

## 106-C-274 E-TICKETING INFORMATION

(Adopted 03-17-22)

The Standard Specifications are revised as follows:

SECTION 106, BEGIN LINE 50, DELETE AND INSERT AS FOLLOWS:

**(b) Material Records**

The Engineer will prepare the material record from the documentation provided by the Contractor. ~~The Engineer will submit the completed forms to the Contractor by the end of the fifth business day of each month for the preceding month. The Contractor shall distribute this information to the appropriate subcontractors as required. The Contractor shall review, sign, and return the material record to the Engineer by the 28th day of each month, along with documentation to support the Contractor's recommended adjustments to the record.~~

**1. Documentation of Material Delivery**

The Contractor shall provide a copy of each delivery ticket and certifications, if required, to the Engineer not later than the next business day *except as specified herein*. If providing this information on the next business day is not possible, the Contractor and the Engineer will agree upon other arrangements for the receipt of the necessary documentation prior to the event.

**2. Delivery Ticket Information**

The material delivery ticket shall include an itemized quantity of all materials delivered, the date of delivery, and the contract number. The material delivery ticket shall document the source of supply and source code, if known, and shall contain information necessary to obtain a basis for use as required by Department specifications. *The material delivery ticket may be either a paper ticket or an electronic ticket, e-ticket.*

*When e-tickets are to be supplied, the Contractor shall either be approved to use the Department's e-ticketing system or request approval of the Engineer to use an alternate e-ticketing system. The approval of an alternate e-ticketing system shall warrant the following minimum requirements:*

- a. The Contractor shall provide a user guide document and answer questions as needed.*
- b. The Contractor shall provide the Department access to the e-ticket data in real-time via software compatible with both Apple macOS and Microsoft Windows desktop operating systems and both Apple iOS and Google Android mobile operating systems.*
- c. The Contractor shall provide the Department the ability to acknowledge the acceptance of e-tickets within both the desktop and the mobile systems.*
- d. The system shall compile e-tickets into a single PDF format document by date and material description with*

*the number of tickets per page limited to maintain legibility; and compile a PDF format e-ticket summary by date and material description with the total quantity delivered. E-tickets and summaries shall include acceptance status input by the Department.*

*e. The Contractor shall provide software access to the Department for direct download of all e-tickets and summaries, or in the absence of such access, the Contractor shall be responsible for emailing the required documents.*

*f. The Department may request paper tickets at any time due to system failures, cellular connectivity failures, or lack of reliability due to inaccuracy or inconsistency of the data provided.*

All required certifications shall be in accordance with 916 or as directed.

### **3. Payment Procedures**

If the Contractor does not provide the necessary documentation for the materials, such materials will not be paid for. The Engineer will notify the Contractor of those materials held from the estimate with the justification for withholding payment. If corrective action has not been taken within six weeks of the materials delivery to the project site, the entire estimate payment may be withheld.

SECTION 109, BEGIN LINE 73, DELETE AND INSERT AS FOLLOWS:

#### **(b) Scales and Measurement by Weight (Mass)**

All materials for which measurements are obtained by weight (mass) shall be weighed on approved scales which, except as hereinafter provided for out-of-state scales, shall be tested and sealed by the Indiana State Board of Health, Division of Weight and Measures. This inspection shall have been made within a period of not more than one year prior to the date of use for weighing material. A scale which has been tested and approved within this one year period and which has been repaired or dismantled or moved to another location, shall again be tested and approved before it is eligible for weighing. All interested parties, such as the Department, the Contractor, or the owner of the scales, may request an inspection of the scales in question. The latest inspection shall take precedence over all previous inspections. ~~Automatic printer systems may be used with HMA plant scale systems under certain conditions in accordance with 409.02(a). If automatic printer systems are used, the same inspection, testing, and sealing requirement specified herein for scales shall apply to HMA plant batch scales and printer systems.~~

SECTION 109, BEGIN LINE 99, DELETE AND INSERT AS FOLLOWS:

If material is weighed on truck scales, weigh tickets showing the net weight of each load of material delivered shall be supplied for use in computing quantities. The tickets ~~shall be prepared at the weighing site under the supervision of the State weighman, and~~ shall contain the ticket serial number, date, contract number, source of supply, material designation such as size or type, DMF or JMF number for HMA, truck number, time weighed, gross weight direct reading if scale is of the direct reading type, tare, net weight,

and moisture content if applicable. ~~Two s~~Spaces shall be provided on each ticket for *the* signatures of *a* representatives of the Engineer. ~~One space shall be designated for the state weighman and the second space for the technician or inspector.~~

A duplicate ticket may be furnished by the Contractor for its records. The original, and duplicate if furnished, tickets will be signed ~~at the weighing site and~~ at the point of incorporation into the work. No additional payment will be made for furnishing, maintaining, and operating scales.

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