

STATE OF MINNESOTA

OFFICE MEMORANDUM

DEPARTMENT OF TRANSPORTATION

**Date:** 04/15/2016

**To:** Steve Grover

**From:** Mary Koester  
Office of Financial Management

**Subject:** Sampling, Testing and Inspection Charges to be Effective May 1, 2016

New unit costs have been established covering the services of the Department of Transportation for sampling, testing and inspection of materials. The attached list of charges for these services has been prepared for your information. The charges are to be effective for all work set up for billing beginning May 1<sup>st</sup>, 2016 or as soon thereafter as possible.

The "Charge Out Number," as listed, will appear on the invoices at all times. The 1000 and 1100 series cover testing costs on samples submitted to the laboratory. The 1200 series covers the cost of inspection and includes incidental sampling and testing. The term "laboratory" as used above applies not only to the central laboratory of the Department of Transportation in Maplewood, but also includes laboratories at the various district headquarters.

We have discontinued calculating rates for tests that are infrequently done. An asterisk in the rate column of the attached sheets denotes these tests. Mn/DOT will still provide this service, but the cost will be billed to the city or county on the basis of the actual time spent on the test. A labor additive charge, currently 19.92%, will be added to the hourly labor charge and to the related employee benefits.

The hourly labor charges and the billing rates listed on the attached pages do not include overhead. The billing overhead rate currently is 25.0% and will be added to billings automatically. When you quote rates to others, be sure to mention this additional 25.0%. Please note that the above labor additive and billing rate are subject to change on or about July 1<sup>st</sup> of each year.

**These charge rates are posted on the MN/Dot web site at <http://www.dot.state.mn.us> under topics A-Z click on Materials Lab Testing and Inspections page - then under Lab Testing and Inspection Resources - click on "Lab Testing and Inspection Rates -Memo" or "Current Rates effective May 1<sup>st</sup>, 2016". Note: If there are any changes or additions to the current year's charge rates it will be updated on this web page.**

If you have any questions concerning this memorandum, contact Connie Williams at 651-366-4903.

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