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.

2. Add contract information.
3. Add the test method.

(Step 3 continued on the following page)
3. (continued from previous page)

4. Fill in the Reviewer ID field.

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