

STATE OF MINNESOTA

OFFICE MEMORANDUM

DEPARTMENT OF TRANSPORTATION

Date: March 25, 2009

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 April 1, 2009

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 April 1, 2009 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 26.0%, will be added to the hourly labor charge and to the related employee benefits (see Office of Financial Management Memorandum).

The hourly labor charges and the billing rates listed on the attached pages do not include overhead. The billing overhead rate currently is 21.4% and will be added to billings automatically. When you quote rates to others, be sure to mention this additional 21.4%.

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 Engineering Section. Then click on Sampling, Testing and Inspection charges for FY 2010. Any further changes or additions to the FY 2010 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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