

THE ILLINOIS STATE TOLL HIGHWAY AUTHORITY

April 24, 2020

CONSTRUCTION BULLETIN No. 20-01

SUBJECT: Alternate Material Delivery Ticket Procedures

This bulletin provides temporary guidelines for alternate acceptance procedures of material delivery tickets and applies to all Illinois Tollway contracts.

Due to the ongoing COVID-19 pandemic, the Tollway will allow for the electronic submittal of material delivery tickets. The Tollway is not requiring but encouraging measures that reduce contact between individuals, which includes e-Ticketing. The following temporary procedures may be used for the real-time, electronic transmittal and acceptance of delivery tickets, weight tickets, bills of lading, and other required documentation in lieu of traditional paper tickets.

Procedural Memorandum

If the alternate acceptance procedure for material delivery tickets is used, then the CM shall document full agreed upon procedures to the Tollway PM in a memorandum to be uploaded to the WBPM.

The memo shall include the following:

1. List of all applicable materials (pay items) in which electronic tickets will be used
2. Designated personnel who will receive the electronic tickets and ticket summaries
3. Method to document additional information typically added to tickets after printing, such as plant testing data or field notes
4. Method of acceptance and final location of requisite documentation (WBPM, job box, etc.)

A copy of the Procedural Memorandum shall accompany all audit requests. This memo shall be referenced on the A-5 form for all pay items utilizing the temporary procedures.

E-Ticketing Requirements

When daily material tickets are generated at a plant or quarry for contract work (e.g. hot mix asphalt, aggregates, cast in place concrete, etc.) the producer/supplier shall create an electronic image of each ticket and send the electronic image to the Tollway's designated personnel, as determined by the Construction Manager and in the agreed upon aforementioned memo. The electronic image shall be received prior to discharge of said material on site. The inspector shall capture any applicable field notes related to the ticket (e.g. sampling notes, testing notes, etc.) either electronically or manually per normal inspection procedures. For contract work items which do not generate multiple daily tickets at a plant or quarry (e.g. liquid asphalt/emulsion, precast concrete products, reinforcing steel, etc.) the Contractor shall coordinate with the Construction Manager to have the required paperwork emailed to the Construction Manager as soon as practical.

At the end of each day an electronic ticket summary, including compiled copies of electronic delivery tickets or images received for each type of material, shall be provided by the Contractor. Ticket summaries shall be consolidated into one file for each material placement operation.

Reconciliation

The Construction Manager will be required to maintain a ledger or spreadsheet to compare electronic ticket information with trucks received at the delivery location, and to record additional pertinent information (e.g. load number, truck number, time of delivery, time of placement, quantity, etc.). This ledger shall be included with the electronic ticket summary.

Paper Tickets

Paper tickets shall be provided upon request to address any deficiencies in the reporting and/or reconciliation or as determined by the Tollway.

The Tollway will continue to work with stakeholders on the development of more permanent and long-term electronic solutions.



Paul D. Kovacs, P.E.
Chief Engineering Officer

04/27/2020

Date