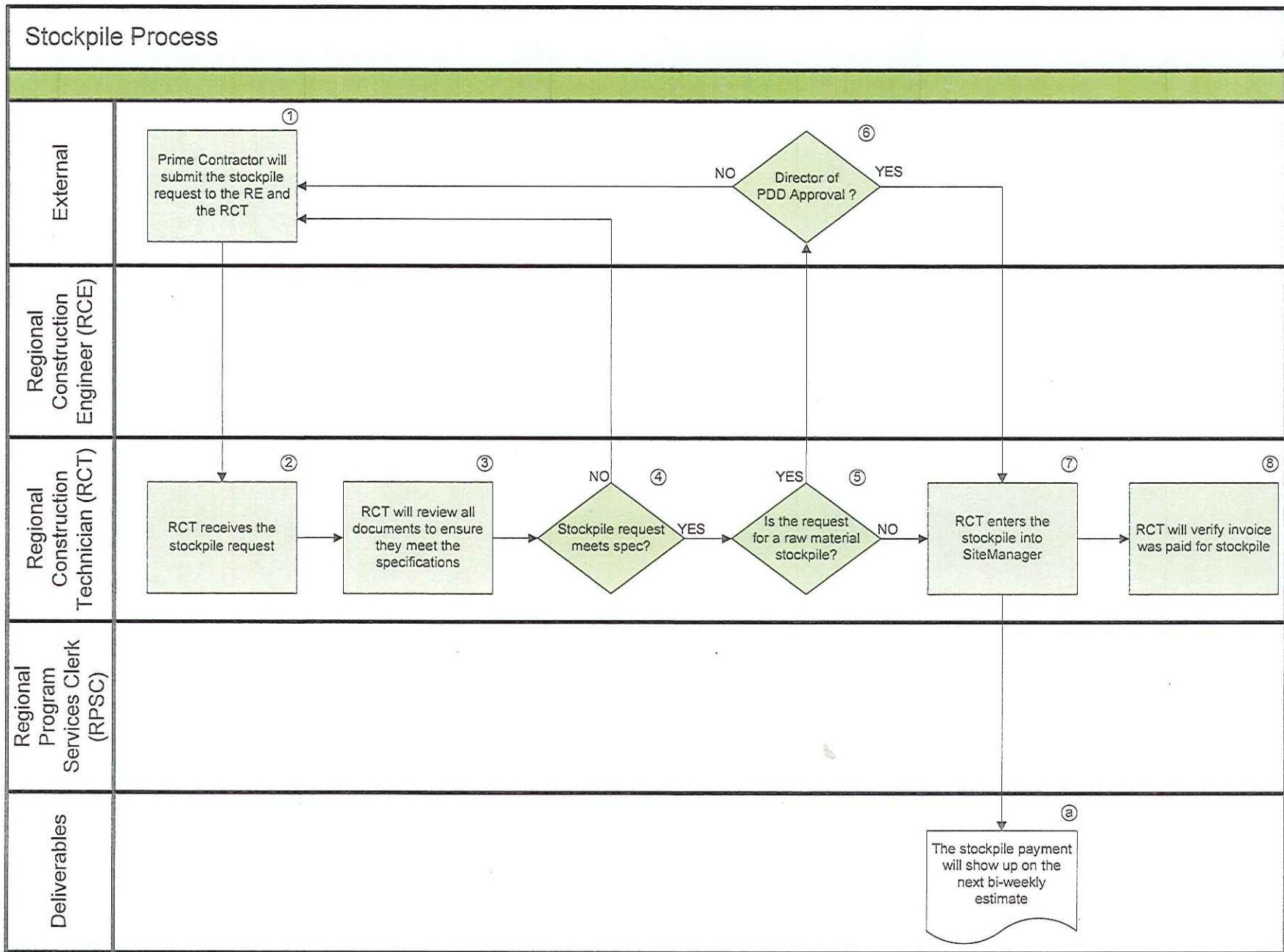


{
Tab 21
}



Stockpile Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Prime Contractor will submit the stockpile request to the Resident Engineer (RE) and the Regional Construction Technician (RCT)		Prime Contractor submits the stockpile request to RE and the RCT and should include the following per section 106.09 of the Standard Specification for Construction: -Each item to be stockpiled needs to have a value of more than \$25,000 total according to bid prices. -In the letter the contractor must list the items and quantity to be stockpiled -Contractor must include invoices and proof of delivery / ownership -The RE must have inspected the items, and have evidence that the material has been cited for the project -The material has to be certified by the lab	
2. Regional Construction Technician (RCT) receives the stockpile request		RCT receives the stockpile request documentation	
3. Regional Construction Technician (RCT) will review all documents to ensure they meet the specifications		RCT reviews the documents to ensure they meet the specifications set forth in the Vermont Standard Specifications for Construction (See Section 106.09) and any other contract documents	
4. Stockpile request meets spec?		Regional Construction Technician (RCT) accepts or rejects the stockpile request	
5. Is the request for a raw material stockpile?		Regional Construction Technician verifies if the request is for raw materials (See Section 106.09 Subsection c) and if yes, pulls together all supporting documents for the stockpile and submits them to the Director of Program Development Division (PDD) for approval	
6. Director of PDD Approval?		The Director of Program Development Division (PDD) accepts or rejects the request for raw material stockpile	
7. Regional Construction Technician (RCT) enters the stockpile into SiteManager	SPP1	RCT enters the stockpile information into SiteManager	
8. Regional Construction Technician (RCT) will verify invoice was paid for stockpile		RCT will verify invoice was paid for stockpile (see Section 106.09 Subsection d)	

Stockpile Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
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Deliverables	Available Step Aides	Key Activities	Points of Interest
a. The stockpile payment will show up on next bi-weekly estimate		The stockpile payment will show up on next bi-weekly estimate	In the email for the next bi-weekly estimate remind the Prime Contractor of the 28 calendar day deadline after the estimate cutoff to furnish the paid invoice.

**Vermont Agency of Transportation
Program Development Division
Construction Section**

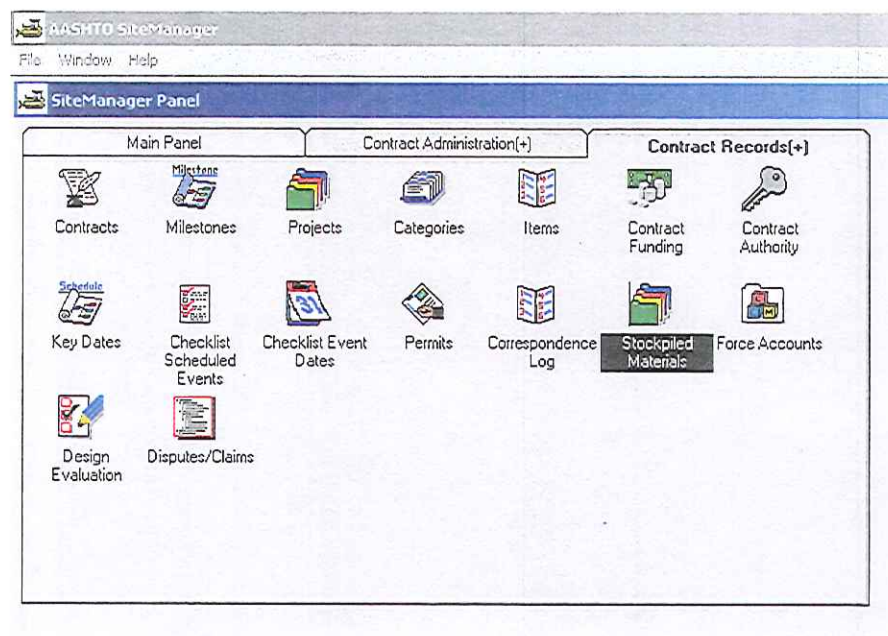
Instructional Sheet: SPP1 – How to enter Stockpile into SiteManager

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log into Site Manager: User Name & Password
2. Navigate to the Stockpile Materials Screen: MAIN PANEL → Contract Administration(+) → Contract Records(+) → Stockpiled Materials



**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: SPP1 – How to enter Stockpile into SiteManager
Revision Date: April 19, 2012
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3. Select the contract from the contract list: Services → Choose Keys
4. Choose item to be stockpiled from the item list

Project Nbr	Category Nbr	Line Nbr	Item Code	Description	Supplemental Description 1
08PROJ	1011	0075	601.2615	18" CPEP(SL)	
08PROJ	1011	0100	601.2615	18" CPEP(SL)	
08PROJ	1011	0085	601.2620	24" CPEP(SL)	
08PROJ	1011	0105	601.7015	18" CPEPES	
08PROJ	1011	0095	601.7020	24" CPEPES	
08PROJ	1011	0115	604.20	PRECAST REINFORCED CONCRETE CATCH BASIN (5')	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: SPP1 – How to enter Stockpile into SiteManager

Revision Date: April 19, 2012

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5. The Stockpiled Materials Screen will appear once an item is chosen
6. Right click in Material Code (Matl Code): field → In search window click on the material name → Click OK
7. Click in Stockpile Description (Stockpile Desc): field → the description will auto populate
8. Enter the actual date of the invoice provided by the contractor
9. Enter the invoice number
10. Enter the quantity to be stockpiled
11. Choose the units from the drop down list (the units must match the contract item units)
12. Enter the unit price (the unit price entered should be the unit price from the invoice)
13. Conversion factor(Conv factor) should remain 1.0000
14. Enter the initial invoice payment (should equal the invoice amount field)
15. Click Save

Contract ID: TEST001 **Project Nbr:** 00PROJ **Catg Nbr:** 1011 **Line Item Nbr:** 0085

Units: LINEAR FEET **Unit Price:** 45 **Bid Quantity:** 96

Item Description: 24" CPEP(SL)

Stockpile Description 1:

Stockpile Description 2:

Matl Code: 710.00 **Stockpiled Desc:** Corrugated PE pipe **Status:** Open

Invoice Date	Invoice Number	Quantity	Units	Unit Price
01/05/12	1000	12,000	LINEAR FEET	\$10.00000

Conv Factor	Conv Unit Price	Invoice Amt	Initial Invoice Payment	Matl Sn	Replenish Sn
1.00000	\$10.00000	\$120,000.00	\$120,000.00	1	0

Remaining Qty	Installed Qty To Date	Paid To Date
12,000	0,000	\$0.00

16. If there is more than one Item to be stockpiled it will be necessary to exit out of SiteManager and SiteManager Reports. #1-15 for each item
17. The stockpile payment will show up on the next bi-weekly estimate.

-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)