ranks the contractor's performance in each area, ECMS automatically calculates an overall score for a prime contractor evaluation, but ECMS does not automatically calculate an overall score for a subcontractor evaluation. After an internal review, the evaluation is submitted to the contractor for review.

The contractor has ten days from the date the evaluation is submitted to respond. Once the contractor responds or ten days have passed with no response, the evaluation is finalized.

Only finalized evaluations for prime contractors are used to analyze the contractor's performance factor. Every six months, PennDOT analyzes the scores of finalized prime contractor evaluations for each prime contractor and, if required, updates the performance factor.

When updating a prime contractor's performance factor, PennDOT calculates a weighted average of the prime contractor's finalized evaluation scores over the past six months. If the prime contractor was evaluated for fewer than six projects in the six-month time frame, PennDOT considers up to two years of prior data to ensure that a minimum of six finalized evaluations contribute to the calculation. If fewer than six finalized evaluations are completed within a two-year period, sufficient "supplementary" evaluations will be added to the finalized evaluations to ensure that a minimum of six evaluations contribute to the calculation. A "supplementary" evaluation equals the midpoint value of a prime contractor's existing performance factor.

When a prime contractor's performance factor is updated, PennDOT generates a new Contractor Prequalification Certificate to the prime contractor. PennDOT will update a prime contractor's performance factor as follows:

Calculated Performance Factor	Expected Performance	Result
Indicates Existing Performance Factor should be increased	Each of the 3 component scores for all reports are equal to or greater than Expected Performance	Existing Performance Factor to be increased by one (1) point.
Indicates Existing Performance Factor should be decreased	Each of the 3 component scores for all reports are equal to or greater than Expected Performance	Existing Performance Factor to remain the same
Indicates Existing Performance Factor should be increased	Any component score on any report is less than Expected Performance	Existing Performance Factor to remain the same
Indicates Existing Performance Factor should be decreased	Any report where the total score within the most recent six-month period is less than Expected Performance	Existing Performance Factor to be decreased by one (1) point
Indicates Existing Performance Factor should remain the same	N/A	Existing Performance Factor to remain the same

Step	User ECMS Security Role
Create the evaluation and rank the contractor's evaluation.	PennDOT
Submit evaluation to contractor	PennDOT
Respond to the evaluation accepting the evaluation, accepting the evaluation with comments or disagreeing with the evaluation with comments.	Contractor <ul style="list-style-type: none"> • Contractor Contract Admin
Evaluation is finalized after the contractor responds within 10 days or if there is no response within 10 days.	ECMS
Finalized evaluations are used to review the contractor's performance factor every six months.	PennDOT

Search for and View Prime Contractor Evaluations

1. Navigate to the **Project Information** page.

PROJECT INFORMATION				
Project: 34003 GO		Municipal / PENNDOT Oversight NHS		Construction
Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing			Org Code: 0820	
County: Cumberland		SR: 465	Section: 003	
District: 08		Group ID: --	Municipality: SOUTH MIDDLETON	
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Click **Contractor Evaluations**.

PROJECT INFORMATION				
Project: 34003 GO		Municipal / PENNDOT Oversight NHS		Construction
Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing			Org Code: 0820	
County: Cumberland		SR: 465	Section: 003	
District: 08		Group ID: --	Municipality: SOUTH MIDDLETON	
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

3. View **Contractor Evaluations**.

Prime Contractor Evaluations											
Business Partner	BPID	Eval Type	Contractor Type	Last Modified	Section 1 Score	Section 2 Score	Section 3 Score	Total Score	ADE Review	Status	Status Date

4. Click the link, **Contractor Review**, under the Status column to view the contractor evaluation.

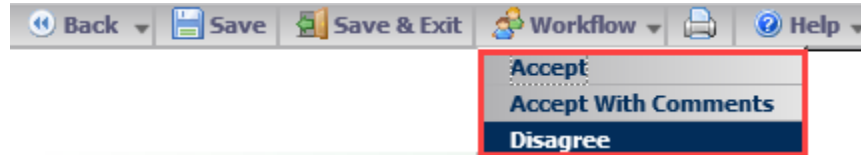
- Under column, if **ADE Review** says **Yes** then one item failed in the review and had to go the ADE for review.

5. View rating.

6. Click **Workflow**.



7. Under Workflow click, **Accept**, **Accept With Comments**, or **Disagree**. If the user selects Disagree they will have to enter in a comment on why they disagree.
- If no action is taken within 10 days ECMS will finalize the evaluation.
 - If Disagree is selected the review will go to the Department group who reviewed it last. Example: If IIC created evaluation, ACE approved it and then went to ADE and they approved it. If the contractor disagrees with it then it will go back to the ADE to review and then to the ACE and IIC.



Search for and View Subcontractor Evaluations

1. Navigate to the **Project Information** page.

PROJECT INFORMATION				
Project: 34003 GO		Municipal / PENNDOT Oversight NHS		Construction
Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing				
County: Cumberland District: 08		SR: 465 Group ID: --		Org Code: 0820 Section: 003 Municipality: SOUTH MIDDLETON
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

2. Click **Contractor Evaluations**

PROJECT INFORMATION				
Project: 34003 GO		Municipal / PENNDOT Oversight NHS		Construction
Short Description: SOURCE OF SUPPLY RELEASE 7.2 System Testing				
County: Cumberland District: 08		SR: 465 Group ID: --		Org Code: 0820 Section: 003 Municipality: SOUTH MIDDLETON
Detail Information				
Setup	Solicit	Award	Construct	Closeout
<ul style="list-style-type: none"> Team Milestones Program Data (2) Agreements (0) Roadways (0) Structures (1) Fund Codes Federal Project Numbers Minority Goal Reimbursement Agreement 	<ul style="list-style-type: none"> Project Conditions Project Development Checklist Special Provisions Design Items Bid Package 3 	<ul style="list-style-type: none"> Award Checklist Minority Solicitations Minority Participation and Commitment Component Item Schedules Bonds Bid Items Contract Minority Participation and Commitment for a other bidders Contractor Checklist 	<ul style="list-style-type: none"> Addresses Subcontractor Requests Construction Items Source of Supply Project Site Activities Contract Work Authorizations Work Orders Estimates Actual Force Accounts Force Account Estimates Adjustments Time Extensions/Reductions Reassigned (No) Report Facility Consumption Erosion and Sediment Visual Site Inspections 	<ul style="list-style-type: none"> Audits Construction Records Contractor Evaluations Quality Survey for Design Items Project Punchlist Finalization Checklist Acceptance Certificate Final Quantities

3. View **Contractor Evaluations**.

Prime Contractor Evaluations											
Business Partner	BPID	Eval Type	Contractor Type	Last Modified	Section 1 Score	Section 2 Score	Section 3 Score	Total Score	ADE Review	Status	Status Date

4. Click the link, **Contractor Review**, under the Status column to view the contractor evaluation.

5. View the rating.

- Rating can be **Meets/Exceeds Expectations** or **Fails to Meet Expectations**.

SECTION/CRITERIA	RATING
1. Managing the Project 1.1. The Superintendent has the ability to manage the project, has knowledge of contract specifications, submits paper work on time, adheres to schedule, and follows a logical sequence of work. 1.2. There is an established chain of command used to make timely decisions that are beyond the authority of the superintendent. Is responsive to and cooperative with the Department. Comment:	Meets/Exceeds Expectations
2. Managing Compliance 2.1. The subcontractor completes all work in accordance with specifications and accepted construction practices. 2.2. The subcontractor independently takes measures to correct deficiencies with materials or workmanship to assure compliance with specifications. Comment:	Meets/Exceeds Expectations
3. Safety - Traffic 3.1. The subcontractor has established and practices safety plan and responds to safety concerns identified by inspectors. 3.2. The subcontractor independently enforces the Department safety policies (hard hats, safety vests, etc.) Comment:	Meets/Exceeds Expectations
4. Managing Resources 4.1. The subcontractor employs skilled craftsman who are capable of successfully completing the work, without rework. 4.2. The subcontractor uses proper equipment and has an adequate quantity of equipment to meet the project specifications and schedule. Comment:	Meets/Exceeds Expectations

6. Navigate down to the **Contractor Verification** section and answer the questions with **Yes** or **No**.

Contractor Verification	
Are you aware of Publication 408, Section 110.05 which states "Within 7 calendar days of the receipt of current estimate and final payments from the Department, pay all subcontractors their earned share of the payments, including all retainage, provided the terms and conditions of the applicable subcontract or purchase agreement have been reasonably met"?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you feel that you were paid promptly by the Prime contractor in accordance with Publication 408, Section 110.05?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. View score, click **Workflow**.



8. Under Workflow click, **Accept**, **Accept With Comments**, or **Disagree**. If the user selects Disagree they will have to enter in a comment on why they disagree.

- If no action is taken within 10 days ECMS will finalize the evaluation.
- If Disagree is selected the review will go to the Department group who reviewed it last. Example: If IIC created evaluation, ACE approved it and then went to ADE and they approved it. If the contractor disagrees with it then it will go back to the ADE to review and then to the ACE and IIC.



Chapter 20: Project Finalization Requirements

- Project Finalization Requirements Overview
- View the Acceptance Certificate
- Review the Notification of Final Quantities

Project Finalization Requirements Overview

When the project has been completed, PennDOT will begin the process to finalize a project. During this phase of the project, the project status will go into Post-Construction status and the acceptance certificate will be generated by PennDOT. The contractor can view the acceptance certificate.

Once PennDOT generates the notification of final quantities, the project status will go into NFQ Submitted status. The Notification of Final Quantities function allows the contractor to review the Notification of Final Quantities and to accept the information reviewed. The contractor will have ten (10) days to respond to the notification of final quantities. If the contractor does not respond, PennDOT can respond on behalf of the contractor and all rights to file a claim are waived.

Step	User ECMS Security Role
Generate the acceptance certificate	PennDOT
Review the acceptance certificate	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin
Generate the notification of final quantities	PennDOT
Review and accept the notification of final quantities	Contractor <ul style="list-style-type: none"> • Contractor Principal • Contractor Other Officers • Contractor Contract Admin

View the Acceptance Certificate

- From the Project Information page, select **Acceptance Certificate** from the **Closeout** header.

PROJECT INFORMATION

Project: 87418 | Standard / Non - Federal (100% State) | Post-Construction

Short Description: Black Lane Bridge
 County: Adams
 District: 08

SR: 2009
 Group ID: --

Org Code: 0800
 Section: 011
 Municipality: CONEWAGO

Closeout

- Audits
- Construction Records
- Contractor Evaluations
- Quality Survey for Design Items
- Project Punchlist
- Finalization Checklist
- Acceptance Certificate**
- Final Invoices

Schedule Information

Original Completion:	08/25/2017	Prime Contractor:	Original Completion Days:	417
Current Completion:	05/14/2018	Approved Extension/Reduction Days:	262	
Pending Completion:	05/14/2018	Current Completion Days:	679	
Last CDS NextGen Download:		Pending Extension Days:	0	
		Calendar Days Used:	679	

Financial Information

Design Estimate:	\$910,770.31	Adjustments Total:	\$0.00
Original Contract:	\$984,659.00	Work Order Portion:	18.25%
Work Order Added:	\$260,984.38	Work Order Total:	\$219,811.25
Work Order Deducted:	\$41,173.13	Work Order Pending:	\$0.00
Encumbrance Adjustments Added:	\$7,625.00	Other Adjustments Added:	\$0.00
Encumbrance Adjustments Deducted:	\$7,625.00	Other Adjustments Deducted:	\$0.00
Current Contract:	\$1,204,470.25	Pending Adjustments:	\$0.00
Estimate Item Total:	\$1,204,470.26	Work Completed:	100.00%

- The Acceptance Certificate is displayed.

ACCEPTANCE CERTIFICATE

Project: 87418 | Standard / Non - Federal (100% State) | Post-Construction

Short Description: Black Lane Bridge
 County: Adams
 District: 08

SR: 2009
 Group ID: --

Org Code: 0800
 Section: 011
 Municipality: CONEWAGO

Certificate

Status: **Approved**

THIS IS TO CERTIFY, that the above referenced project has been satisfactorily completed in accordance with the requirements of the contract and is accepted (acceptance does not relieve or terminate any warranty or bonding responsibilities that may have been entered into under this contract) on 06/25/2018.

Workflow

Status	Name	Disposition	Date/Time
Draft		Submit	08/06/2018 08:40:44 AM
IIC Review		Approve	08/06/2018 08:46:04 AM
ACE/ACM Review		Approve	08/09/2018 06:40:58 AM
DE/DA Review		Approve	08/10/2018 03:59:14 PM

Audit Information

Created By	Created On	Modified By	Modified On
	08/06/2018 08:40:44 AM		08/10/2018 03:59:14 PM

Review the Notification of Final Quantities

- The contractor will have ten (10) days to respond to the notification of final quantities.
 - If the contractor does not respond, PennDOT can respond on behalf of the contractor and all rights to file a claim are waived.
1. From the Project Information page, select **Final Quantities** from the **Closeout** header.

PROJECT INFORMATION

Project: 50952 | Standard / Non - Federal (100% State) | NFO Submitted

Short Description: tm release 14 - 100% state
 County: Adams | District: 08 | SR: 97 | Group ID: —
 Org Code: 0001 | Section: 002 | Municipality: MOUNT JOY

Closeout

- Audits
- Construction Records
- Contractor Evaluations
- Quality Survey for Design Items
- Finalization Checklist
- Acceptance Certificate
- Final Quantities**

Schedule Information

Original Completion:	11/12/2004	Prime Contractor: Red Sky At Night Engineering (000029)
Current Completion:	11/12/2004	Original Completion Days: 1
Pending Completion:	01/09/2005	Approved Extension/Reduction Days: 0
Last CDS NextGen Download:		Current Completion Days: 306
		Pending Extension Days: 56
		Calendar Days Used: 1

Financial Information

Design Estimate:	\$114,000.00	Adjustments Total:	\$80,000.00
Original Contract:	\$232,000.00	Work Order Portion:	34.62%
Work Order Added:	\$123,946.00	Work Order Total:	\$355,946.00
Work Order Deducted:	\$0.00	Work Order Pending:	\$0.00
Encumbrance Adjustments Added:	\$0.00	Other Adjustments Added:	\$0.00
Encumbrance Adjustments Deducted:	\$0.00	Other Adjustments Deducted:	\$0.00
Current Contract:	\$355,946.00	Pending Adjustments:	\$00,000.00
Estimate Item Total:	\$0.00	Work Completed:	0.00%
Amount Tendered:	\$0.00	Prime (Original):	100.00%
Estimate Interest Paid:	\$0.00	Sub (Original):	0.00%
Third Party Reimbursements:	\$0.00	Third Party Invoices:	\$0.00

2. The Notification of Final Quantities screen is displayed. The status will show as Contractor Review.

NOTIFICATION OF FINAL QUANTITIES

Project: 50952 | Standard / Non - Federal (100% State) | NFO Submitted

Short Description: tm release 14 - 100% state
 County: Adams | District: 08 | SR: 97 | Group ID: —
 Org Code: 0001 | Section: 002 | Municipality: MOUNT JOY

Red Sky At Night Engineering - 000029 | Approved

General

Status: **Contractor Review**

Original Contract Amount:	\$232,000.00	Contract Settlement Amount:	\$355,946.00
Net Change by Work Orders:	\$123,946.00	Amounts Previously Paid:	\$0.00
Final Contract Amount:	\$355,946.00	Amount Owed to Contractor:	\$355,946.00

Construction Engineering Liquidated Damages: \$0.00
 Road Users Liquidated Damages: \$0.00
 Other Adjustments: \$0.00
 Total Adjustments: \$0.00

Workflow

Status	Name	Disposition	Date/Time
Draft		Submit	04/26/2016 11:54:05 AM
Draft		Submit	04/26/2016 12:22:46 PM
Draft		Submit	04/26/2016 12:30:42 PM
ADE/ADM Review		Accept	08/29/2018 12:46:19 PM

Audit Information

Created By	Created On	Modified By	Modified On
	04/26/2016 11:54:05 AM		08/29/2018 12:46:19 PM

3. To accept the Notification of Final Quantities, click the **Workflow** button and select **Accept**.

NOTIFICATION OF FINAL QUANTITIES

Project: 47365 | Standard / Federal Oversight | Nfq Submitted

Short Description: R26.6 - String Test
 County: Adams | SR: 0 | Org Code: 0870
 District: 01 | Group ID: R26.6/Kantner | Section: ---
 Municipality: BENDERSVILLE

General

Status: **Contractor Review**

Original Contract Amount: \$144,035,942.00
 Net Change by Work Orders: \$0.00
 Final Contract Amount: \$144,035,942.00

Contract Settlement Amount: \$144,035,942.00
 Amounts Previously Paid: \$144,035,942.00
 Amount Owed to Contractor: \$0.00

Construction Engineering Liquidated Damages: \$0.00
 Road Users Liquidated Damages: \$0.00
 Other Adjustments: \$0.00
 Total Adjustments: \$0.00

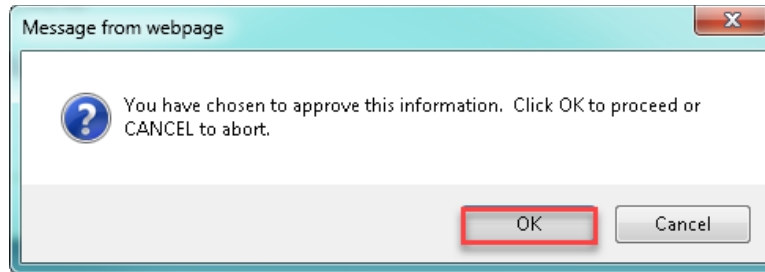
Workflow

Status	Name	Disposition	Date/Time
Draft		Submit	04/26/2016 09:26:28 AM
Shr - testing CQ 32517			
ADE/ADM Review		Accept	04/26/2016 09:27:11 AM

Audit Information

Created By	Created On	Modified By	Modified On
	04/26/2016 09:26:28 AM		04/26/2016 09:27:11 AM

4. Click the **OK** button on the confirmation message.



- An email is sent to the Finals Unit notifying them the Nfq has been accepted

NOTIFICATION OF FINAL QUANTITIES

Project: 31182 | Standard / Federal Oversight | Nfq Submitted

Short Description: I-79/I-70 Interchange
 County: Washington | SR: 79 | Org Code: 1200
 District: 12 | Group ID: I-79/I-70 Interchange | Section: 20H
 Municipality: SOUTH STRABANE

General

Status: **Accepted**

Original Contract Amount: \$35,186,610.38
 Net Change by Work Orders: \$2,585,223.00
 Final Contract Amount: \$37,771,833.25

Contract Settlement Amount: \$37,764,785.61
 Amounts Previously Paid: \$37,764,785.72
 Amount Owed to Contractor: (\$0.11)

Construction Engineering Liquidated Damages: \$0.00
 Road Users Liquidated Damages: \$0.00
 Other Adjustments: (\$7,067.64)
 Total Adjustments: (\$7,067.64)

Workflow

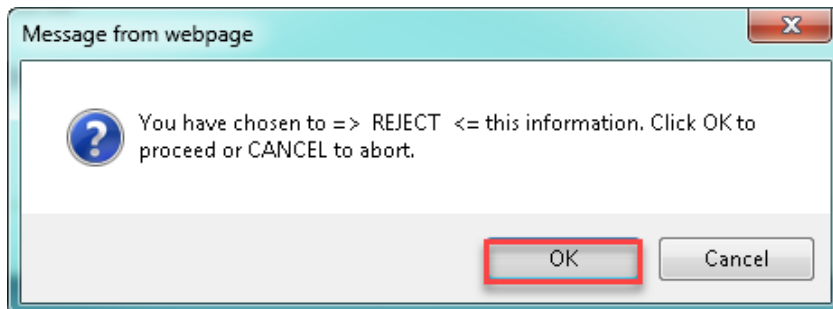
Status	Name	Disposition	Date/Time
Draft		Submit	08/02/2016 10:04:20 AM
ADE/ADM Review		Accept	08/02/2016 10:18:26 AM
Contractor Review		Accept	08/03/2016 12:56:23 PM

Audit Information

Created By	Created On	Modified By	Modified On
	08/02/2016 10:04:20 AM		08/03/2016 12:56:23 PM

- To reject the Notification of Final Quantities, click the **Reject** button. Comments must be entered in the **Comment** field to reject the Notification of Final Quantities.

- Click the **OK** button on the confirmation message.



- An email is sent to the Finals Unit notifying them the NFQ has been rejected, the project remains in NFQ submitted status.

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NOTIFICATION OF FINAL QUANTITIES

Project: **74272** [Go](#) Standard / Non - Federal (100% State) **NFQ Submitted**

Short Description: Pisgah State Road Bridge
 County: Perry
 District: 08

SR: 3016
 Group ID: ---

Org Code: 0800
 Section: 006
 Municipality: CARROLL

Qualified

General

Status: Rejected

Original Contract Amount: \$343,343.00
 Net Change by Work Orders: \$232,518.00
 Final Contract Amount: \$575,861.00

Contract Settlement Amount: \$577,858.14
 Amounts Previously Paid: \$577,858.14
 Amount Owed to Contractor: \$0.00

Construction Engineering Liquidated Damages: \$0.00
 Road Users Liquidated Damages: \$0.00

Other Adjustments: \$1,997.40
 Total Adjustments: \$1,997.40

FAILURE TO RESPOND WITHIN TEN (10) DAYS OF THIS NOTIFICATION WILL WAIVE THE RIGHT TO FILE A CLAIM.
All Final Quantities are based upon all processed positive and negative Estimates.

Workflow

Status	Name	Disposition	Date/Time
Draft		Submit	08/16/2011 10:32:49 AM
ADE/ADM Review		Accept	08/16/2011 11:04:13 AM
Contractor Review		Reject	08/25/2011 12:02:44 PM

Final quantities are rejected. Specifically, Item No. 1040-0002 Concrete Bridge Deck Repair, Type 2 was performed. Also, payments for extra work Item No. 9999-0001 have not been made in full. Details to follow by letter.

Audit Information

Created By	Created On	Modified By	Modified On
	08/16/2011 10:32:49 AM		08/25/2011 12:02:44 PM

You are currently logged in as [redacted] If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 61.0
Session size: 0 kb

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If the contractor does not respond within 10 days of the Notification of Final Quantities being put in Contractor Review status, PennDOT can respond on behalf of the contractor. The status of the Notification of Final Quantities will be marked as “No Response”.

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NOTIFICATION OF FINAL QUANTITIES

Project: **18151** [Go](#) Municipal / PENNDOT Oversight Non-NHS **NFQ Submitted**

Short Description: Homer Rd Brg T-402
 County: Adams
 District: 08

SR: 7204
 Group ID: ---

Org Code: 0800
 Section: BRG
 Municipality: CUMBERLAND

Qualified

General

Status: No Response

Original Contract Amount: \$1,600,000.00
 Net Change by Work Orders: (\$23,209.00)
 Final Contract Amount: \$1,576,791.00

Contract Settlement Amount: \$1,504,791.10
 Amounts Previously Paid: \$1,584,791.10
 Amount Owed to Contractor: \$0.00

Construction Engineering Liquidated Damages: \$0.00
 Road Users Liquidated Damages: \$0.00

Other Adjustments: \$0.00
 Total Adjustments: \$0.00

FAILURE TO RESPOND WITHIN TEN (10) DAYS OF THIS NOTIFICATION WILL WAIVE THE RIGHT TO FILE A CLAIM.
All Final Quantities are based upon all processed positive and negative Estimates.

Workflow

Status	Name	Disposition	Date/Time
Draft		Submit	07/09/2018 08:30:49 AM
ADE/ADM Review		Accept	07/12/2018 09:25:36 AM
Contractor Review		No Response	08/10/2018 04:05:30 PM

The contractor did not respond to the NFQ within the 10 day specification requirement.

Audit Information

Created By	Created On	Modified By	Modified On
	07/09/2018 08:30:49 AM		08/10/2018 04:05:30 PM

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Release: 61.0
Session size: 0 kb

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Official ECMS Data/Time

Appendix A: Bid Items Export / Import Guidelines

Export Guidelines

The contract items can be exported to a comma separated values (.csv) file for import into external bid management software.

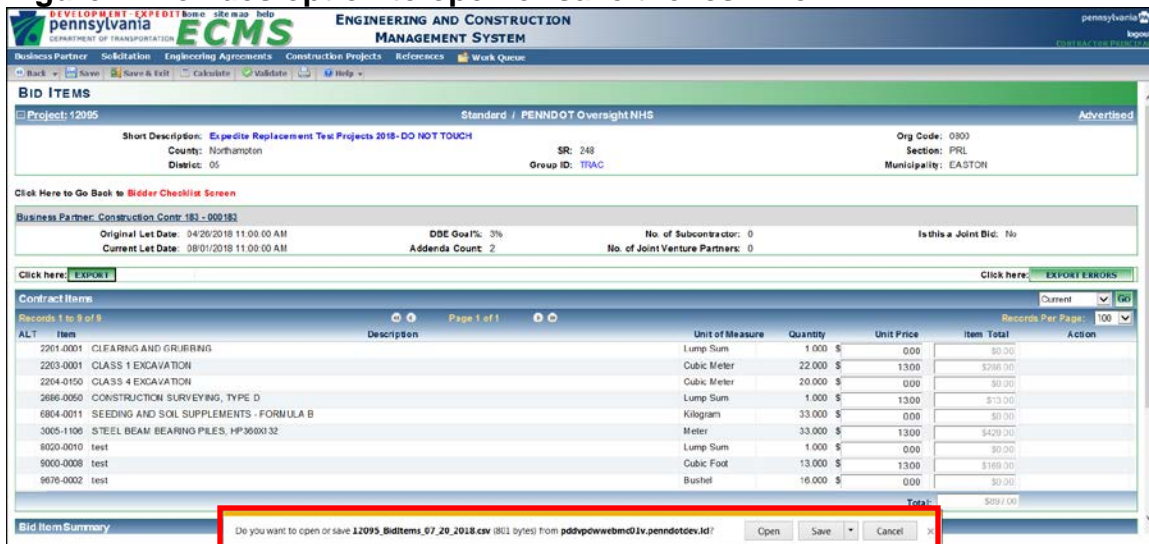
1. 'Click here to Export' button on the Bid items screen. Refer to Figure 1.

Figure 1 Bid Items screen with Export button



2. Clicking on the Export button produces a .csv file with all the relevant bid item information. Refer to Figures 2 & 3.

Figure 2 Provides option to open or save the .csv file



- The exported Excel spreadsheet contains the following columns with bid item data. Refer to Figure 3.

Figure 3 Exported .csv file in Excel spreadsheet containing bid item data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Line Item	Addendum	Addendum	Alt Item C	Item Num	Item Quar	UoM	C-Factor	T Unit Price	Group Des	Alt Group	Alt Sub Gr	Item Desc			
2	1				0201-0001	1	LS		3	0	0	0	CLEARING AND GRUBBING			
3	2				0203-0001	1297	CY		0	0	0	0	CLASS 1 EXCAVATION			
4	3	1	M		0203-0003	20	CY		0	0	0	0	CLASS 1A EXCAVATION			
5	4				0204-0001	274	CY		0	0	0	0	CLASS 2 EXCAVATION			
6		1	A		0205-0100	50	CY		0	0	0	0	FOREIGN BORROW EXCAVATION			

- Column A – Line Item Number – each bid item listed on the Bid Items screen and its number sequence
- Column B – Addendum – lists the addendum number and the associated change in that addendum
- Column C – Addendum Action Code – modified/ added bid item
- Column D – Alt Item Code – E/O/A (Either/Or/And)
- Column E – Item Number – the 8-digit bid item number
- Column F – Item Quantity
- Column G – UoM – Unit of measure
- Column H – C-Factor Type
- Column I – Unit Price – empty field the contractor fills out
- Column J – Group Design Number
- Column K – Alt Group Number
- Column L – Alt Sub Group Number
- Column M – Item Desc – Item description

Note: Only contract items are exported to the .csv file. Innovative bidding items (A+Bx / C-Factor) are not included in the export file.

- Addendum changes:** Any addendum changes such as Add Item(s) or Modify Item(s) will be incorporated into the export. Meaning, if an item was added via addendum, the new item will be part of the exported data. Similarly, if an item was modified (quantity changes etc.) the modified information will be made available in the export file. However, if an item was deleted via an addendum, the export **will not** contain the deleted item information. Refer to Figure 4.

Figure 4 Displays addendum changes (items added and modified to the bid package) in columns B&C

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Line Item	Addendum	Addendum	Alt Item C	Item Num	Item Quar	UoM	C-Factor	T Unit Price	Group Des	Alt Group	Alt Sub Gr	Item Desc			
2	1				0201-0001	1	LS		3	0	0	0	CLEARING AND GRUBBING			
3	2				0203-0001	1297	CY		0	0	0	0	CLASS 1 EXCAVATION			
4	3	1	M		0203-0003	20	CY		0	0	0	0	CLASS 1A EXCAVATION			
5	4				0204-0001	274	CY		0	0	0	0	CLASS 2 EXCAVATION			
6		1	A		0205-0100	50	CY		0	0	0	0	FOREIGN BORROW EXCAVATION			

- The Line Item Number column (column A) in the export file may not be in sequence due to addendum changes as described above. Refer to Figure 5.

Figure 5 Line Item Number (Column A) displaying items modified, added, and deleted (via addendum) and hence not in sequence

Line Item	Addendum	Addendum	Alt Item	Item Num	Item Quar	UoM	C-Factor	T Unit Price	Group Des	Alt Group	Alt Sub Gr	Item Desc
1				0201-0001	1	LS		3	0	0	0	CLEARING AND GRUBBING
2				0203-0001	1297	CY		0	0	0	0	CLASS 1 EXCAVATION
3				0203-0003	20	CY		0	0	0	0	CLASS 1A EXCAVATION
4	8	1	M	0204-0001	274	CY		0	0	0	0	CLASS 2 EXCAVATION
5	4			0205-0100	50	CY		0	0	0	0	FOREIGN BORROW EXCAVATION
6		1	A									

- If there are manually entered unit prices on the Bid items screen the contractor will need to first save the screen for the export file to reflect those manually entered unit prices.

Import Guidelines

The contract items' unit prices can be imported from external bid management software as a comma separated values (.csv) file.

- Click the 'Import Bid Item Unit Prices' link on the Bidder Checklist screen. Refer to Figure 6.

Figure 6 Import Bid Item Unit Prices link on the Bidder Checklist screen.

The screenshot shows the ECMS (Engineering and Construction Management System) interface. At the top, there are navigation links for 'Business Partner', 'Solicitation', 'Engineering Agreements', 'Construction Projects', 'References', 'Work Queue', and 'Bidding Help'. The main heading is 'BIDDER CHECKLIST' for Project 98998. Below this, there are sections for project details, business partner information, and a list of tasks. The 'Import Bid Item Unit Prices' link is highlighted with a red box.

Project: 98998 Standard / Non - Federal (100% State) Advertised

Short Description: CO ECMS Bidding Demo 100% State
County: Erie **SR:** 79 **Org Code:** 4300
District: 01 **Group ID:** ECMS Bidding Demo **Section:** A22
Municipality: ERIE

Business Partner: Azure Excavation and Grading - 000270
Original Let Date: 04/01/2019 11:00:00 AM **DBE Goal%:** 0% **No. of Subcontractors:** 0 **Is this a Joint Bid:** No
Current Let Date: 04/01/2019 11:00:00 AM **Addenda Count:** 1 **No. of Joint Venture Partners:** 0

Current Bid Status: Bid has not been analyzed
 Bids for this project cannot be submitted until: 03/31/2019 08:00:00 AM CLEAR BID

Prepare Bid for submission from within ECMS

- Enter Prime Bid Item Details Started
- Import Bid Item Unit Prices**

Joint Venture Partners / Subcontractors

- Enter Joint Venture Partners Not Started
- Enter Subcontractor Details Not Started

Assign Items to Joint Venture Partners

- Percent Joint Venture Partner - Item Assignment Not Started
- LineItem Joint Venture Partner - Item Assignment Not Started

Assign Items to Subcontractors

- Assign Items to Subcontractors Not Started

You are currently logged in as contprinc270 contprinc270. If this is incorrect, please [login](#). Your session will timeout in 27 minutes.

- When the Import Bid Item Unit Prices link is clicked, the Import Bid Item Unit Prices screen will be available with a Browse option to choose a file to import. Refer to Figure 7.

Figure 7 Import Bid Item Unit Prices screen

IMPORT BID ITEM UNIT PRICES

Project: 98998 Standard / Non - Federal (100% State) Advertised

Short Description: CO ECMS Bidding Demo 100% State
 County: Erie SR: 79
 District: 01 Group ID: ECMS Bidding Demo

Org Code: 4300
 Section: A22
 Municipality: ERIE

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Azure Excavation and Grading - 000270

Original Let Date: 04/01/2019 11:00:00 AM DBE Goal%: 0% No. of Subcontractors: 0 Is this a Joint Bid: No
 Current Let Date: 04/01/2019 11:00:00 AM Addenda Count: 1 No. of Joint Venture Partners: 0

Import

File: Browse... Acceptable File Types: .csv

You are currently logged in as contprinc270 contprinc270. If this is incorrect, please [login](#). Your session will timeout in 28 minutes.

Release: 59.0 Session size: 0.1k
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Wed Oct 03 14:13:31 EDT 2018
 Official ECMS Date/Time

- The only file type that acceptable for import is .csv (same as the export file type). Choosing any other file type will result in an error message that will be displayed. Refer to Figure 8.

Figure 8 Error message when a non .csv file is imported

BID ITEMS IMPORT

Project: 13510 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS Iteration 2 DEMO DO NOT TOUCH
 County: Bucks SR: 95
 District: 06 Group ID: 10000

Org Code: 0800
 Section: TPR
 Municipality: BENSALEM

Click Here to Go Back to: [Bidder Checklist Screen](#)

Business Partner: Construction Contr 183 - 990183

Original Let Date: 07/31/2018 11:00:00 AM DBE Goal%: 6% No. of Subcontractors: 0 Is this a Joint Bid: No
 Current Let Date: 07/31/2018 11:00:00 AM Addenda Count: 4 No. of Joint Venture Partners: 0

Import

The Import file format should be same as the Bid Items Export CSV file. This will ensure a successful import of Bid Item prices.

File: Browse... Acceptable File Types: .csv

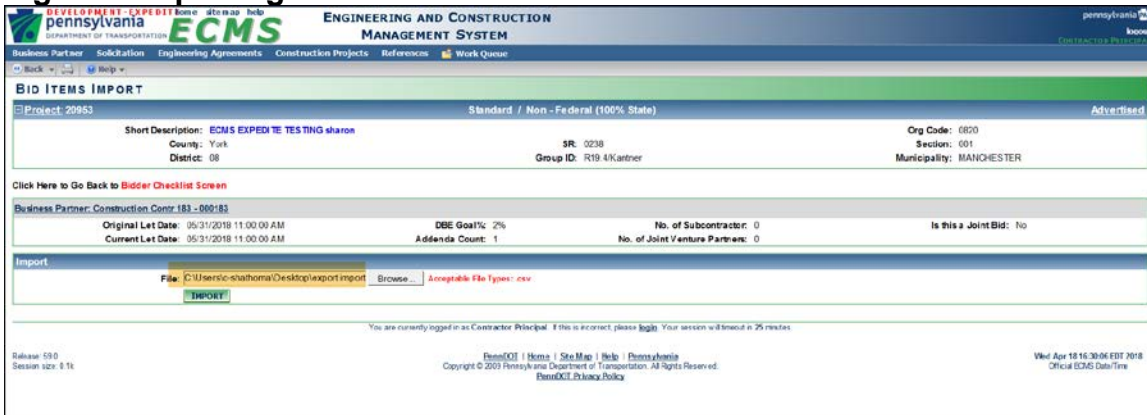
You are currently logged in as Contractor Principal. If this is incorrect, please [login](#). Your session will timeout in 29 minutes.

Release: 59.0 Session size: 0.1k
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Fri Jul 20 19:26:29 EDT 2018
 Official ECMS Date/Time

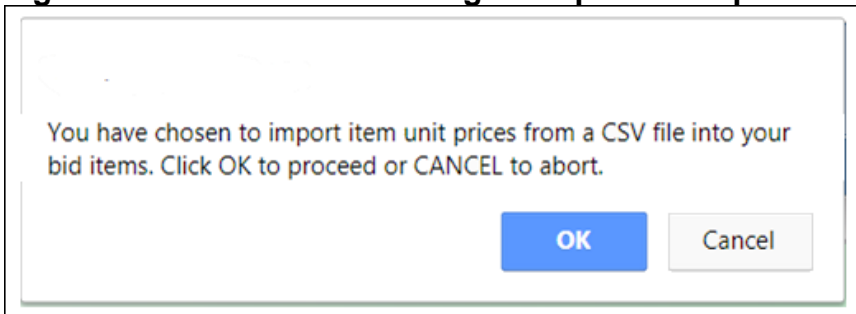
- Choose the file that has bid item data to be imported and then click Import. Refer to Figure 9.

Figure 9 Importing a .csv file



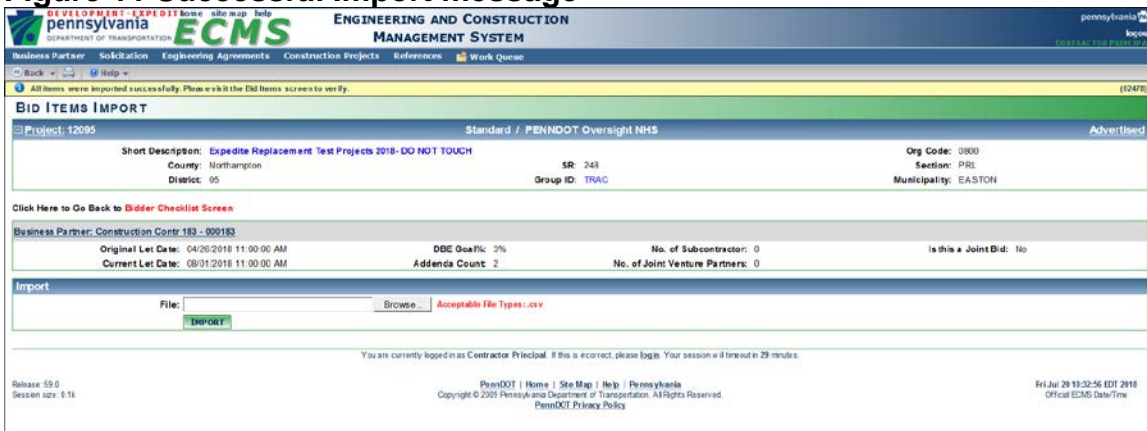
- A confirmation message box is displayed when the **Import** button is clicked. Refer to Figure 10.

Figure 10 Confirmation message box prior to import submission



- A status message is displayed in the menu bar when the import is successful. Refer to Figure 11.

Figure 11 Successful Import message



Scenarios where Import is unsuccessful:

Gatekeeper validations

The following validations occur 'at the gate', to ensure that the file is a valid import file:

1. File is supplied.
2. File format is .csv
3. Number of columns, column headers, and column order match the exported file.
4. Item count in the import file matches what is currently in Bid Items. (this is to ensure that the latest file was used to fill in the unit prices (refer to addendum changes in the export section.)

Gatekeeper validation 1 – File is supplied. Refer to Figure 12.

Figure 12 Failed import validation when no file is selected to import

The screenshot shows the ECMS Management System interface. At the top, there is a navigation bar with the ECMS logo and the text 'ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM'. Below the navigation bar, there is a message box that says 'Please select the file to import'. The main content area is titled 'BID ITEMS IMPORT' and displays project details for Project 21143. The details include: Short Description: ECMS EXPEDITE TESTING- Sharon; County: York; District: 08; SR: 392; Group ID: --; Org Code: 0870; Section: 001; Municipality: NEWBERRY. Below the project details, there is a section for 'Business Partner: Construction Contr. 183 - 000183' with fields for Original Let Date, Current Let Date, DBE Goal%, Addenda Count, No. of Subcontractor, and No. of Joint Venture Partners. At the bottom, there is an 'Import' section with a message: 'The Import file format should be same as the Bid Items Export CSV file. This will ensure a successful import of Bid Item prices.' Below this message is a 'File:' field with a 'Browse...' button and a checkbox for 'Acceptable File Types: .csv'. There is also an 'IMPORT' button.

Gatekeeper validation 2 – File format is .csv. Refer to Figure 13.

Figure 13 Failed import validation when a non-csv file is imported

The screenshot shows the ECMS Management System interface. At the top, there is a navigation bar with the ECMS logo and the text 'ENGINEERING AND CONSTRUCTION MANAGEMENT SYSTEM'. Below the navigation bar, there is a message box that says 'Invalid file for import type. File not imported'. The main content area is titled 'BID ITEMS IMPORT' and displays project details for Project 21143. The details include: Short Description: ECMS EXPEDITE TESTING- Sharon; County: York; District: 08; SR: 392; Group ID: --; Org Code: 0870; Section: 001; Municipality: NEWBERRY. Below the project details, there is a section for 'Business Partner: Construction Contr. 183 - 000183' with fields for Original Let Date, Current Let Date, DBE Goal%, Addenda Count, No. of Subcontractor, and No. of Joint Venture Partners. At the bottom, there is an 'Import' section with a message: 'The Import file format should be same as the Bid Items Export CSV file. This will ensure a successful import of Bid Item prices.' Below this message is a 'File:' field with a 'Browse...' button and a checkbox for 'Acceptable File Types: .csv'. There is also an 'IMPORT' button.

Release: 59.0
Session size: 0 kb

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Official 03-01 DataTime

Gatekeeper validation 3 – Number of columns match the export file. Refer to Figure 14.

Figure 14 Failed import validation for deleted column in import file

Unable to read column data. File cannot be read. Import unsuccessful. (02472)

BID ITEMS IMPORT

Project: 21143 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING- Sharon
County: York SR: 392
District: 08 Group ID: --

Org Code: 0070
Section: 001
Municipality: NEWBERRY

Click Here to Go Back to Bidder Checklist Screen

Business Partner: Construction Contr.181_000183

Original Let Date: 05/03/2018 11:00:30 AM DBE Goal%: 3% No. of Subcontractor: 0 Is this a Joint Bid: No
Current Let Date: 05/03/2018 11:00:30 AM Addenda Count: 4 No. of Joint Venture Partners: 0

Import

The Import file format should be same as the Bid Items Export CSV file. This will ensure a successful import of Bid Item prices.

File: Browse... Acceptable File Types: .csv

Import errors listed below

Item Number	Description
Column 7: Unit	Invalid column header text. Import unsuccessful.
Column 8: Unit Price	Invalid column header text. Import unsuccessful.
Column 9: Group Design Number	Invalid column header text. Import unsuccessful.
Column 10: Alt Group Number	Invalid column header text. Import unsuccessful.
Column 11: Alt Sub Group Number	Invalid column header text. Import unsuccessful.
Column 12	Unable to read column data. File cannot be read. Import unsuccessful.

Gatekeeper validation 3 – Column headers and order match the export file. Refer to Figure 15.

Figure 15 Failed import validation for changed column header text in import file

Invalid column header text. Import unsuccessful. (02471)

BID ITEMS IMPORT

Project: 21143 Standard / Non - Federal (100% State) Advertised

Short Description: ECMS EXPEDITE TESTING- Sharon
County: York SR: 392
District: 08 Group ID: --

Org Code: 0070
Section: 001
Municipality: NEWBERRY

Click Here to Go Back to Bidder Checklist Screen

Business Partner: Construction Contr.181_000183

Original Let Date: 05/03/2018 11:00:00 AM DBE Goal%: 3% No. of Subcontractor: 0 Is this a Joint Bid: No
Current Let Date: 05/03/2018 11:00:00 AM Addenda Count: 4 No. of Joint Venture Partners: 0

Import

The Import file format should be same as the Bid Items Export CSV file. This will ensure a successful import of Bid Item prices.

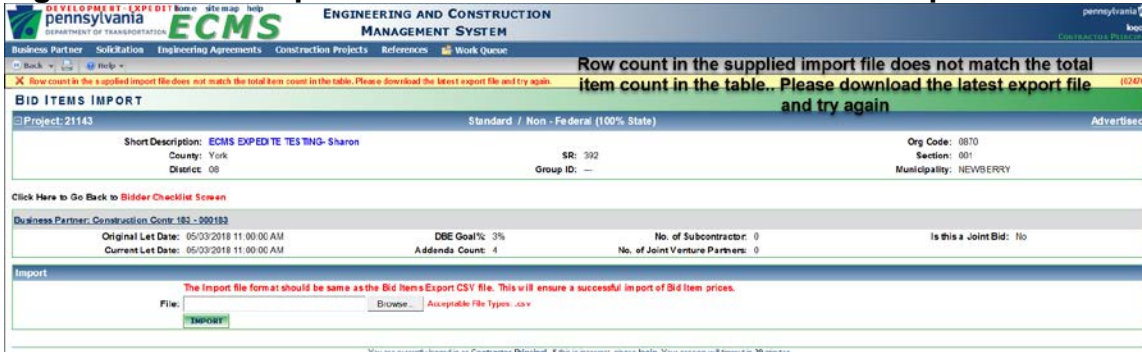
File: Browse... Acceptable File Types: .csv

Import errors listed below

Item Number	Description
Column 3: Addendum Action Code	Invalid column header text. Import unsuccessful.
Column 5: Item Number	Invalid column header text. Import unsuccessful.
Column 10: Alt Group Number	Invalid column header text. Import unsuccessful.

Gatekeeper validation 4 – Item count in the import file matches what is currently in bid Items. (this is to ensure that the latest file was used to fill in the prices. Refer to addendum changes in the export section.). Refer to Figure 16.

Figure 16 Failed import validation for incorrect item count import



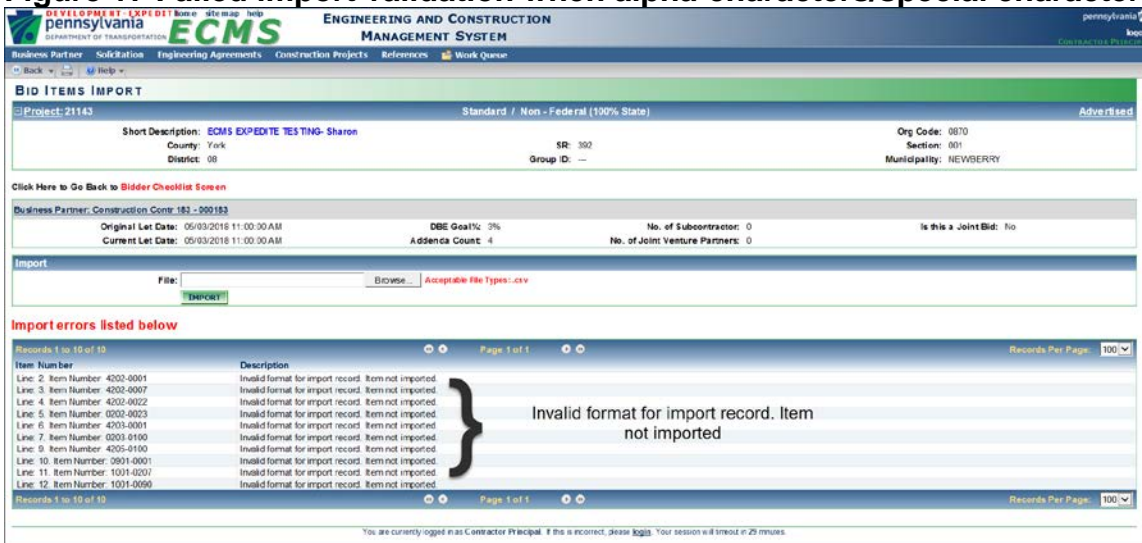
Import validations

The following validations occur during the import processing, to ensure that the data in the import file is valid:

1. Invalid format for import record. Item not imported.
2. Unit Price must be between 0 and 999999999. Item not imported.
3. Please verify values entered for alternate group items.
4. Item does not match existing bid item record. Import unsuccessful.
5. Item associated to a subcontractor. Item not imported.
6. Failure from the database end. Failure to process an update. Item record could not be updated.
7. Combination of errors or validations.

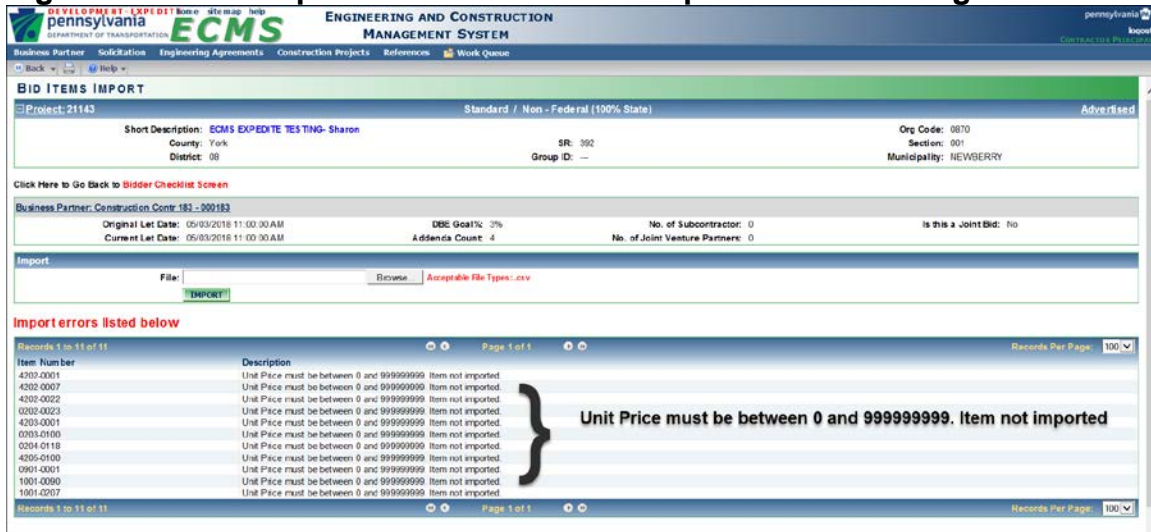
Import validation 1 – If Alpha-characters or special characters are entered in the Unit Price, Group Design Number, Alt Group Number or Alt Sub Group Number columns. Refer to Figure 17.

Figure 17 Failed import validation when alpha-characters/special characters are entered



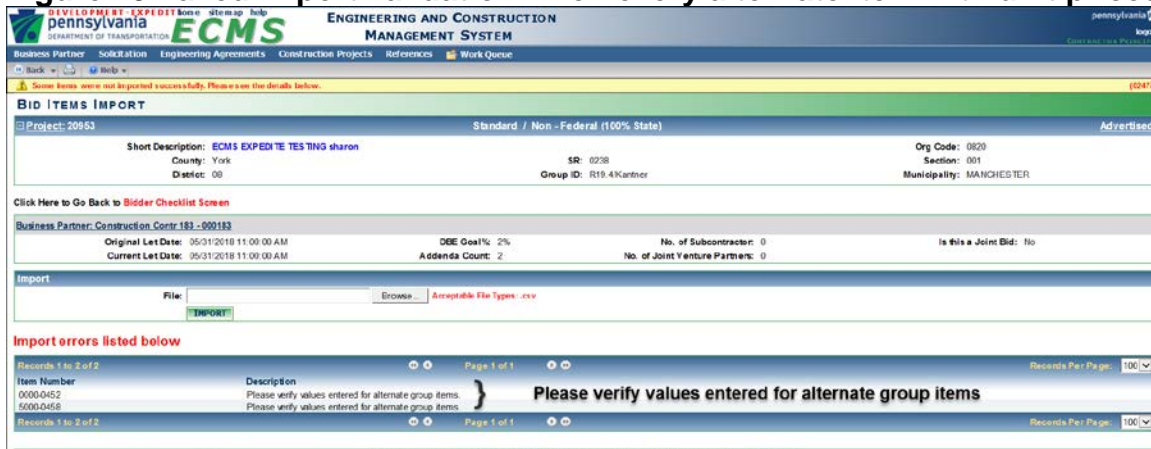
Import validation 2 – Attempt to import a file where the unit price range is not between 0 and 999999999. Refer to Figure 18.

Figure 18 Failed import validation when unit price is out of range



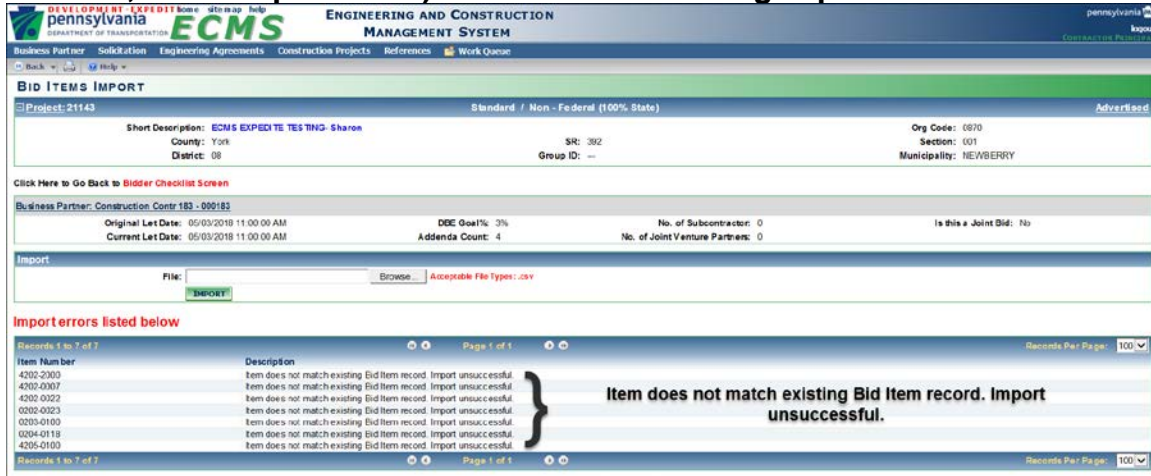
Import validation 3 – Attempt to import a file with unit prices for all alternate items without following the alternate item combination. Refer to Figure 19.

Figure 19 Failed import validation when every alternate item with unit prices is imported



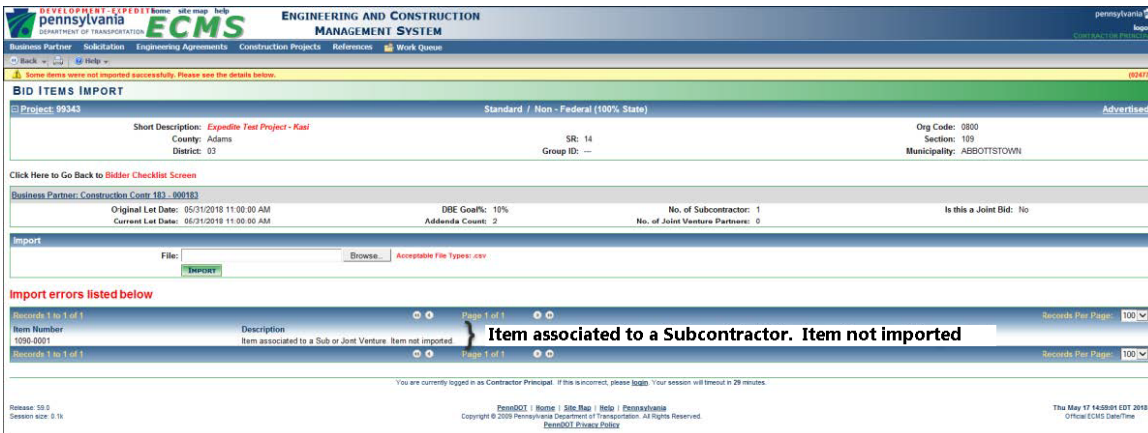
Import validation 4 – Attempt to import a file trying to change the Item Number, Unit Price, Group Design Number, Alt Group, or Alt Sub Group number when they don't match the existing record on bid items. Refer to Figure 20.

Figure 20 Failed import validation when required fields (Unit Price, Item Number, Group Design Number, Alt Group Number) do not match existing export record



Import validation 5 – Attempt to import a file that tries to change the unit price for an item that is already assigned to a subcontractor. Refer to Figure 21.

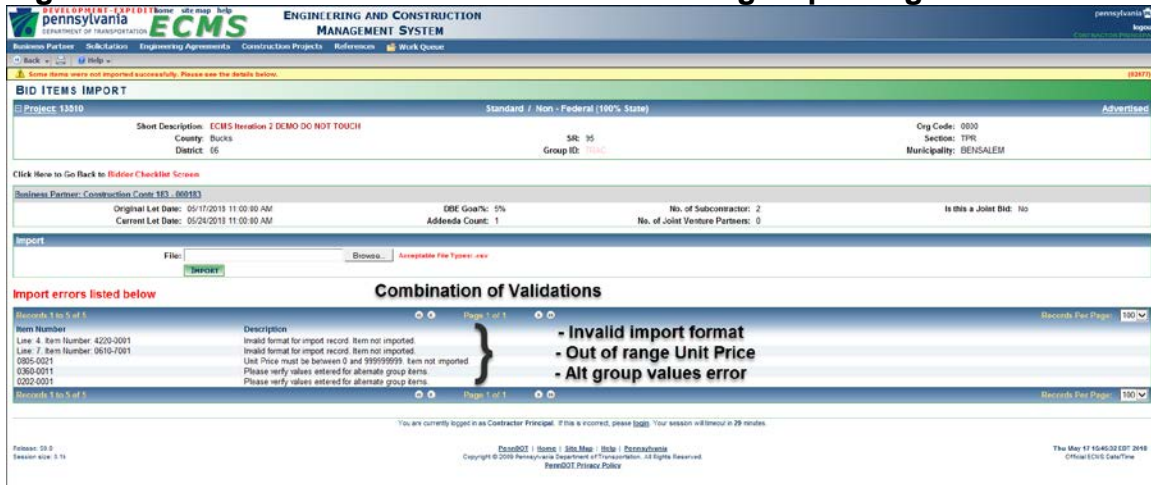
Figure 21 Failed import validation related to changed subcontractor assignment unit price



Import validation 6 – Failure from the database end. Failure to process an update.

Import validation 7 – Multiple import validations can be triggered. All triggered validations are shown. Refer to Figure 22.

Figure 22 Combinations of errors or validations grouped together



Key points related to Export and Import Feature:

1. Contractors can perform Export/Import as soon as a project is advertised.
2. Export and Import can be performed multiple times.
3. The Import file must match **EXACTLY** the Export file. The only field that should be updated is the Unit Price column (Column I in the .csv file).
4. Import functionality will override unit price data for Bid Items. Unit price data in the spreadsheet supersedes the table data.
5. Partial import- A contractor can import unit prices for a subset of the overall bid items into the Bid Items screen.
6. Bid Opening will be delayed from 11:00am until all bid submission processing is complete.

Import & Submit Guidelines

During the last 15 minutes of the bid submission window (10:45am – 11:00am for an 11:00am bid opening) the Import & Submit button is available on the Import Bid Item Unit Prices screen. Refer to Figure 23.

Figure 23 Import and Submit button on Bid Items Import screen



A contractor can click on Import and Submit or just the Submit button to get their bids submitted.

If Import and Submit button is clicked, the system will:

1. Perform the import of item unit prices from the file provided.
2. Proceed with bid submission (provided NO errors were encountered during the import).
3. Perform all system validations that are currently in place surrounding 'Submit'.
4. Send back a 'successful bid submitted' message to the contractor.
5. If any validation errors are encountered during bid submission attempt, the error message is sent back to the contractor notifying them that the bid wasn't submitted.

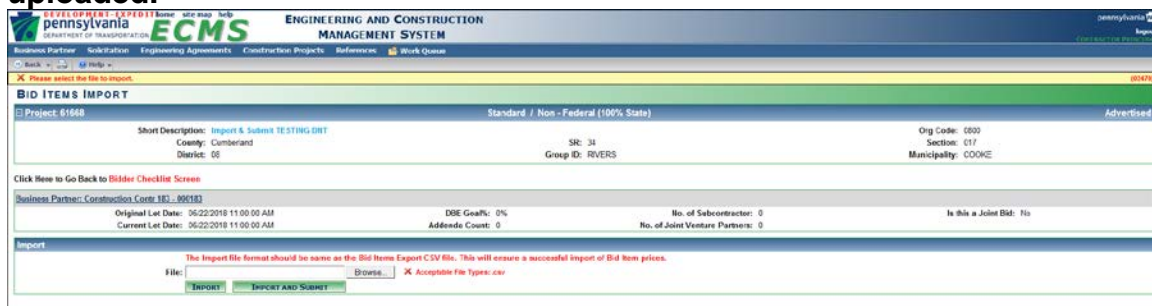
The Import and Submit follows the same hard stop validations as the Import function. Some of the hard stop validations related to Import and Submit are displayed below.

Figure 24 refers to incorrect Alternate Item selection. A dual error message is displayed informing the contractor that the bid submission was unsuccessful and some bid item unit prices were not imported. It is a hard stop on the Import Bid Item Unit Prices screen.

Figure 24 Incorrect Alternate Item selection



Figure 25 Refers to the incorrect file format for upload. This error is thrown when a non-csv file is uploaded.



Successful Import and Submit takes the contractor directly to the Bidder Checklist screen displaying messages that the import was successful and the bid submission is in progress. The Analyze Bid and Submit Bid button are not available after a successful submission. Refer to Figure 26.

Figure 26 Successful Import and Submit



If the contractor has successfully imported the .csv file using the Import and Submit button, but has other items left incomplete, such as Innovative bidding items (A+Bx and/or C-Factor), the contractor is directed to the Bidder Checklist screen. The error messages state the bid submission was not successful and not all bid items have unit prices, please enter all unit prices prior to submission, using Submit button. Refer to Figure 27.

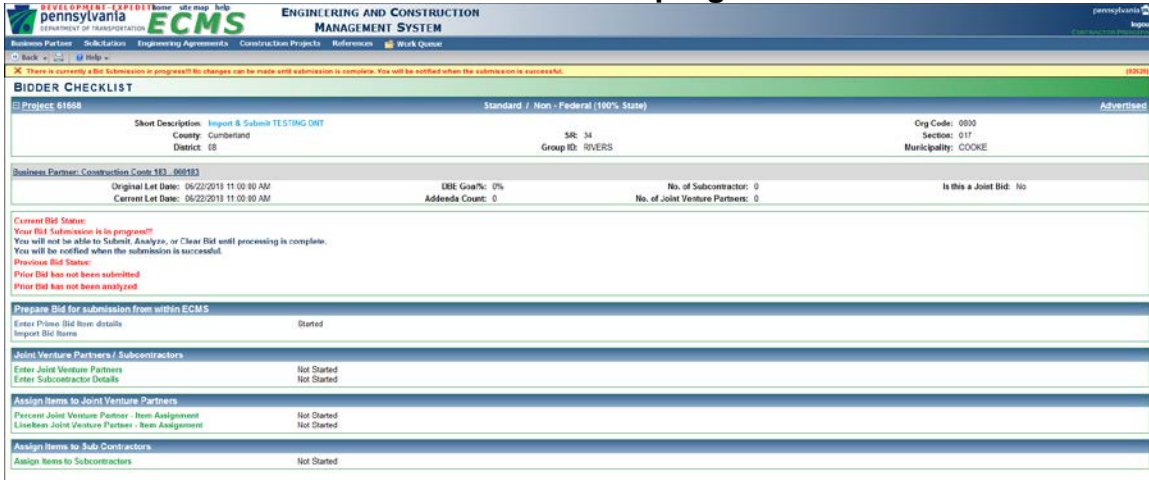
Note: Since Import and Submit was used to submit the bid, the Analyze Bid feature is unavailable. However, the submit bid feature is available.

Figure 27 Successful Import and Submit but incomplete innovative bid items (A+Bx / C-Factor)



When a bid submission is in process after a successful Import and Submit the other bid preparation links are disabled. No changes can be made to the bid while it is being submitted. Refer to Figure 28.

Figure 28 Error message displayed stating a bid submission is in progress. No changes can be made to the bid while the submission is in progress.



The Import and Submit button is removed from the Import Bid Item Unit Prices screen at 11:00am bid opening day. Refer to Figure 29.

Figure 29 Import and Submit disabled at 11:00am

