

## Buy America Tracking Report through the DWR Template

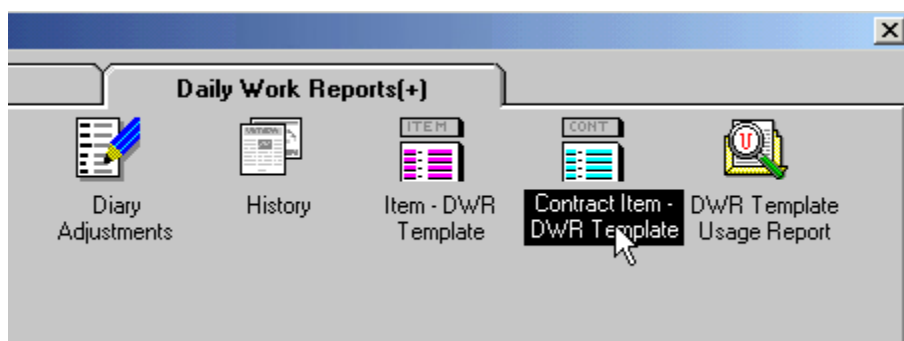
In accordance with Federal requirements (23 CFR 635.410) and Department policy, all foreign steel or iron that is permanently incorporated into any FDOT project that will utilize Federal Funding in any phase of the project is required to be tracked in SiteManager (SM).

The maximum amount of foreign steel which may be permanently incorporated into a project is \$2,500.00 or 0.1% of the total contract bid amount, whichever is greater.

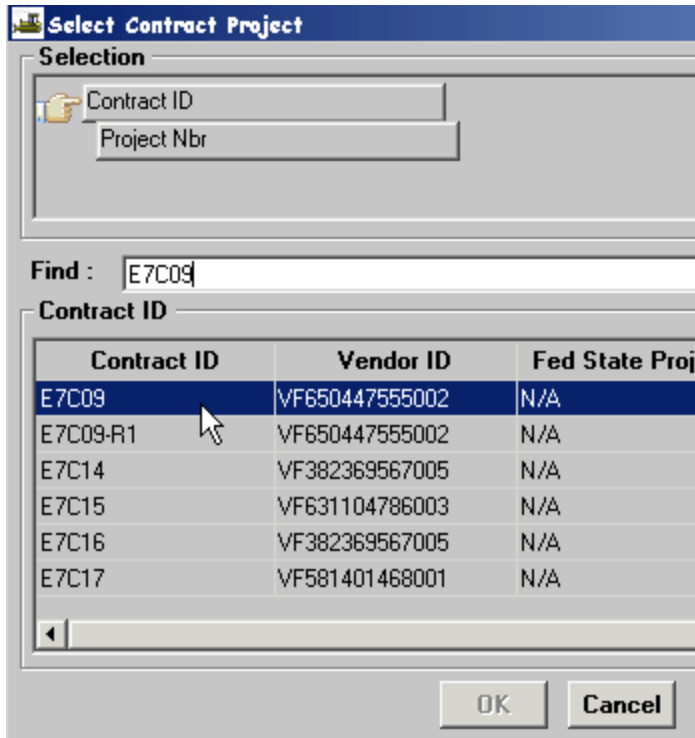
To help track the monies in SM, a Daily Work Report template has been developed to help track the steel in SM and be reported on. The template will need to be attached to the **Maintenance of Traffic** pay item for conventional Construction contracts with regular pay items if the steel is to be used on multiple pay items. If the steel is to be used on only one pay item, then attach the template to the pay item it is to be used on. For Lump Sum contracts, attach the DWR template to the LS pay item, 0999 2. For Construction Design Build Contracts, attach the DWR template to the DB pay item, 0 50 XX.

The first thing you will need to do is attach the template to a pay item. Do this by going to the DWR tab and open up the Contract Item-DWR Template icon.

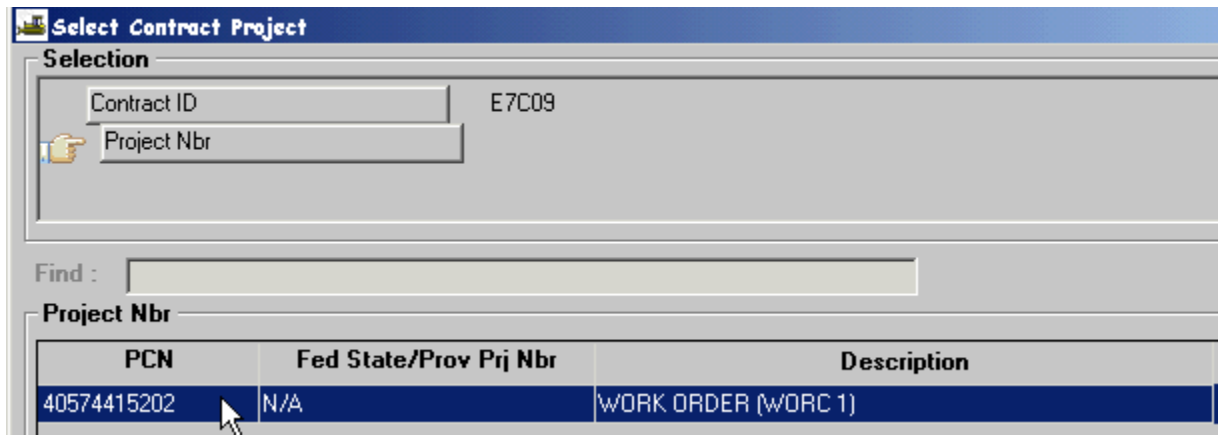
**NOTE: If you don't have this icon, you will need to get with your Project Administrator and have them attach the template to your contract.**



Select the Contract



Then select the project.



Select the pay item that you want to associate the Buy America template to.

File Services Window Help

Contract Item - DWR Template Association

ContractID: T3276 Project: 42357225201

Item Code	Item Short Description	Category Num	Line Item Num	Last Chg Year	Unit Sys Indicator	Spec Year	Bid Quantity	Unit Price	Status Type	Supp Desc
0101 1	MOBILIZATION	0200	0005	2007	E	2007	1	106500	ACTV	
0102 1	MAINTENANCE OF TRAFFIC	0200	0010	2007	E	2007	1	136000	ACTV	
0102 60	WORK ZONE SIGN	0200	0015	2007	E	2007	39068	0.37	ACTV	
0102 74 1	BARRICADE,TEMP,TYPS I,II,DI,VP & DRUM	0200	0020	2007	E	2007	9466	0.19	ACTV	
0102 76	ADVANCE WARNING ARROW PANEL	0200	0025	2007	E	2007	146	8	ACTV	

Templates List:

Template ID	Tempit Desc
MOT001	Attenuator/Crash Warranty Repair

Associated Templates:

Active	Template ID	Description
<input checked="" type="checkbox"/>	BYAM01	Buy America Steel

Add ->  
Add All ->>

Highlight the Buy America Template in the template list, click on the **ADD** button and the template will move over to the **Associated Templates** side.

Associated Templates:

Active	Template ID	Description
<input checked="" type="checkbox"/>	BYAM02	Buy America

Add ->  
Add All ->>  
Remove  
Rem All

Once you have the template associated to a pay item, then click on the save button at the top of the screen.

ContractID: T3276 Project: 42357225201

Item Code	Item Short Description	Category Num	Line Item Num	Last Chg Year	Unit Sys Indicator	Spec Year	Bid Quantity	Unit Price	Status Type	Supp Desc
0101 1	MOBILIZATION	0200	0005	2007	E	2007	1	106500	ACTV	
0102 1	MAINTENANCE OF TRAFFIC	0200	0010	2007	E	2007	1	136000	ACTV	
0102 60	WORK ZONE SIGN	0200	0015	2007	E	2007	39068	0.37	ACTV	
0102 74 1	BARRICADE,TEMP,TYPS I,II,DI,VP & DRUM	0200	0020	2007	E	2007	9466	0.19	ACTV	
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**Templates List:**

Template ID	Templt Desc
MOT001	Attenuator/Crash Warranty Repair

**Associated Templates:**

Active	Template ID	Description
<input checked="" type="checkbox"/>	BYAM01	Buy America Steel

Buttons: Add ->, Add All ->>

When you have the template associated to the Maintenance of Traffic pay item for each project under a contract, then go back to the main screen and fill out your DWR like you normally would. If you do it in the beginning, then when you do get an invoice that contains foreign steel, you will be ready to put that invoice in SM.

If your contract is a LS or Design Build contract, then the template will need to be associated to the LS or Design Build pay item.

Build your DWR as you normally would with all information required by your District. The new template will pick up when you move to the **Work Items** tab.

**NOTE:** If your District is one that only enters pay items once a month on a DWR, then you will need to create a \$0.00 DWR to use the template each time you get a foreign steel invoice. There is nothing wrong with adding a work item to a DWR and have a 0.00 reported quantity. SM will allow the user to enter a work item just to record an invoice for foreign steel.

## Create DWR and add Template

Daily Work Reports						
DWR Info.		Contractors		Contractor Equip.		Daily Staff
Work Items		Force Accounts				
Contract ID: T3276		Inspector: Carter, Steve		Date: 10/12/09		
Instld	Project Number	Line Item Number	Category Number	Category Description	Item Code	Description
<input type="checkbox"/>	42357215201	0010	0200	ROADWAY	0102 1	MAINTENANCE OF TRAFFIC
<input type="checkbox"/>	42357215201	0005	0200	ROADWAY	0101 1	MOBILIZATION
<input type="checkbox"/>	42357215201	0015	0200	ROADWAY	0102 60	WORK ZONE SIGN
<input type="checkbox"/>	42357215201	0020	0200	ROADWAY	0102 74 1	BARRICADE, TEMPORARY, TYPES I, II, DI, VP & DRU
<input type="checkbox"/>	42357215201	0025	0200	ROADWAY	0102 76	ADVANCE WARNING ARROW PANEL
<input type="checkbox"/>	42357215201	0030	0200	ROADWAY	0102 77	HIGH INTENSITY FLASHING LIGHTS, TEMP, TYPE B
<input type="checkbox"/>	42357215201	0035	0200	ROADWAY	0102 78	REFLECTIVE PAVEMENT MARKER, TEMPORARY
<input type="checkbox"/>	42357215201	0040	0200	ROADWAY	0102 99	CHANGEABLE-VARIABLE MESSAGE SIGN, TEMPOR.
<input type="checkbox"/>	42357215201	0045	0200	ROADWAY	0102150 1	PORTABLE REGULATORY, SIGN
<input type="checkbox"/>	42357215201	0050	0200	ROADWAY	0102150 2	RADAR SPEED DISPLAY UNIT
<input type="checkbox"/>	42357215201	0055	0200	ROADWAY	0102911 2	PAVEMENT MARKING REMOVABLE, WHITE-BLACK, S
<input type="checkbox"/>	42357215201	0060	0200	ROADWAY	0102912 2	PAVEMENT MARKING REMOVABLE, YELLOW, SOLID
<input type="checkbox"/>	42357215201	0065	0200	ROADWAY	0104 4	MOWING
<input type="checkbox"/>	42357215201	0070	0200	ROADWAY	0104 13 1	STAKED SILT FENCE, TYPE III
<input type="checkbox"/>	42357215201	0075	0200	ROADWAY	0110 1 1	CLEARING & GRUBBING
<input type="checkbox"/>	42357215201	0080	0200	ROADWAY	0110 4	REMOVAL OF EXISTING CONCRETE PAVEMENT
<input type="checkbox"/>	42357215201	0085	0200	ROADWAY	0120 1	REGULAR EXCAVATION

Select the Maintenance of Traffic pay item you want to report the invoice on and continue. Add a new incidence to record pay item quantity. If you don't want to record a quantity on this DWR, then enter a quantity of 0.00. Select the prime contractor to show the invoice on. If the steel is used by a subcontractor, then select the sub. If no MOT quantity is to be reported, then in the location box, enter a statement that this is to record an invoice for foreign steel only.

**Daily Work Reports**

DWR Info. Contractors Contractor Equip. Daily Staff Work Items Force Accounts

Contract ID: T3276 Inspector: Carter, Steve Date: 10/12/09

Project Nbr: 42357215201 Line Itm Nbr: 0010 Item Code: 0102 1 Category Nbr: 0200

Item Desc: MAINTENANCE OF TRAFFIC Unit Price: \$79,000.00000

Supp Desc 1: Supp Desc 2:

Qty Reported to Date: 1.000 Qty Authorized to Date: 1.000 Units Type: LS

Qty Installed to Date: 1.000 Bid Qty: 1.000 Pay To Plan Qty:

Status: Active Qty Paid to Date: 1.000 Current Contract Qty: 1.000

Loc Seq Nbr	Location Installed	Placed Qty.	Plan Page Number	Templt Used
1		.0000		

Placed Qt: .000 Plan Page Nbr: 0 Contractor: ANDERSON COLUMBIA CO., INC. \*\* PRIME \*\*

As Built Qt: .000 Loc Seq Nbr: 1 Location: DWR to record Foreign Steel invoice

Station Offset Distance Station Offset Distance

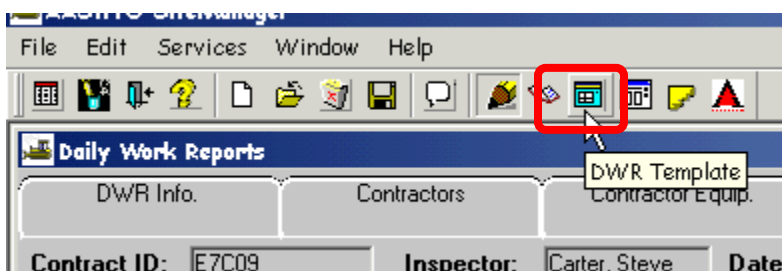
From: + .000 .000 To: + .000 .000

**Material Inspection Detail**

Material Component Cont Est Matrl Qty Satisf Repr Matrl Qty Reprt Matrl Qty Matrl Unit

Once you have completed the information above, save the DWR.

To add the template, click on the DWR Template icon at the top of the DWR screen.



The following screen will come up and show all templates associated with the pay item you are reporting against.

Template ID	Description	Used	Detail/ Multi Line	Returns Value
BYAM02	Buy America Steel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OPBRDG	Bridge Open to Traffic	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select the **Buy America** template. You can either double click the row that contains the template or you can highlight the row you need and then click on the Record Template Data icon. It looks like the bottom part of a pencil.

Template ID	Description
BYAM02	Buy America

This will bring you to the actual template where you need to record the invoice. The fields that are white allow you to enter data there. This template will allow you to enter more than one invoice per day. For the Reporting ID, enter your SM ID. Next enter the Estimate # you are reporting against.

The screenshot shows a software window titled "DWR Template - BYAM01". The interface includes a menu bar (File, Edit, Services, Window, Help) and a toolbar with various icons. The main data entry area contains the following fields:

Contract:	T3276	Inspector:	Carter, Steve	DWR Date:	10/12/09
Project Nbr:	42357225201	Line Itm Nbr:	0010	Loc Seq No:	1
Item Code & Desc:	0102 1 MAINTENANCE OF TRAFFIC				

Below this is a section titled "Foreign Steel Tracking" with the following fields:

Reporting User ID	cn982sc
Estimate # (XXXX)	0004

The bottom section, labeled "Row 1 of 2", contains the following fields:

Monthly Invoice Total	2535.60
Manufacturer	Me
Steel Use Description	piling 18" Steel
Invoice #	152364
Invoice Date (MM/DD/YY)	10/10/09
Invoice \$ Amt.	1532.35

In the lower portion of the template, enter the Manufacturer of the steel, description of where the steel is to be used such as 18" Concrete Pipe, Reinforcing Steel in Traffic rail, Steel piling, etc.

Enter the Invoice number, Invoice Date and Invoice amount.

To enter multiple invoices under the same DWR template, click the new button and a new blank data entry screen (row 2 of 2, etc.) will pop up.

This screenshot shows the same software interface as above, but with a red box highlighting the "New" button in the toolbar. The data entry fields are partially visible below the toolbar:

Contract:	E7C05	Inspector:	Carter, S
Project Nbr:	40574415202	Line Itm Nbr:	014
Item Code & Desc:	0415 1 6 REINF STEEL		



**DWR Template - BYAM01**

Contract: T3276 Inspector: Carter, Steve DWR Date: 10/12/09

Project Nbr: 42357225201 Line Itm Nbr: 0010 Loc Seq No: 1

Item Code & Desc: 0102 1 MAINTENANCE OF TRAFFIC

**Foreign Steel Tracking**

Reporting User ID: cn982sc

Estimate # (XXXX): 0004

Monthly Invoice Total: 2590.83

Manufacturer: [Empty]

Steel Use Description: [Empty]

Invoice #: [Empty]

Invoice Date (MM/DD/YY): [Empty]

Invoice \$ Amt: 0.00

Row 4 of 4

Notice the rows change as you add invoices for a day.

Once you have entered the information click on the save button. This will save this invoice.

You can review the information you entered by clicking on the "DWR Template Report" icon. (See report next page.)

**AASHTO SiteManager**

File Edit Services Window Help

DWR Template - BYAM01

Contract: T3276 Inspector: Carter, Steve

Project Nbr: 42357225201 Line Itm Nbr: 0010 Loc Seq No: 1

Item Code & Desc: 0102 1 MAINTENANCE OF TRAFFIC

DWR Template Report

RPT-ID: RDW1USG  
User: Carter, Steve

Florida  
Department of Transportation  
DWR Template Usage Report

Date: 11/03/2009  
Page 1 of 1

Contract ID: T3276  
Line Item Number: 0010

DWR Date: 10/12/2009  
Loc Seq Nbr: 1

Project No: 42357225201  
Template ID: BYAM01

**Header**

**Foreign Steel Tracking:**

Reporting User ID: cn982sc  
Estimate # (XXXX): 0004

**Detail/ Multi Line**

Line No: 1

**Monthly Invoice Total:**

Manufacturer: Me  
Steel Use Description: piling 18" Steel  
Invoice #: 152364  
Invoice Date (MM/DD/YY): 10/10/09  
Invoice \$ Amt.: 1532.35

Line No: 2

**Monthly Invoice Total:**

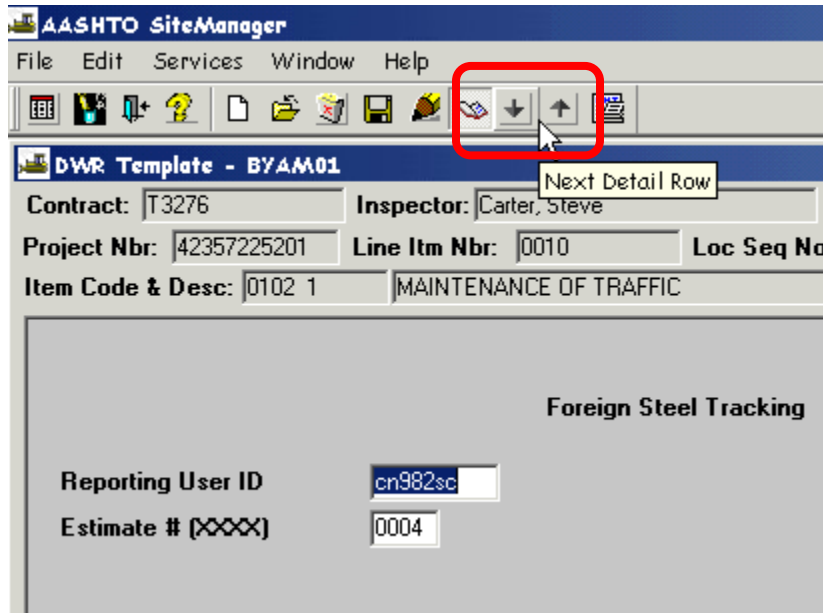
Manufacturer: You  
Steel Use Description: 24" Conc Pipe  
Invoice #: 54123  
Invoice Date (MM/DD/YY): 10/09/09  
Invoice \$ Amt.: 1003.25

Line No: 3

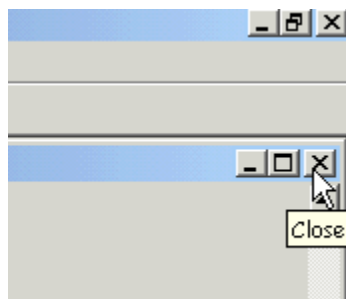
**Monthly Invoice Total:**

Manufacturer: those  
Steel Use Description: wire ties for steel in barrier wall  
Invoice #: 256137  
Invoice Date (MM/DD/YY): 9/30/09  
Invoice \$ Amt.: 55.23

If you added multiple invoices on one DWR, you will have some new icons added up top of your screen. These are scroll buttons so that you can look at all the invoices you added to that one DWR date.



To get out of the template, click on the lower "X" in the top right corner of your screen.



This will carry you back to the main DWR screen.