

# MoDOT Trns\*port™ SiteManager™

## Quick Reference Guide

### Release of Retainage

- I. Here is a refresher of Mike Stephenson's Inter-Office Correspondence concerning the **Release of Retainage**.

DATE: December 6, 1996  
TO: All District Offices  
FROM: Mike Stephenson  
Engineer of Contract Controls  
SUBJECT: Construction  
Release of Retainage

Due to the numerous changes in personnel in the districts, we are reemphasizing the procedure for release of retained percentage. Project offices should be guided by the following criteria in their recommendation, which should accompany the request for release.

- A. If the project is not open to all through traffic and the work is less than 95% complete, release none.
- B. If the project is open to all through traffic and the work is at least 85% complete, release 60%.
- C. If the work is at least 95% complete, release 70%. This release can be made even if the project is not open to all through traffic.
- D. If the project is 100% complete, but submission of final plans is being delayed because the contractor has not finished the required paperwork, other than the consent of the contractor surety to the requested release funds, release 80%.
- E. If the project is 100% complete, has been accepted by the commission and all paperwork required for submission of final plans has been furnished by the contractor and is correct, release 95%.

It is the responsibility of the contractor to request the release of B and C. The project offices should initiate release of D and E when the requirements have been met. However, if there is a valid reason to delay either release, please advise this office at the time the documents are submitted.

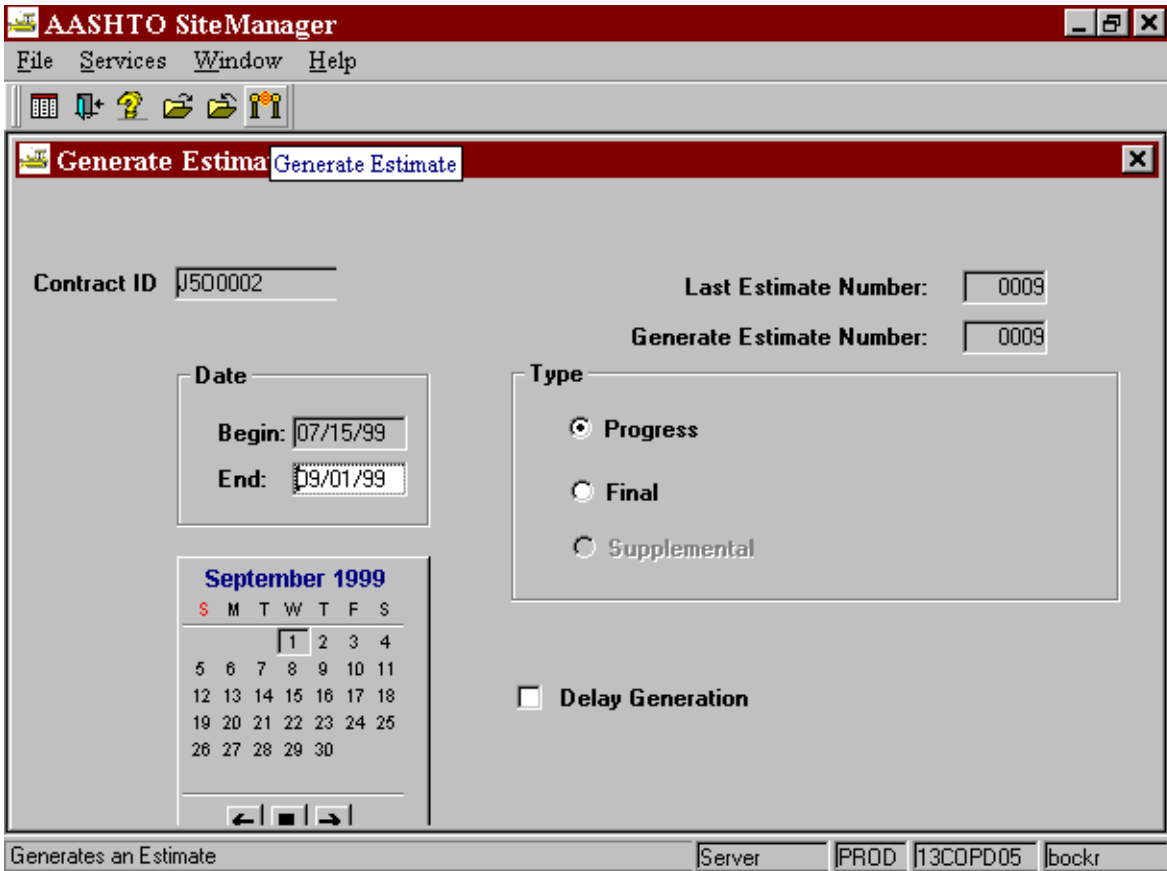
Any request for release of retained percentage must be accompanied by the consent of surety to the requested release of funds and the copy of the mainframe generated estimate showing the retained amount and any previous releases. In addition, a list of DBE subcontractors and suppliers used and the amount paid to each must be submitted.

More than one release can be made on each project, with each amount computed on the original retainage and previous payments deducted from the latest amount.

Please provide a copy of this letter to all project offices for their use in administering the release of retained percentage.

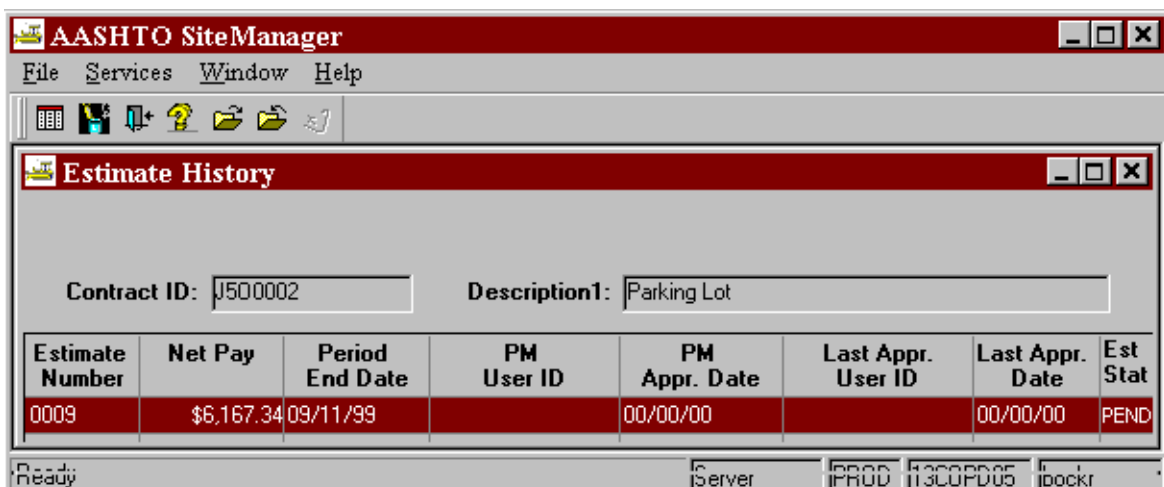
II. **How is the release of retainage conducted in SiteManager?** Currently, September 11, 1999, the release of retainage does not function properly in SiteManager. John Oberdiek and I sent in a request to InfoTech for a fix. The fix will be released in December. At that time, this QRG will be revised. Until that time, do the following upon a receipt of approval from Vince Imhoff, Engineer of Contract Controls, for the release of retainage for your contract upon your request.

1. The Project Manager will **generate** an estimate (Figure 1).



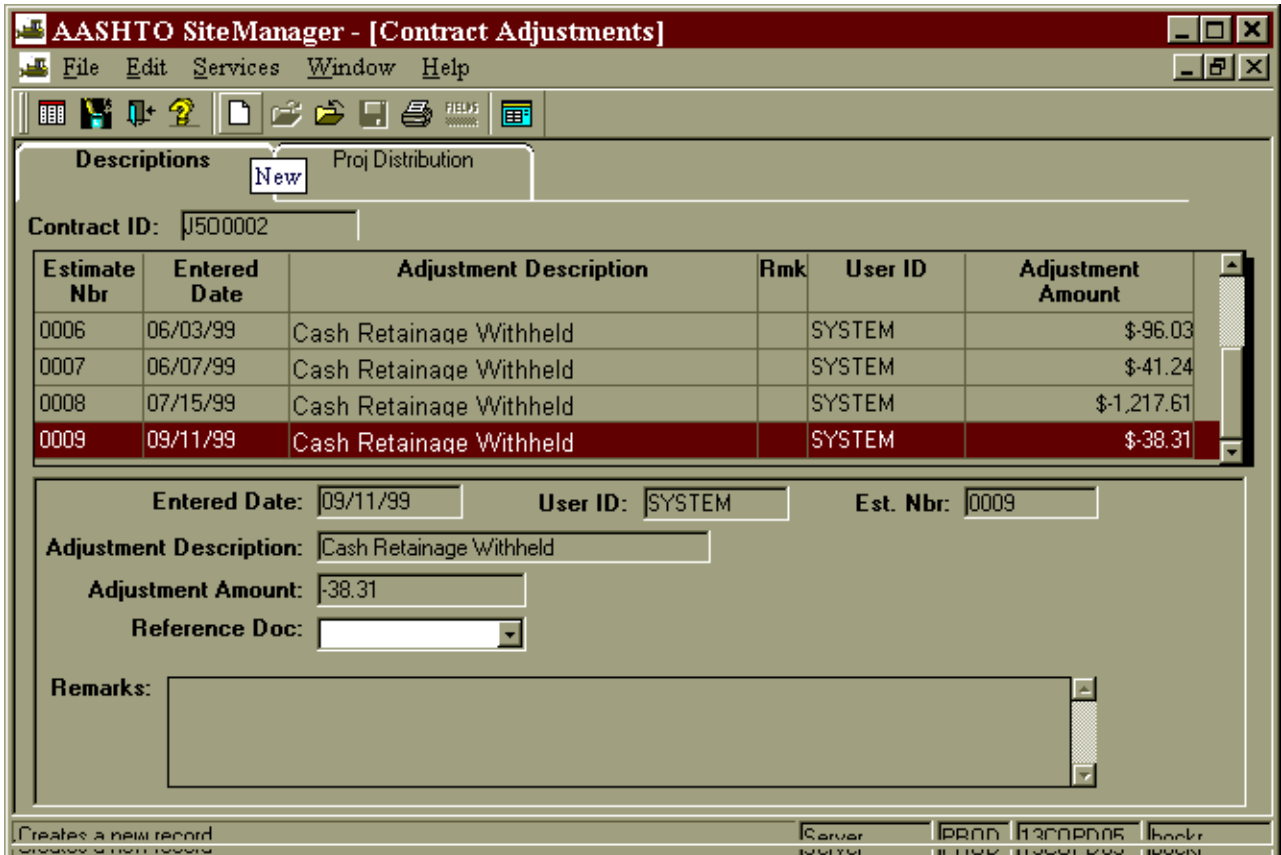
(Figure 1)

2. Check **Estimate History** for recognition that the estimate has been completed on the background server (Figure 2).



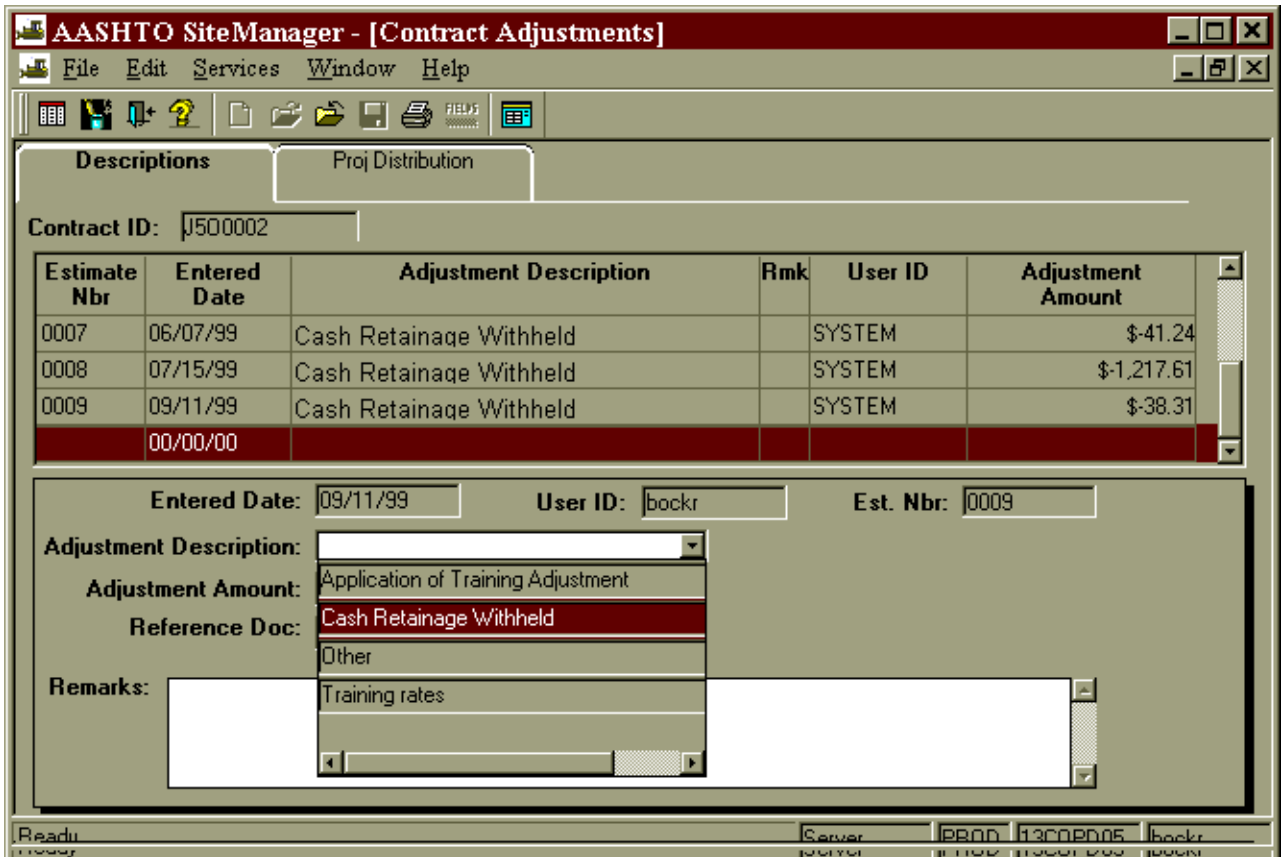
(Figure 2)

3. Navigate to the **Contract Adjustments** tab (Main Panel, Contractor Payments, Contract Adjustments).
  - a. Highlight the Cash Retainage Withheld for the last estimate generated (this may not be necessary).
  - b. Place the **focus** of your cursor in the lower window.
  - c. Select the **New** icon (Figure 3).



(Figure 3)

- Select **Cash Retainage Withheld** from the 'Adjustment Description' text box (Figure 4).

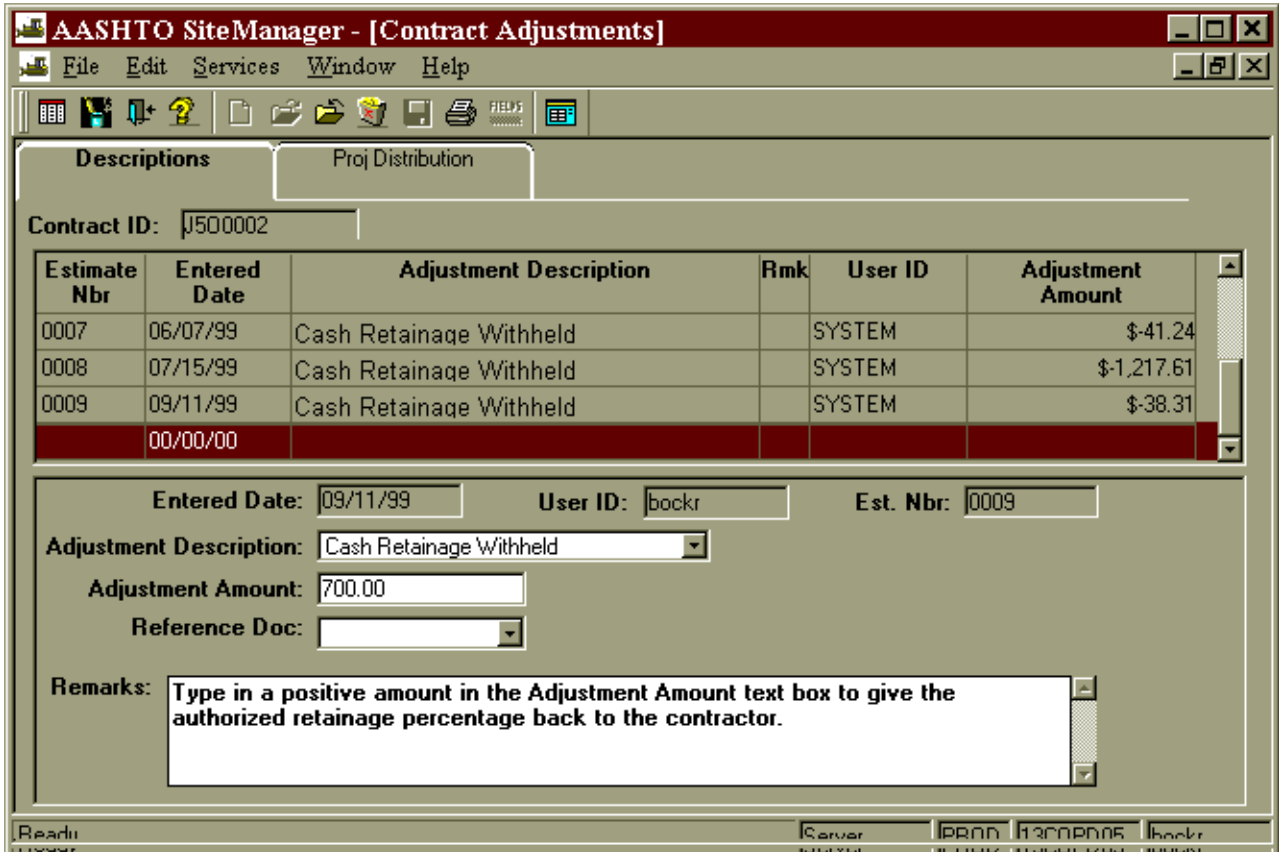


(Figure 4)

5. Type a **positive** amount in the **Adjustment Amount** text box (Figure 5). This will give the authorized retainage amount back to the contractor.

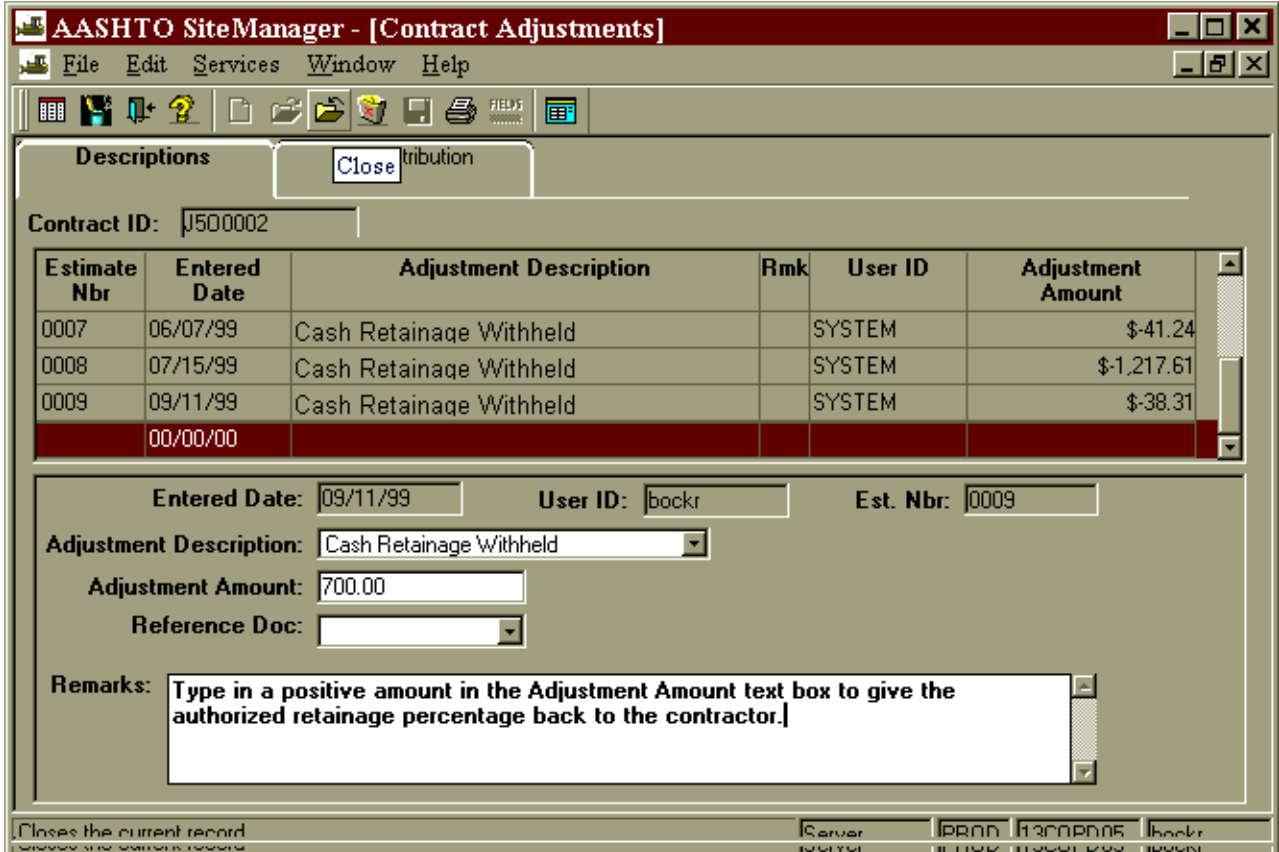
**NOTE:**

- a. Type a remark in the 'Remarks' text box stating that this is for release of retainage, the percentage and date of authorization from Vince Imhoff, Engineer of Contract Controls.
- b. Print out the remark on the Contract Adjustment panel when a Release of Retainage is given and send it to the contractor along with the 'Summary to Contractor' and 'Summary by Project' reports.



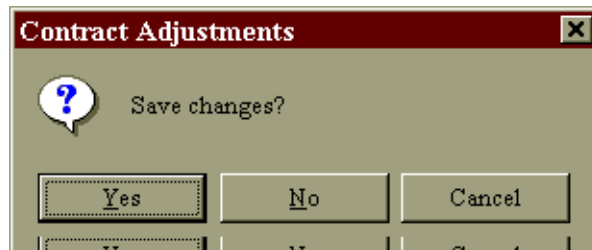
(Figure 5)

6. Select the **Close** icon (Figure 6).



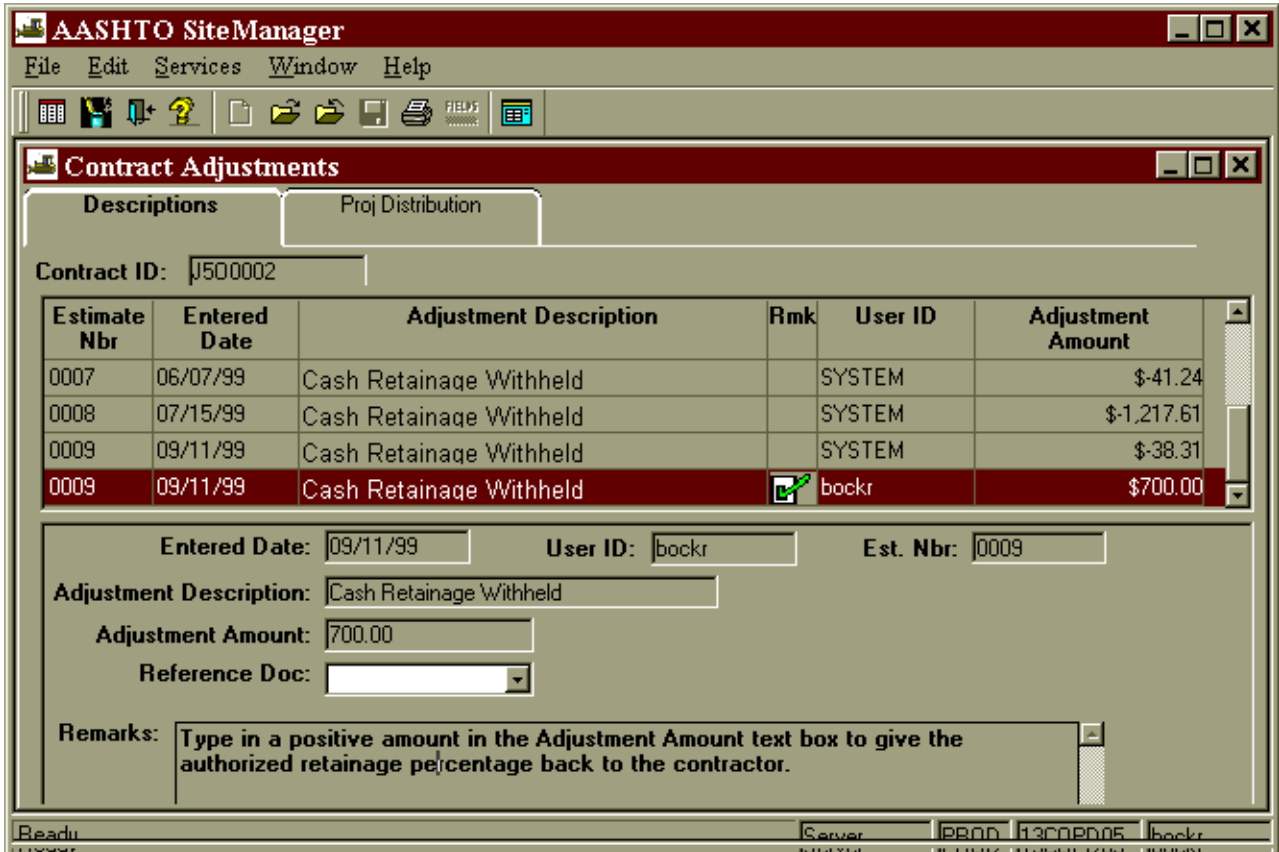
(Figure 6)

7. Select the **'Yes'** button to save changes (Figure 7).



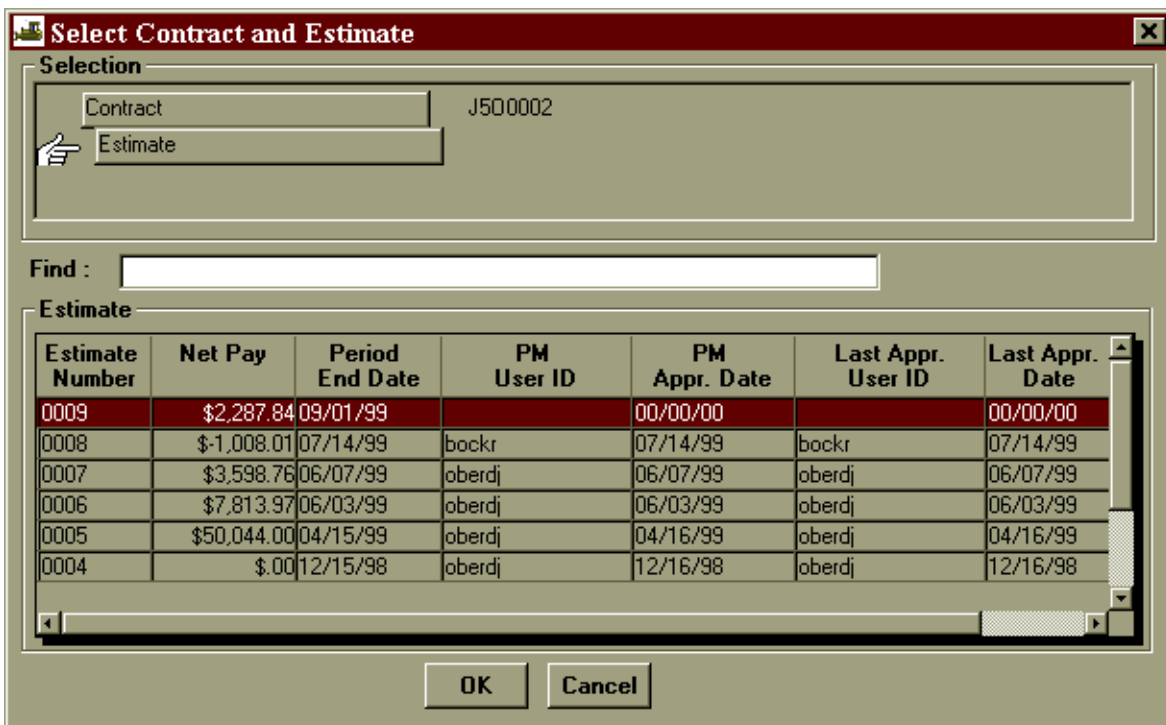
(Figure 7)

8. SiteManager may bring you to another panel after you choose to save changes. Navigate back to the **Contract Adjustments** panel to **view** the adjustment you just made (Figure 8).



(Figure 8)

9. After you save the Contract Adjustment, you **cannot** change it. If you made a **mistake**, make another Contract Adjustment to amend your mistake.
  - a. **Close** the Contract Adjustment tab and navigate to the Estimate Summary panel (Main Panel, Contractor Payments, Estimate Summary).
  - b. **Open** your estimate (Figure 9).



(Figure 9)

10. Notice that the Contract Adjustment you made to release the retainage back to the contractor did not appear under the 'Retainage' row marked in green (Figure 10). The Contract Adjustment you made to release the retainage back to the contractor appears in the 'Other Adjustments' row marked in red (Figure 10). This adjustment will allow the contractor to get paid back for retainage. See the 'Sum Paid' to the Contractor (Figure 10). When you generate the Final Estimate in SiteManager, the retainage released will be all of the retainage held out on the contract from the beginning. The **bug** is that SiteManager will not hold in memory the retainage you have already released through a Contract Adjustment. Currently it is supposed to put the retainage amount released in the 'Retainage' row. It does not. The documentation in the Reference Manual on the V drive is also wrong.

	Previous Estimate(s) (\$)	This Estimate (\$)	Total (\$) To Date
Item Earnings:	\$173,092.68	\$766.15	\$173,858.83
Participating:	\$0.00	\$0.00	\$0.00
Non - Participating:	\$173,092.68	\$766.15	\$173,858.83
Retainage:	(\$8,654.63)	(\$38.31)	(\$8,692.94)
Stockpiled Materials:	\$44.00	\$860.00	\$904.00
Incentive:	\$0.00	\$0.00	\$0.00
Disincentive:	\$0.00	\$0.00	\$0.00
Liquidated Damage:	\$0.00	\$0.00	\$0.00
Other Adjustments:	\$50,000.00	\$700.00	\$50,700.00
Paid To Contractor:	\$214,482.05	\$2,287.84	\$216,769.89
<b>Discrepancies</b>			

(Figure 10)

11. Keep track of all retainage (see note below number 12 on an option of keeping track of the retainage) released to the contractor until:
- The December release comes out. A revision to this QRG will be made stating exactly what to do. You are finished with this QRG. Do not continue to number 12.
  - The contract is ready for a Final estimate before the December release. Continue on with number 12.
12. After the Final Estimate is generated SiteManager will automatically release all of the Retainage. A Contract Adjustment needs to be made for the total amount made for all previous release of retainage Contract Adjustments on your contract. This total amount needs to be entered as a negative amount. The Contract Adjustment you just made will cancel out any dual releases of retainage because of SiteManager's bug.

NOTE: You may keep track of the retainage released by reviewing the Contract Adjustments panel of your contract when you are ready for the Final estimate (Figure 11). The 'Cash Retainage Withheld' Adjustment Description with the User ID other than SYSTEM with positive Adjustment Amounts are the releases made by the Project Managers. The sum of all of these amounts is the total you need for number 12 above.

**AASHTO SiteManager**

File Edit Services Window Help

Contract Adjustments

Descriptions Proj Distribution

Contract ID: 0500002

Estimate Nbr	Entered Date	Adjustment Description	Rmk	User ID	Adjustment Amount
0007	06/07/99	Cash Retainage Withheld		SYSTEM	\$-41.24
0008	07/15/99	Cash Retainage Withheld		SYSTEM	\$-1,217.61
0009	09/20/99	Cash Retainage Withheld		SYSTEM	\$-321.61
0009	09/28/99	Cash Retainage Withheld	<input checked="" type="checkbox"/>	bockr	\$100.00

Entered Date: 09/28/99    User ID: bockr    Est. Nbr: 0009

Adjustment Description: Cash Retainage Withheld

Adjustment Amount: 100.00

Reference Doc:

Ready    Server    PROD    SMADMIN    bockr

(Figure 11)