SECTION: 1100 - Materials Management

ITEM NUMBER: 1107.1

ITEM: CONTRACT MIXES   **REVISED: 09/11/2006**

SCOPE:

To establish the policy and procedure for maintaining the SiteManager Contract Mixes information.

IMPORTANT NOTE CONCERNING PCC MIX DESIGNS.

See the Policy and Procedure for Portland Cement Concrete Mix Designs, discussing the change of the utilization of this function in SiteManager. Disregard the sections of the following Policy regarding PCC mix designs.

GENERAL:

The Contract Mixes window is used to associate an approved mix design with a contract. This window is also used to identify which contracts are using a specific mix, based on the Design Type and Mix ID. A contract may be added to the list for a specific mix, however contracts cannot be deleted from the list.

In OkDOT, the Contractor submits mix designs. ODOT reviews them for accuracy and accepts them on a per project basis. In SiteManager, the mandatory computer program function of "Approving" a mix design will be performed by OkDOT and will indicate that OkDOT has reviewed the mix design for accuracy and has found it to be acceptable for use on a specific contract.

Resident Engineers will perform the approval procedure for Portland Cement Concrete Mix Designs, and the Materials Division will perform the SiteManager approval procedure for all other mix designs. After changing the mix design to an approved status, the individual who performed the approval function will also associate the mix design with the appropriate contract in this window.

Subsequent associations of existing approved Portland Cement Concrete Mix Designs to other contracts in this window will be performed by Resident Engineers.   Subsequent associations of all other existing approved mix designs to other contracts in this window will be performed by the Materials Division. Any subsequent contract association is only to occur after subsequent review of the mix design for accuracy, relevancy and finding the mix design to be also acceptable for use on the other contract or contracts.

Access rights to the Contract Mixes window are as follows:

SiteManager Access Assignments				
Central Office				
Group Code	Group Name	Update	Inquiry	None
CENADMIN	Central Office Administration			X
FHWA	Federal Highway Administration		X	
CENINQRY	Central Office Inquiry Group			X
REGSERV	Regulatory Services			X
SYSADMIN	System Administration	X		
Construction Division				
Group Code	Group Name	Update	Inquiry	None
CONSADMN	Construction Administration		X	
CONEST	Construction Estimate Processor			X
CONSLOAD	Construction Project Load			X
Field Division				
Group Code	Group Name	Update	Inquiry	None
DIVADMIN	Field Division Administration		X	
DIVAUDIT	Field Division Auditor		X	
DIVINQRY	Field Division Inquiry		X	
Materials Division				
Group Code	Group Name	Update	Inquiry	None
MATADMIN	Materials Administrator	X		
MATAUTH	Materials Authorizations	X		
MATIAS	Materials Independent Assurance		X	
MATINQRY	Materials Inquiry		X	
MATSTA	Materials Sampling Testing & Approval		X	
MATTEST	Materials Tester		X	
MATTRAIN	Materials Training			X
Residency				
Group Code	Group Name	Update	Inquiry	None
RESADMIN	Residency Administration	X		
RESAUDIT	Residency Auditor		X	
COUNTPRT	Contractor Counterpart			X
RESINQRY	Residency Inquiry		X	
RESLABMN	Residency Lab Manager	X		
RESLABTC	Residency Lab Technician		X	
RESINSP	Residency Inspector		X	
RESPRMAN	Residency Project Manager		X	
RESSCTRY	Residency Secretary		X	

Procedure

1. The Contract Mixes window opens with a Select Design Type/Mix ID pick window.

2. Double click on the Design Type to display a list of approved mix designs.

3. Select the Mix ID to be associated to a contract.

4. Click the "New" Button to display a list of contracts.

5. Select the Contract ID to associate it to the selected Mix ID.