

# MoDOT Trns\*port™ SiteManager™

## Quick Reference Guide

### Mobilization

- I. Currently CARDEX takes the original Mobilization Unit price, subtracts the Contract bond and railroad Liability Insurance and then multiplies that sum by the quantity the inspector enters (Section 618 of the Spec book). SiteManager only multiplies the Unit price by the quantity entered by the inspector.

If the contractor is paid for the Contract Bond at the **beginning of the job** (by the contractors choice), an adjustment to the Mobilization needs to be made on a change order at the beginning of the job. You need to cancel out the Unit Price of the original Mobilization amount and create a new Mobilization Item Number to reflect the right calculation of Mobilization in SiteManager.

A. Create a change order Header.

1. Navigate to the Change Orders.Change Order Maintenance.Header panel.
2. Use Services, Choose Keys to select the Contract ID.
  - Enter 'Adjust Mobilization for Contract Bond' in the Description text box.
  - Select 'Overrun' for the Reason Code.
  - Select 'CHANGE ORDER' for the CO Type.
  - Select 'Overrun\Underrun' and 'Extra Work' for the Functions.
  - Save this header.

B. Create a new Change Order item.

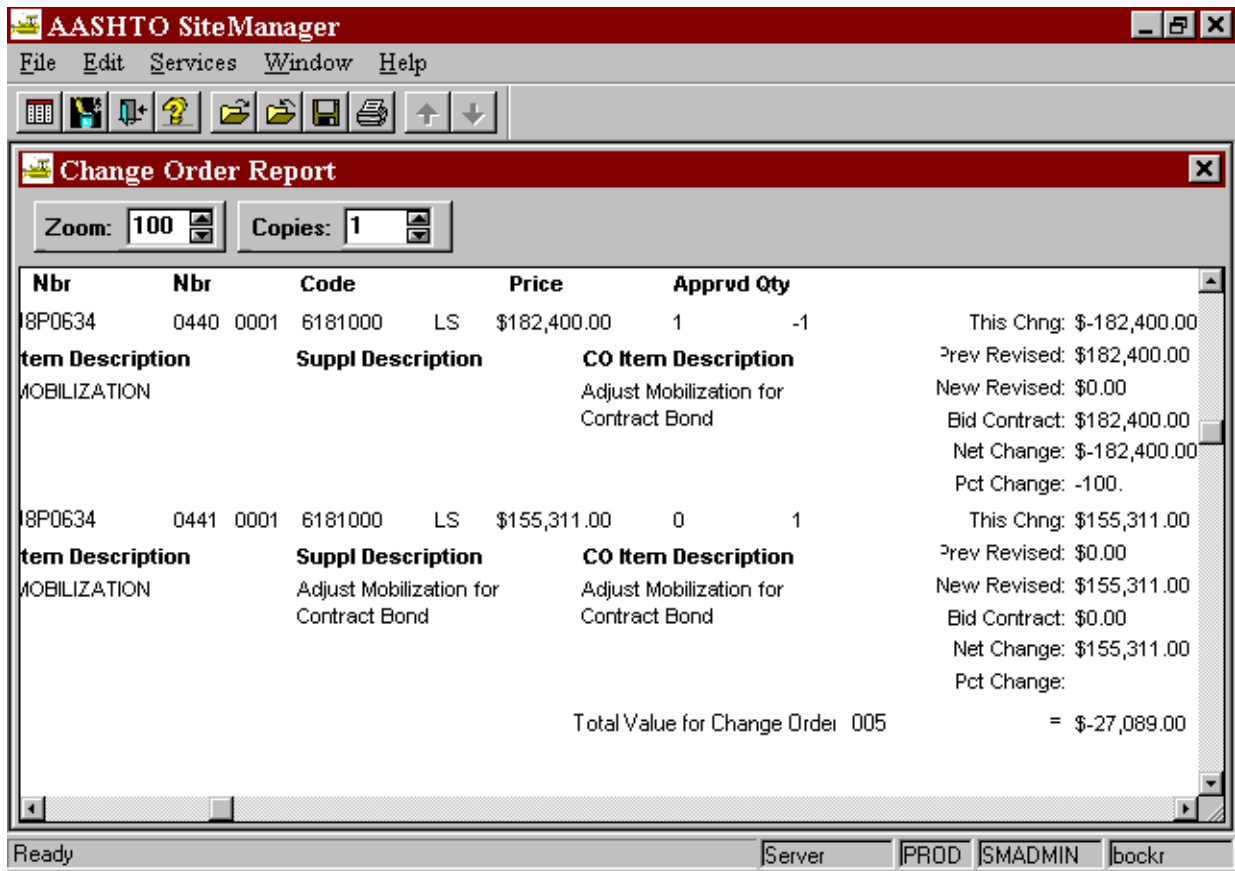
1. Select Services, CO Items to navigate to the CO Items panel.
2. Select 'New CO Item' from the Services menu.
  - Select the 'Mobilization' description.
  - Enter '-1' (negative one) for the quantity in the 'This Change Order' text box.
  - Save the Change Order Items panel.
3. Select the New icon.
4. Select the New CO Item panel.
  - By using the Search feature in the Item Code text box, select the Mobilization Item Code that has a Unit of LS and a Spec Year of 1996.
  - In the Line Item Nbr text box, enter a number increased by 1 from the original Mobilization Line Item Number. Example: If the original Mobilization number is 0040, enter 0041 for the new Mobilization Line Item Number. That way it will appear below the original Line Item Number on the estimate.
  - In the Unit Price text box enter in the value of the Mobilization calculated as shown below.

(Original Mobilization - Contract Bond and railroad Liability Insurance amount)

Example:  $(\$182,400.00 - \$27,000.00 - \$0.00) = \$155,311.00 = \text{New Mobilization Unit Price}$

- Select the Project Number.
- Select the Category Number.
- Enter 'Adjust Mobilization for Contract Bond ' in the Supplemental Descriptions text box.

5. Return to the Change Order Item panel.
  - Enter 'Adjust Mobilization for Contract Bond ' in the Change Order Item Description text box.
  - Save the Change Order Item.
  
6. Navigate to Change Orders. Reports.Change Order Report.
  - Search for the Contract in the Contract text box.
  - Search for the Change Order number in the Change Order text box.
  - Select OK.
  - Check the Total Value for your Change Order to see if it has deducted the Contract Bond amount (Figure 1).
  - Continue on with your Change Order.



(Figure 1)

- II. For any Contracts in SiteManager that the mobilization was wrong, but the estimate has already been approved, a change needs to be made on the next change order to correct the paid amount. After the correction has been made, the steps mentioned above need to be conducted.
  
- III. For any Contracts in SiteManager for which the Contractor does not want to be paid for the Contract Bond, the Mobilization Item does not need to be changed.