



INDIANA DEPARTMENT OF TRANSPORTATION

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Eric Holcomb, Governor
Joe McGuinness, Commissioner

March 3, 2020

CONSTRUCTION MEMORANDUM 20-03

TO: District Deputy Commissioners
District Construction Directors
District Technical Services Directors
District Area Engineers
District Project Management Director
Project Management Director
District Testing Engineers
District LPA Coordinators
Field Engineers
Project Engineers/Supervisors

FROM: Gregory G. Pankow, P.E., Director 
Division of Construction Management and District Support

SUBJECT: Buy America Certification

INDOT Standard Specifications 106.01(c) and 916.02(g) describe Buy America requirements for all contracts. A Buy America Certification is required from the Contractor for every item that permanently incorporates steel or cast iron into the contract. The typical procedure has been for the Contractor to submit a copy of the Buy America Certification for the respective item to the PE/S. That certification would be placed into a file, incorporated into the Final Construction Record, FCR, and ultimately reviewed by the District Final Review Officer.

Effective for all contracts let on or after January 1, 2020, all Buy America Certifications will be required to be uploaded into SiteManager as part of the material certification requirements for that item. A SiteManager template (template SM1004) has been added to every material code that would result in the permanent incorporation of steel or cast iron products into the contract. A review of the Material Sample Checklist for the contract will help identify those items that are required to have Buy America Certifications.

If a situation is encountered where SiteManager is requiring a Buy America Certification but the Contractor has chosen a material that does not require Buy America, you must contact your respective District Testing Office and inform them of the material change that effects the Buy America Certification requirement for that item. Upon review and concurrence, District Testing can update the information within SiteManager and remove the Buy America requirement for that item. An example is given below:

Example:

Detectable warning elements can be either cast iron, brick, or fiberglass. If the Contractor chooses to provide fiberglass detectable warning elements, a Buy America Certification will not be required. Notify District Testing of the Contractor's choice of materials and the Material Sample Checklist can be updated to remove the Buy America requirement for that item.

This procedure will take effect for all contracts let on or after January 1, 2020. This procedure is not retro-active and should not be incorporated into contracts let prior to the January 1, 2020 letting date.

If you have questions relating to this memo, please contact the Field Engineer assigned to your district.

GGP/KAP/JER

ATTACHMENT: Instructions on Generating a Buy America Material Certification Within SiteManager

Instructions on Generating a Buy America Material Certification within SiteManager

1. Create a sample.

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: DELETE7 Status: Pending

Revised By: Revising: DELETE2 Sample Date: 10/30/19

Link To: Link From: Log Date: 10/30/19

Sample Type: Acceptance Testing Acpt Meth: Certification

Material: 910M00720 Certified Guardrail Supplier

INDOT Sampler/Witness:

P/S-Mnfct: James H Drew Q997003

Type: Certified Guardrail City: No Address Found.

Prod Nm: Geog Area: Seymour District

Lot/Sublot:

Represented Qty: 10.000 Feet

Auth By: Auth Date: 00/00/00 **INDOT**

Orig Auth By: xholder Orig Auth Date: 02/05/19

Sample ID: RYYDSSSS12345 where
 R = Report (Must always be a capital 'R')
 YY = last 2 digits of the current year
 D = District Number (1-6), Office of Materials Management (7) or Toll Road (8)
 SSSS = submitter number
 12345 = sequential number assigned

2. Add contract information.

Maintain Sample Information

Basic Sample Data Addtl Sample Data **Contract** Other Tests

Sample: DELETE7

| Contract ID | Project | Line Item | Proposal Line Number | Item Code | Fed State Prj Nbr | Cont Est Matrl Qty | Represented Qty | Material Unit | Reported Matrl Qty | Satisfy Matl Q |
|-------------|---------|-----------|----------------------|-----------|-------------------|--------------------|-----------------|---------------|--------------------|----------------|
| TST27205 | 9018800 | 0045 | 0046 | 601-99105 | STP_1051014 | 202.000 | 10.000 | Meter (SI) | 0.000 | |

3. Add the test method.

PrS Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other **Tests**

Sample

| Test Method | Sample Test Nbr | Test Description |
|-------------|-----------------|------------------|
| | | |

Test Method:

Lab ID:

Sample Test Nbr:

Charge Amount:

Assigned Date:

Physical Completion Date:

Review Date:

INDOT

PrS Search Window ×

| Test Method | Test Description |
|-------------|-------------------------------|
| SM1004-v1 | Buy America Requirement |
| SM9003-v1 | Certification Data |
| SM9004-v1 | Material List Approval Number |
| ZRB1 | ZDO NOT USE |

(Step 3 continued on the following page)

3. (continued from previous page)

PrS Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other **Tests**

Sample

| Test Method | Sample Test Nbr | Test Description |
|-------------|-----------------|-------------------------|
| SM1004-v1 | 1 | Buy America Requirement |

Test Method:

Lab ID:

Sample Test Nbr:

Charge Amount:

Assigned Date:

Physical Completion Date:

Review Date:

[INDOT](#)

4. Fill in the Reviewer ID field.

PrS Material Test Template Usage

Sample ID : Test Method : Test Number:

Material Code :

Reviewer ID

5. And finally, return to the Basic Sample Data tab to add the Buy America certification attachment.