

< Supp. Aggr. >

SUPPLEMENTAL AGREEMENTS

Before attempting to utilize the <Sup. Aggr.> option , you should thoroughly review the Contract Administration Manual Section 5-591.350 CONTRACT CHANGES -Supplemental Agreements and Section 5-591.370 PAYMENT PROVISIONS Fund Encumbrances. Also, in order to load the sample Supp.Agreement shown on page 109, use the sample project diskette SP 8580-122 .

Under normal conditions, a Supplemental Agreement is approved and downloaded within 3 weeks from the time it is received in the office of Contract Administration. In keeping with the Standard Specifications, **no payments can be made** on any Supplemental Agreement until the agreement is fully executed and approved.

Important Note: The Engineer does not make an Encumbrance of Funds for a Supplemental Agreement. Fund Encumbrances for Supplemental Agreements are made **only** by the Office of Contract Administration after the agreement is fully approved.

Any questions concerning the approval status of Supplemental Agreements that will be, or have been submitted to Contract Administration for processing should be directed to:

KAREN PETERS

SENIOR SUPPLEMENTAL AGREEMENT TECHNICIAN

OFFICE OF CONTRACT ADMINISTRATION

TELEPHONE NO. (651) 296-6896

FAX (651) 296-3811

GROUPWISE ... Pete1Kar

E-MAIL... karen.peters@dot.state.mn.us

In order to speed up the process time, it is also strongly recommended that you submit a Draft Supplemental Agreement to Karen for review and approval **prior** to submitting the “Hard Copy” with signatures. If you contact Karen she has standard Mn/DOT Supplemental Agreement forms that are available on both **Corel 8 Word Perfect** and **Microsoft Word** for your use and ease of submitting to the Contract Administration office. Karen also serves a resource for advice on the proper format and wording of Supplemental Agreements and will work with you in re-wording certain agreements if necessary.

SPECIAL NOTE APPLYING TO ALL SUPPLEMENTAL AGREEMENTS.

In accordance with the Mn/DOT Contract Administration Manual Section 5-591.350, all negotiated unit prices and force account rates must be approved through the Mn/DOT Estimating Office before the submittal of the Hard Copy Supplemental Agreement to Contract Administration. Also, as part or cost justification, all Supplemental Agreements must be accompanied by a cover letter that justifies the reason for writing the Agreement. This is especially true with those Agreements where the reason cannot be readily discerned. Any questions concerning price approval or justification needed should be discussed with the Estimating Office by calling either Joe Tummers @ (651) 296-3145 or Joel Williams @ (651) 296-0807. FAX (651)- 296-0804.

FOR STATE -AID PROJECTS ONLY

All “Hard Copy” Supplemental Agreements must be submitted to the Office of Contract Administration through your State Aid Assistant District Engineer.

< Supplemental Agreements >

CONTRACTOR: Denny's Construction Co.			FEDERAL PROJECT NO. STPF 0697 (168)			STATE PROJECT NO. 8580-0122		
ADDRESS: 3912 66 th St. E., Inver Grove Hts., MN 55076			LOCATION OF WORK: In Inver Grove Hts. From the Junction of T.H.52 & 56 to the Junction of Dakota Co. Rd. 26.					
GROUP #	APPR.	AMOUNT	GROUP #	APPR.	AMOUNT	GROUP #	APPR.	AMOUNT
DATE ENCUMBERED			ORIGINAL ENCUMBRANCE			TOTAL S.A. \$		
By: <small>Individual signing certifies that funds have been encumbered as required by Minn. Stat. § 16A.15</small>			\$ ENCUMBERED TO DATE:					

This Contract is amended as follows:

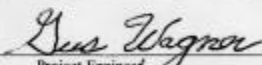
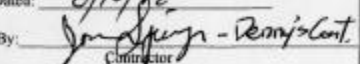
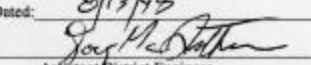
- WHEREAS:** This Contract provides for, among other things, Grading, Aggregate Base, Aggregate Shoulder, Concrete Carb & Gutter, Sidewalk and Conduit System; and
- WHEREAS:** The Plan typical section specifies widening of the left shoulder of the W.B.L. by 7 feet from Station 12+20 to Station 17+35; and
- WHEREAS:** The Engineer has determined that this widening makes it necessary to construct a 12 foot extension to an in place 102 inch Span Precast Concrete Culvert that crosses the W.B.L roadway at Station 14+28; and
- WHEREAS:** The Engineer has further determined this to be Extra Work as defined by Standard Specification 1403.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

- The Contractor shall remove the in place 102 inch Precast Concrete Pipe Arch Apron and place it in a safe location so that it can be reinstalled.
- The Contractor shall Furnish & Install three (3)- 4 foot sections of 102 inch Span Precast Concrete Culvert Class II and reinstall the in place 102 inch Precast Concrete Pipe Arch Apron.
- All work required by this Agreement will be performed in accordance with the applicable provisions of Standard Specification 2501, and as directed by the Engineer.
- Payment for all work required by this Agreement will be made as a Single Lump Sum of \$ 11,300.00.
- Contract time will not be revised except as may be provided under Mn/DOT Specification 1806.
- The Contractor shall not make claim of any kind or character whatsoever for any other costs or expenses which he may have incurred or which he may hereafter incur in performing the work and furnishing the materials.

ESTIMATE OF COST

<u>Item Description</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Amount</u>	<u>Group</u>
Extend 102 inch Precast Pipe Arch Culv. & Apron	Lump Sum	\$ 1.00	11,300.00	\$ 11,300.00	01

 Project Engineer Dated: 8/10/98 By:  - Rem's Cont. Contractor Dated: 8/13/98  Assistant District Engineer Dated: 8/14/98	Commissioner of Transportation By: _____ Pursuant to Delegation Dated: _____	Commissioner of Administration By: _____ Pursuant to Delegation Dated: _____
	Approves as to work and execution By: _____ Assistant Attorney General or Pursuant to Delegation Dated: _____	

SAMPLE HARD COPY SUPPLEMENTAL AGREEMENT

After your Supplemental Agreement is approved in the office of Contract Administration it is downloaded to the District Queue. Your District MIS or Office Manager will create a disk off the download and give the disk to you.

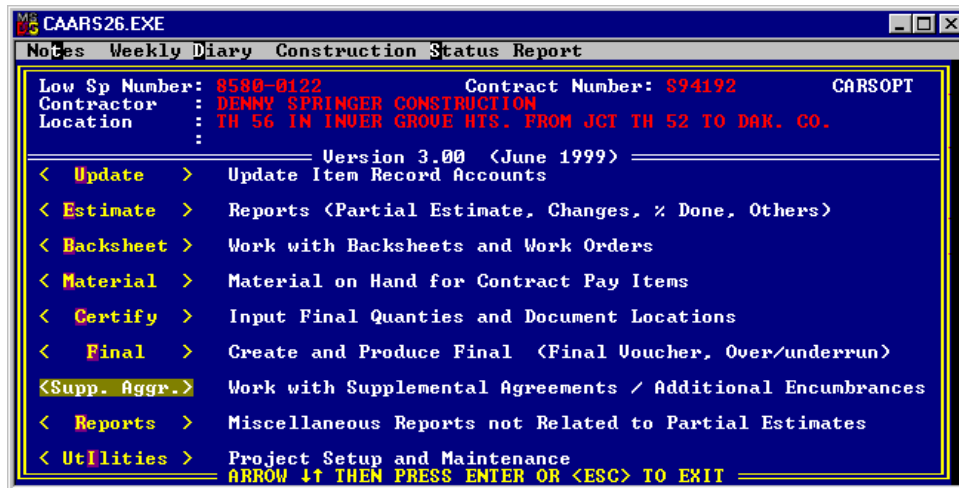
VIEW SUPPLEMENTAL AGREEMENT COMING IN

Prior to actually downloading the above Supplemental Agreement you should first view the Agreement to make sure it has the correct information and is the right Agreement you want to download . To accomplish this you will:

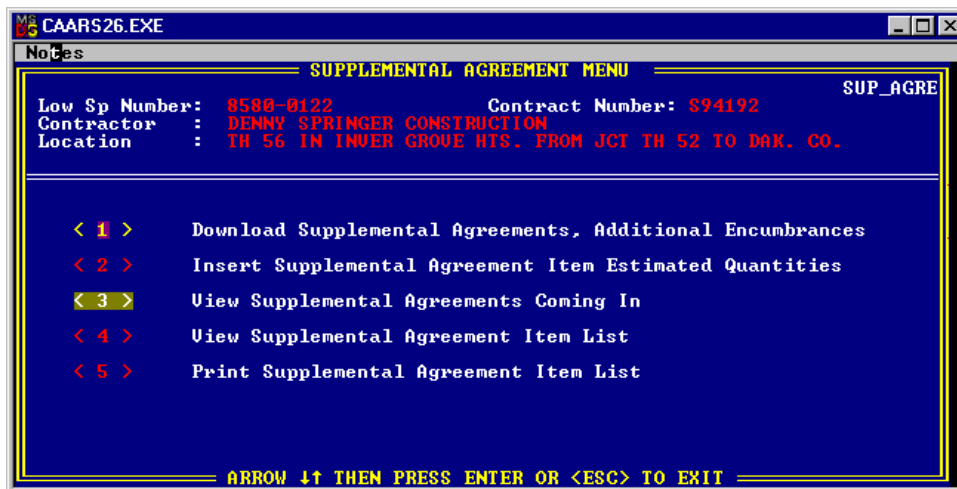
Step 1 - Insert the S.A. Disc.in A drive.

Step 2- Go to the Main Menu Screen 1 below... Arrow down and highlight **<Supp.Aggr.>** as shown and press ENTER... This will automatically bring you to the Supplemental Agreement Menu Screen 2 below.

SCREEN 1- Main Menu Screen



SCREEN 2 -Supplemental Agreement Menu



Step 3 - Arrow down and highlight **<3>** *View Supplemental Agreements Coming In* and press ENTER. This will bring you to the View S.A. Items to be Downloaded Screen 3 below.

< Supplemental Agreements >

SCREEN 3 - View S.A.Items to be Downloaded

Notes

SUPPLEMENTAL AGREEMENT MENU

VIEW S. A. ITEMS TO BE DOWNLOADED USE ↑ OR ↓ VIEW HIT ESCAPE <ESC> TO EXIT

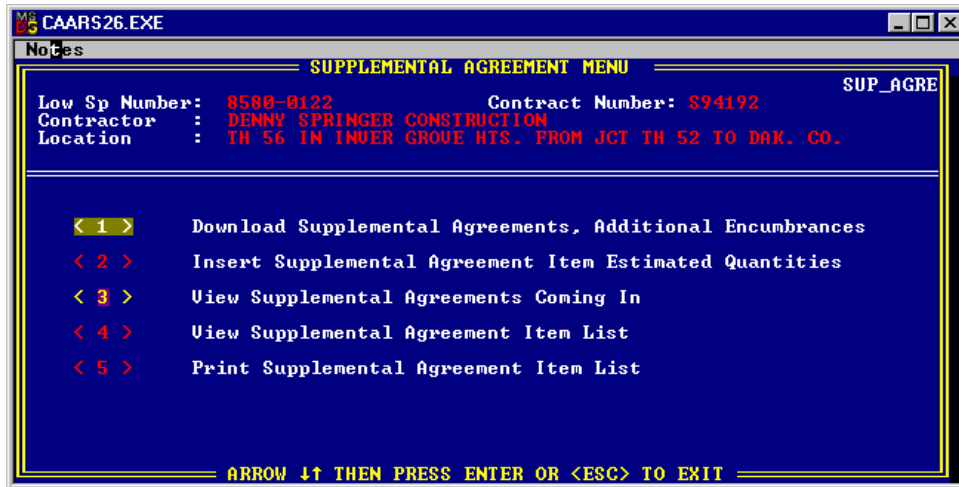
SA #	GRP #	ITEM NAME
001	001	EXTEND PRECAST FOR SHOULDER WIDENING
001	001	EXTEND 102" PRECAST PIPE ARCH CULVERT & APRON

ARROW ↓↑ THEN PRESS ENTER OR <ESC> TO EXIT

Step 4 - In reviewing the information above in Screen 3 you can see that this information matches our sample agreement shown on page 109 and is the correct Supplemental Agreement you want to download ... push ESC once to return to the Supplemental Agreement Menu Screen 2 below.

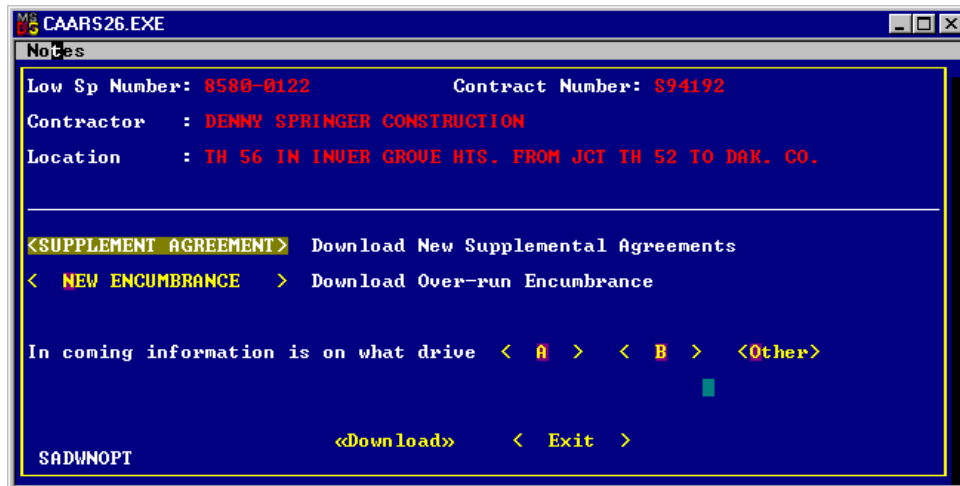
HOW TO LOAD THE SUPPLEMENTAL AGREEMENT / ADDITIONAL ENCUMBRANCES DISK INTO CAARS

SCREEN 2- Supplemental Agreement /Encumbrance Menu



Step 5- With **<1>** *Download Supplemental Agreements . Additional Encumbrances* highlighted as shown in Screen 2 above...press ENTER. This will bring you to the Download Screen 3 below.

SCREEN 3- Supplemental Agreement & Encumbrance Download



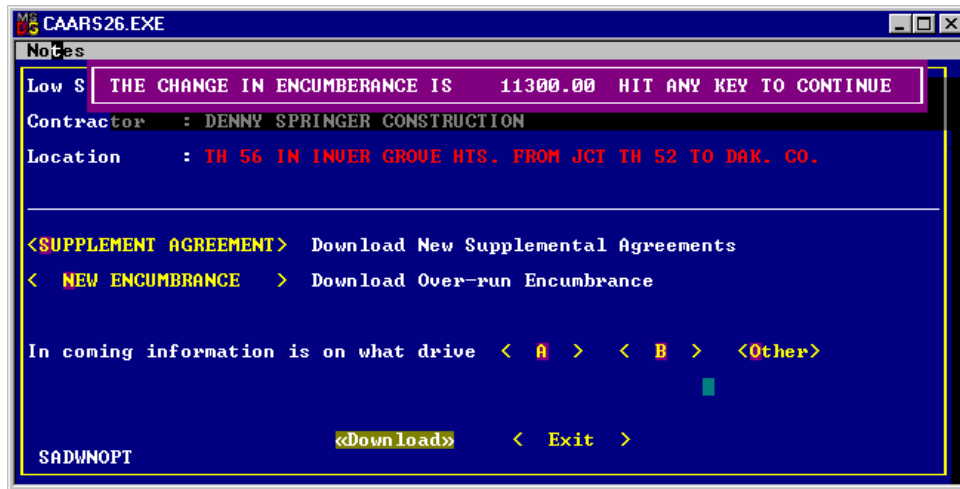
Step 6 - With **<Supplemental Agreement>** highlighted as shown in Screen 3 above press ENTER... This will move you to drive select ..Highlight and press enter on drive **<A>** ... arrow to and highlight **<Download>** and press ENTER. You will then get a prompt message that states:

THE CHANGE IN ENCUMBERANCE IS 11300.00 HIT ANY KEY TO CONTINUE As

Shown in Screen 3A below.

< Supplemental Agreements >

SCREEN 3A - Supplemental Agreement & Encumbrance Download with message.

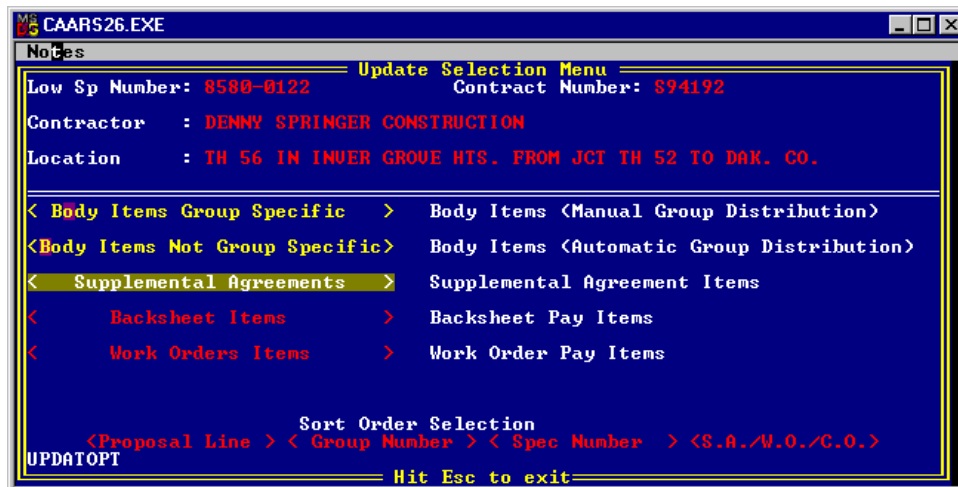


Your Supplemental Agreement / Additional Encumbrance is now entered into CAARS

HOW TO <UPDATE> SUPPLEMENTAL AGREEMENT

After you have successfully downloaded your Supplemental Agreement you can then make daily <Update> entries in the same manner as your Contract Items with the exception that when you highlight and press ENTER on <Update> on the Main Menu Screen you will automatically be moved to the Update Selection Menu Screen A below where you will now arrow down, highlight and select <Supplemental Agreements> as shown below and press ENTER.

SCREEN A - Update Selection Menu with <Supplemental Agreements> enabled.



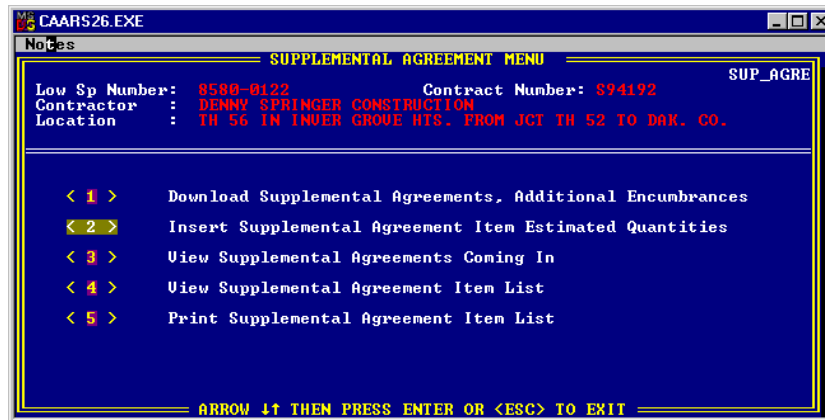
For your Sort Order Selection you will arrow over to, highlight and press ENTER on <S.A. / W.O. / C.O. > You will then be moved to the Supplemental Agreement Menu Screen (Not Shown here); select the Supplemental Agreement off the menu; and continue on as you would under the <Update> section of this manual.

< Supplemental Agreements >

HOW TO INSERT SUPP. AGREEMENT ITEM ESTIMATED QUANTITIES

When your Supplemental Agreement is downloaded you will receive the pay line but will not have an estimated quantity attached to the pay line (QTY will show **0.0000** - see screen 3 below). In order to insert this quantity you will go to the Supplemental Agreement / Encumbrance Menu Screen 2 below... arrow to and highlight **<2>** as shown.. Press ENTER.

SCREEN 2 - Supplemental Agreement / Encumbrance Menu



You are now at Supplemental Agreement Item Menu Screen 3 below. The left hand side of the screen will list all of the pay items contained in all of the executed Supplemental Agreements you have on your project. As you arrow down and highlight each pay item on the left hand side of the screen the Supplemental Agreement number, Group number and other item information will appear on the right hand side of the screen for the highlighted item. When you reach the item, Supplemental Agreement and Group number you desire, you can type in the quantity you want in the Quantity entry field located on the right hand side of the screen. (QTY **0.0000** as downloaded= **A** Typed over to read **11300.0000** **B**)

SCREEN 3- Supplemental Agreement Item Menu



Important Points: (1)- When you are dealing with **Lump Sum \$** method of payment for an S.A.item you will always want to have the Unit Price as 1.00 and type in a \$ amount in the QTY entry field (as shown in **B** above 11300.0000)- this will avoid an accidental overpayment). {Note: Not shown in this example. (2)- If the Lump Sum \$ item is contained in more than 1 Group you would split the QTY. appropriately (i.e. Group 1 = 9000.0000 Group 2= 2300.0000 for a total Lump Sum all Groups of 11300.0000. }. (3)- Because you have entered a Quantity of 11300.0000 **DOES NOT make a payment** on your next voucher, at this point you have only **revised** the Item Record Account to include the Quantity... In order to make a payment you must do so through the <Update> option. **<Supplemental Agreements >**