FDOT Trns*port
SiteManager
Quick Reference Guide
Stockpiled Materials
Revised 12-15-08

So, you want to create some Stockpiled Materials? Here's a quick reference on what steps to take:

Note: The requirements for Partial Payment For Delivery Of Certain Materials as specified in Section 9-6 of the Standard Specifications and Section 3.6 of the Prep & Doc manual shall remain in effect.

Contract Administration.Contract Records.Stockpiled Materials

Before adding any data, you must determine the following:

Which Line Items in the Contract include the invoiced material. It is possible to have various material components included on the invoice which effect separate Line Items in the Contract. How much of the total invoiced material quantity to allocate to each item. What the conversion factor for each Stockpiled Material should be. It needs to be determined how many units of this item is in one unit of the line item. If the unit for the line item and the unit for the stockpiled material are the same, the conversion factor would equal one. If an initial payment amount is due, which Contract Line Items pay this amount.

1. To get started, from the Services menu, select Choose Keys. then select your contract and item for the material covered by the invoice.

2. Matl Code: Will not be used at this time.

3. Stockpiled Desc: Must be entered manually.

4. Status: Populated automatically and means:

Open = stockpiled material has been or is being added, but an estimate including this material has not been generated.

Active = stockpiled material has been locked by an estimate.

Closed = stockpiled material has been zeroed out.

5. Invoice Date: Enter the date of Invoice.

6. Invoice Number: Enter the Invoice Number.

7. Quantity: Enter the quantity of the material the invoice represents.

8. Units: Units of the Stockpiled Materials (ea, sf, cm, etc.). Select proper units from the drop down list.

9. Unit Price: Invoice unit price, including tax. Calculate this amount: (total invoice amount of the item) x tax rate (if applicable) = X. X / total invoice units = Unit Price.

10. Conv Factor: Must be calculated by the user. The user needs to determine how many units of the Stockpiled Material item is in one unit of the Contract Line Item. If the unit for the line item and the unit for the stockpiled material are the same, the conversion factor would equal one.

11. Conversion Unit Price: Populated automatically and equals (Conversion Factor) x (Unit Price).

12. Invoice Amount: Populated automatically and equals (Quantity) x (Unit Price).

13. Initial Invoice Payment: This must be entered by the user. Enter the calculated initial payment for the stockpiled material. This will be the initial payment on the estimate. This payment must be equal to or less than the calculated Invoice Amount. We have seen problems when there is a difference between the two. **All rules set forth in Section 9-5 governing partial payments will be complied with in calculating the initial payment.**

14. Remaining Quantity: Populated automatically and equals (Quantity) - (Installed Qty to Date).

15. Installed Qty to Date: Populated automatically and equals (Paid Line Item Amount) x (Conversion Factor).

16. Paid To Date: Appears to be the Stockpiled Materials Initial Payment.
Once the estimate is generated, the Stockpiled Materials become active and the amounts are updated. The user cannot change any of the fields at this point. Once the estimate has been approved, the Stockpiled Materials associated with the estimate cannot be changed, other than to close out the quantity. Closing out a stockpile will be discussed below.

17. Material Sn: Material sequence number assigned automatically to different materials added to the same pay item.

18. Replenish Sn: Replenishment sequence number assigned automatically when replenishments are made to an existing stockpile.

Replenishing a Stockpile

When additional material is delivered for use on the project payment for this material can be made by adding to(replenishing) an already created stockpile.

Follow these steps to replenish a stockpile:

Go to the Stockpiled Materials screen.
Click on the Open icon.
Select the stockpile where the material is to be added.
Select the from the Services menu.
Select Replenish Material. This will allow you to add additional material which will appear as a new stockpile with an incremented Replenish Sequence Number.

Closing Out Stockpile Material Balances:

If there is a remaining balance in a stockpile when the pay item is complete the stockpile must be manually closed out. When you manually close out a stockpile material balance, SiteManager zeros the remaining quantity and the remaining dollar value of the initial payment, if any.

Follow these steps to manually close out a stockpile:

Go to the Stockpiled Materials screen.
Click on the Open icon.
Select the stockpile or stockpiles that represent the completed pay item.
From the Services Menu, select Close Out Balance.

Payment Process For Stockpiled Materials

The stockpile created in the example below would show an Initial Payment of $100.00 under Stockpiled Materials on the estimate summary if there was no reported work for the pay item during the time period represented by the estimate.

Payment will be made in steps as follows:

Step 1: The initial payment is made on the next estimate period following the creation of the stock pile.

Step 2: On subsequent estimates, as payment is made on the line item, the Stockpiled Materials payment will be reduced by an amount represented by the relationship of the stockpile to the pay item reported.

i.e.: Item quantity payment of 200($1.32) + $380.00 Initial Payment for Stockpiled Materials *Less* paydown of stockpile of - $ (1 Kg. of stockpile per I Kg. of pay item = 200(stockpile) X $0.95 (Conversion Unit Price). Equals a net payment for the estimate of $ 454.00.

All future line item payments will reduce the Initial Payment for Stockpiled Materials in accordance with the conversion factor used until pay quantities exceed the remaining balance shown for that stockpile.

SPECIAL PROBLEMS RELATED TO STOCKPILED MATERIALS

There are a couple of situations where the pay down feature creates an erroneous reduction in the stockpile initial payment.

Those are:

1. The contractor installs material on the job from off project sources in the same pay period without drawing from the existing stockpile. Example: There is an existing stockpile for 1,000 LF of guardrail but the contractor places 100 LF of newly ordered guardrail.

2. The contractor stockpiles material for part of a pay item then constructs other parts of the pay item in the same pay period. Example: The contractor stockpiles mast arms for traffic signals and has his subcontractor install footings at the same time.

When these situation, occur the only option is to create an additional stockpile that represents the dollar value of the installed work that did not come from existing stockpiles.

The additional stockpile should be done as a replenishment to the stockpile that you do not wish to draw from.

The amount of the stockpile initial payment on the replenishment should be equal to the amount that would be drawn from the stockpile by the quantity you wish to pay for on the estimate. Consider the invoice price and the conversion factor in calculating what the reduction would be

This will allow stockpiles to remain at their full value until material installed is actually drawn from any real stockpile.