

STATE OF MINNESOTA

OFFICE MEMORANDUM

DEPARTMENT OF TRANSPORTATION

**Date:** April 25, 2011

**To:** Distribution 02, Area Maintenance Engineers  
Distribution 30, Administrative Assistants  
Distribution 618, County Engineers  
Distribution 650, Municipal Engineers

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

**Subject:** Sampling, Testing and Inspection Charges to be Effective May 1, 2011

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, 2011 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.

All express and freight charges must be prepaid by the sender. (See 87-33-ME-14.)

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 21.7%, 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 19.5% and will be added to billings automatically. When you quote rates to others, be sure to mention this additional 19.5%.

**These charge rates are posted on the MN/Dot web site at <http://www.dot.state.mn.us>. Go to Materials and Road Research page, click on Materials at the top of the page. Then under Lab Testing and Inspection - click on Materials Lab Testing and Inspection, then under Current Rates, click on Laboratory, Field Testing and Inspection Rates. Note: Any changes or additions to the current year's rates will be updated on this web page.**

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

CC: Jim Kochsiek	M.S. 645	Dina Buchen	M.S. 645	D1Lab Team	M.S. 010
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