

iCX CMS

(Construction Management System)

User “How to” Documentation



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READ FIRST

System Requirements

Browsers. Use Google Chrome, Mozilla Firefox or Microsoft Edge. Do not use Internet Explorer.

Clearing Cache and Cookies. It is highly recommended for users of *iCX* system to clear their browser cache and cookies periodically. This procedure helps minimize issues that a user may encounter, such as: run time error, buttons missing on the page, etc.

Browser commands. *iCX* CMS requires the use of the built-in application commands to navigate the application. Do not use the commands built-in to the browser to navigate the application. Built-in browser commands such as the back, forward and refresh arrow (circled in red - Figure 1), and the browser commands accessible by right-clicking in the browser window (which opens a browser command window as shown in Figure 2) should not be used in any event. These browser functions can interrupt the application workflow and you may lose data.

Figure 1: Browser Functions

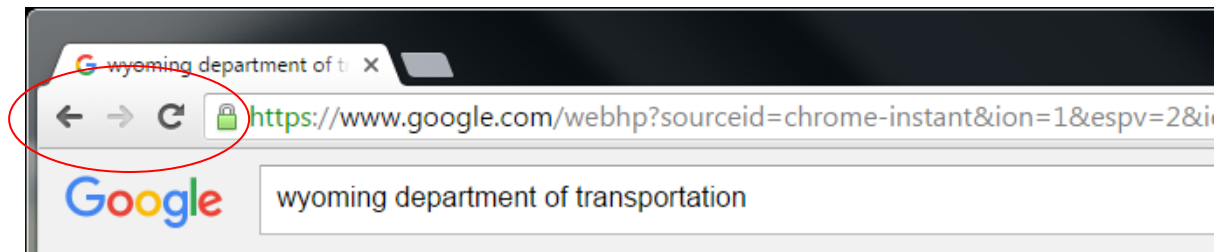


Figure 2: Browser Command Menu

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Translate to English	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I

New Contractor Accounts

Before any contractor can utilize the *iCX* system, the contractor must contact the WYDOT Contracts and Estimates Program or State Construction Office to establish an administrator account. See the WYDOT web page for Contracts and Estimates Program contact information.

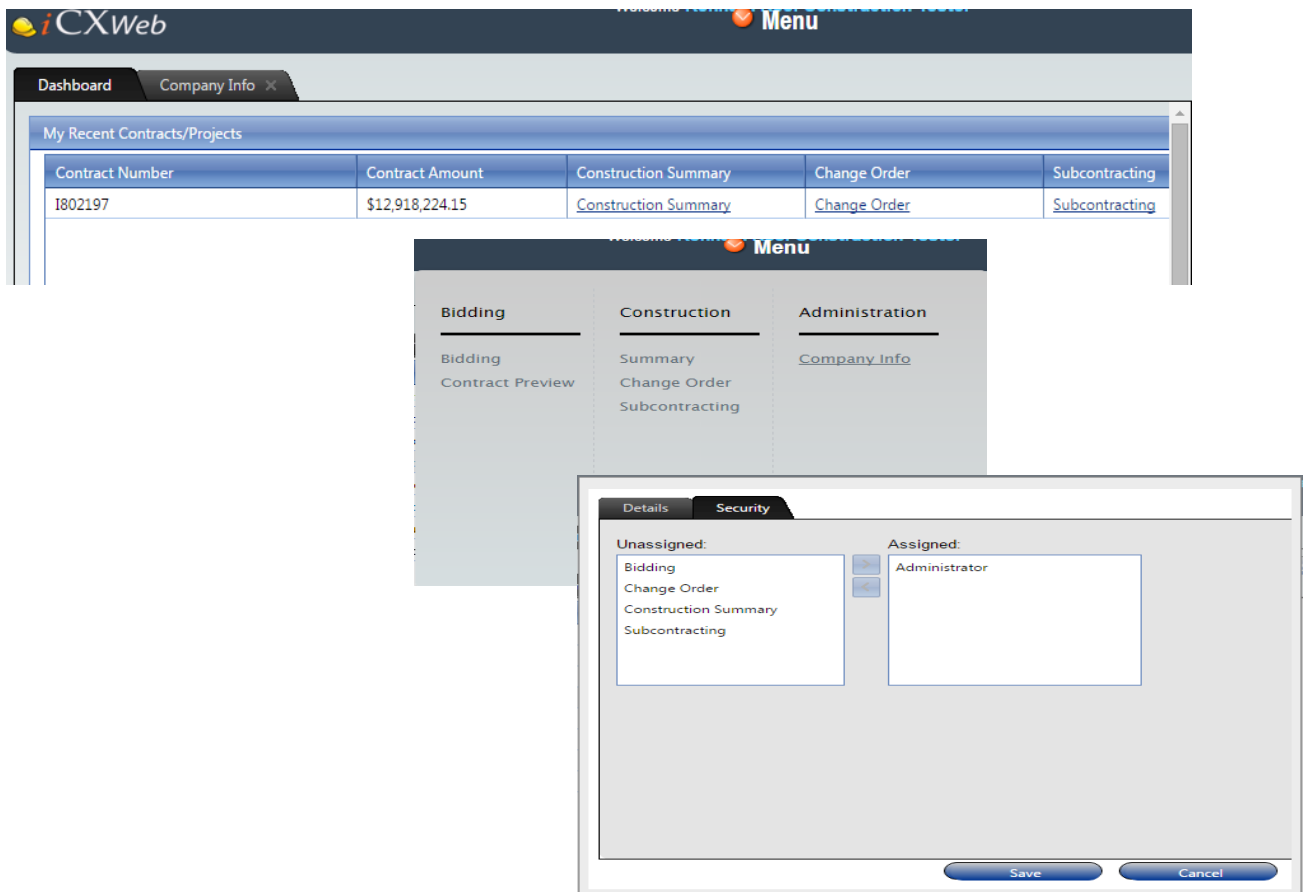
iCX CMS support can be obtained via Wyoming Department of Transportation's Construction Staff employees at the following number(s): (1) 307-777-4059, (2) 307-777-4053 or (3) 307-777-4927

iCX Account Management

iCX User Accounts

Each contractor will have one employee set up as an administrator in *iCXweb* who can establish all other employee accounts with *Security* rights. Each company is responsible for administering employee accounts in *iCX* including establishing and deactivating user accounts. **Contractors are encouraged to disable user accounts of employees who are no longer with the company.**

User *Security* rights allow access to specific areas within *iCXweb*. These security rights also determine what functions will appear on the user's main **Menu** in *iCX* and what functions become active on the *Bidding Dashboard* and *Construction Dashboard*.



The available Security settings are as follows:

Administrator: Accounts with this security setting have access to all areas of iCX and can establish and deactivate user accounts.

Bidding: Accounts with this security setting have rights to submit bids for WYDOT contracts.

Change Order: Accounts with this security setting have access to all contract change orders and can approve the change orders.

Construction Summary: Accounts with this security setting have access to complete the Fuel Adjustment Affidavit and read-only access to WYDOT construction administration information of the select project.

Subcontracting: Accounts with this security setting have rights to develop and submit subcontract requests to WYDOT.

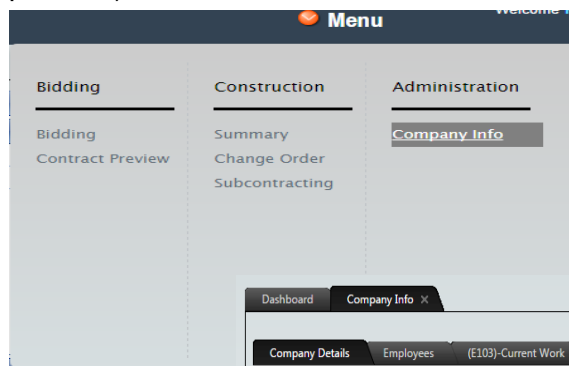
User Account Setup

1. To setup user accounts, the company administrator will need to login to iCX.

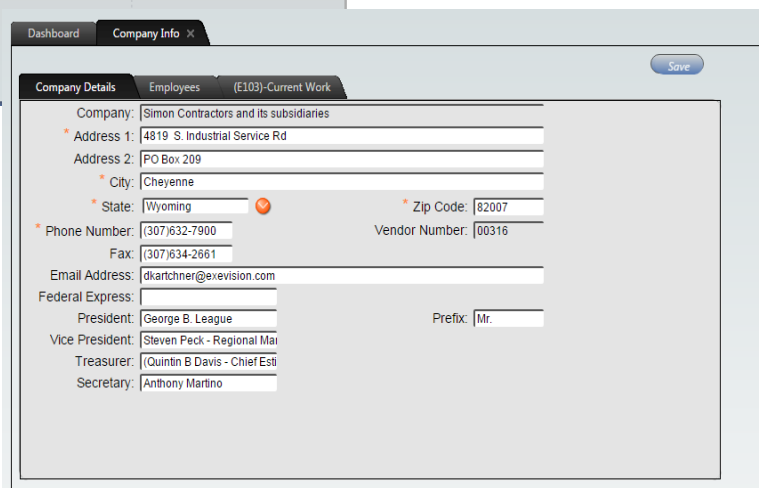


The image shows the iCX login page. At the top center is the iCX logo with the tagline "Integrated Contractor Exchange". Below the logo are two input fields: "* Username:" and "* Password:". To the right of each field is a horizontal line representing the input area. At the bottom right of the form is a blue button labeled "Log In".

2. Select  **Menu** (top center), select **Administration** then **Company Info**.



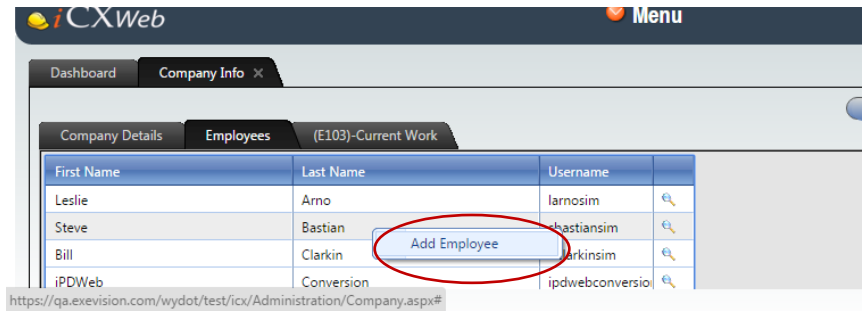
3. The Company Info tab will open with several options to choose from.



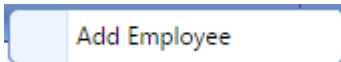
The image shows a screenshot of the "Company Info" form in the iCX system. The form is titled "Company Info" and has a "Save" button in the top right corner. It contains several fields for company information:

- Company: Simon Contractors and its subsidiaries
- * Address 1: 4819 S. Industrial Service Rd
- Address 2: PO Box 209
- * City: Cheyenne
- * State: Wyoming (with a dropdown arrow)
- * Zip Code: 82007
- * Phone Number: (307)632-7900
- Fax: (307)634-2661
- Vendor Number: 00316
- Email Address: dkartchner@exevision.com
- Federal Express: (empty field)
- President: George B. League
- Vice President: Steven Peck - Regional Manager
- Treasurer: Quintin B Davis - Chief Estimator
- Secretary: Anthony Martino
- Prefix: Mr.

4. Select the **Employees** tab. You will see the following screen:



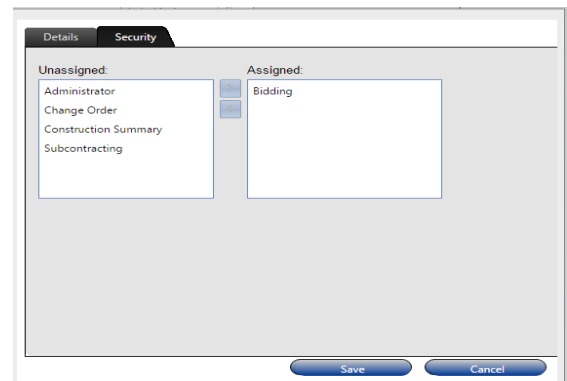
5. Right-click anywhere on the Employees window to get the Add Employee




option. Select Add Employee.

6. On the Details tab of the *Add Employee* tool, populate the required fields denoted by the orange asterisk (*). All other information is optional.

7. Select the **Security** tab on the **Unassigned:** window, then use the arrow keys between the Unassigned and Assigned windows to move rights between the two windows.



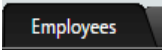
Please note: “Bidding” will automatically appear in the Assigned window. If the employee will not have the right to bid, left-click on Bidding and use the arrow key to move it to the Unassigned window.

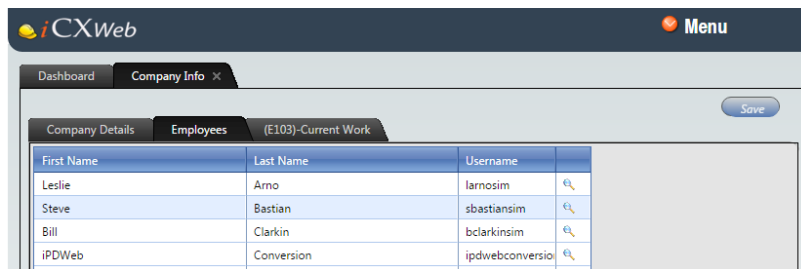
- Once the employee rights have been set in the assigned window, select 

Modifying User Accounts


When an employee leaves the company, the company administrator will need to deactivate the user account. When an employee's role changes within the company, the employee's *iCX* user account may need to be modified.

- Login to *iCX*.
- Access Company Info as described earlier (page 5, #2.).

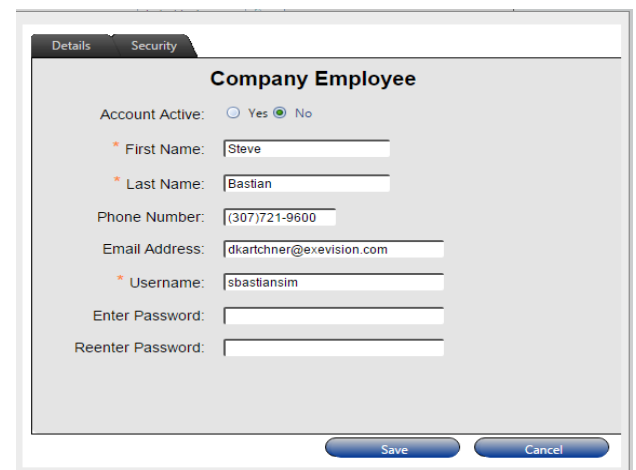
- Select the  tab.



First Name	Last Name	Username
Leslie	Arno	larnosim
Steve	Bastian	sbastiansim
Bill	Clarkin	bclarkinsim
iPDWeb	Conversion	ipdwebconversio

- To the right of each employee in the *Employees* tab is a magnifying glass icon  that allows access to employee settings. Left-click the magnifying glass icon to open the desired employee.
- To deactivate an existing account, toggle the No option **Account Active:** Yes No and delete email address if listed.

- Select 



Details Security

Company Employee

Account Active: Yes No

* First Name:

* Last Name:

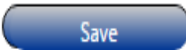
Phone Number:

Email Address:

* Username:

Enter Password:

Reenter Password:

- All other user account settings can be modified in a similar manner including changing account passwords and changing/revising Security rights. Do not change an employee's Username as this will create a second account for this employee. Always remember to select  after making any changes to an employee's rights.

User Login/User Options

User Login

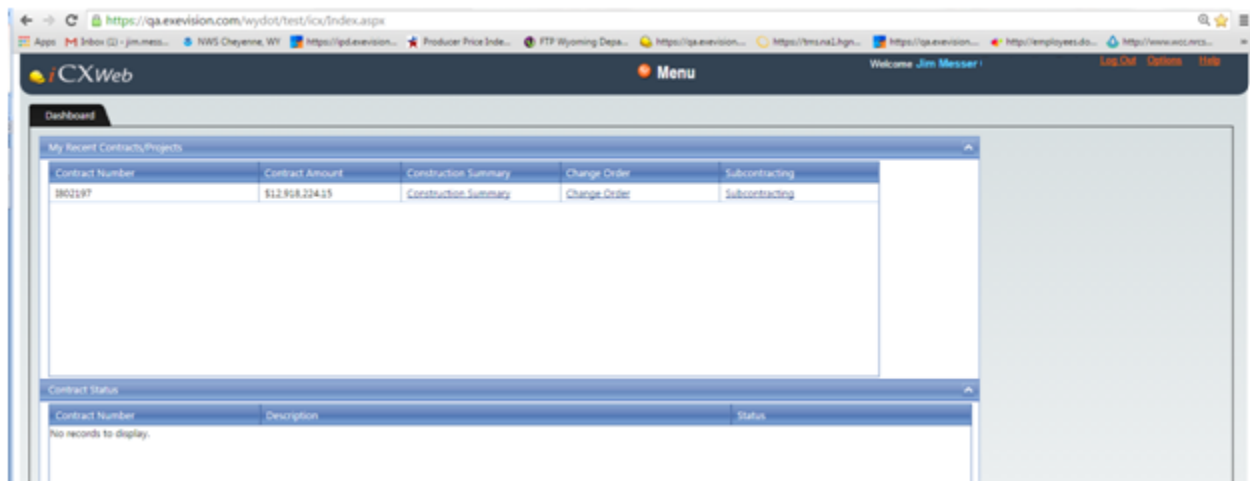
Go to: <https://wydot.exevision.com/icx/>

When the Log In window appears, enter user name and password and left-click

A login form for iCX. It features the iCX logo at the top, followed by two input fields: "Username:" and "Password:". Below the fields is a "Log In" button.

The "Dashboard" screen will appear.

User Options

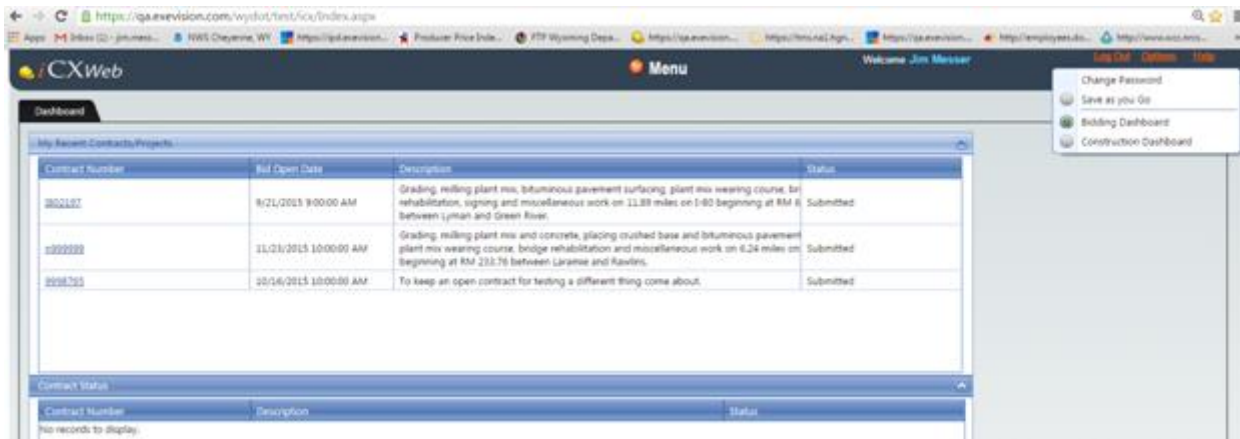


After opening up the *iCXWeb*, left-click on the **Options** icon and a drop down menu will appear. You will have four options to choose from:

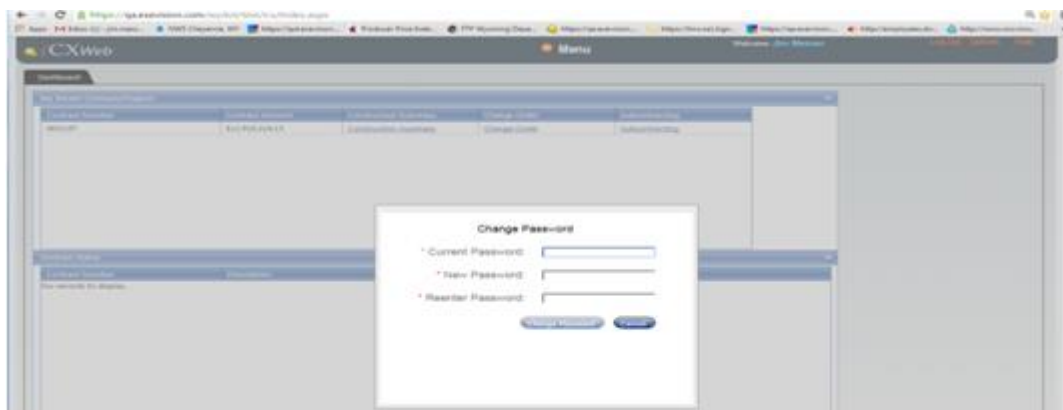
- Change password
- Save as you Go
- Bidding Dashboard
- Construction Dashboard

Change Password

Left-click on the **Options** icon. On the drop down menu then select "Change password".



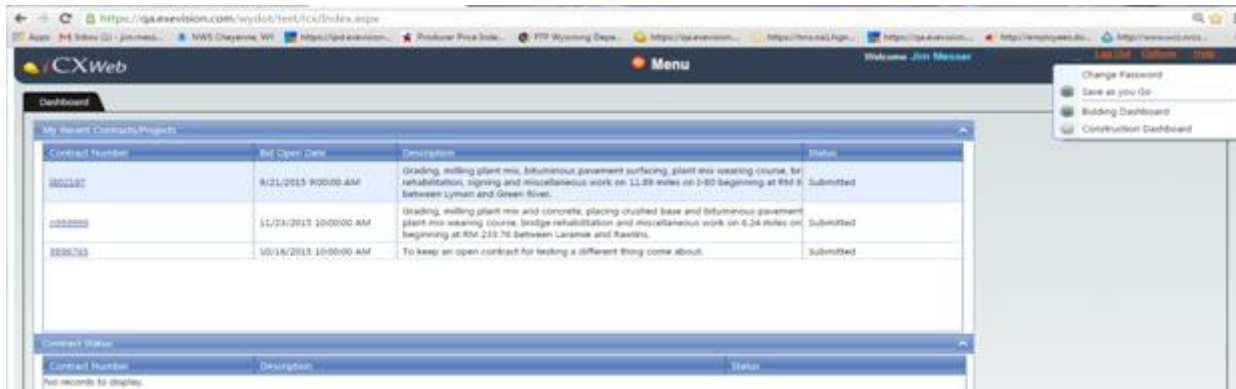
The following screen will appear:



Fill in the Current Password followed by the New password and then reenter the new password. The Change Password button will turn light blue when you start to fill this area out. Left-click on the **Change Password** icon and your new password will be saved.

Save As You Go

Left-click on the **Options** icon. On the drop down menu and toggle "Save as you Go".



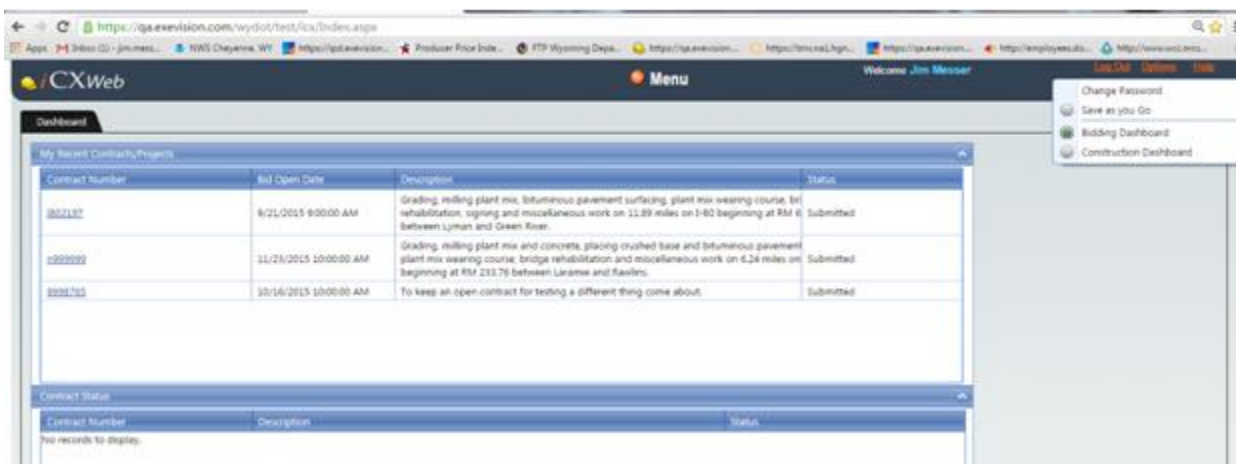
As you enter data into the system and move to a new data box your work will be saved automatically.

Bidding Dashboard*

Left-click on the **Options** icon. On the drop down menu, and toggle "Bidding Dashboard".

This option sets the dashboard to the Bidding Dashboard as shown below.

Your account rights may limit you to specific contract access, so you may not have access to all areas of iCX CMS.

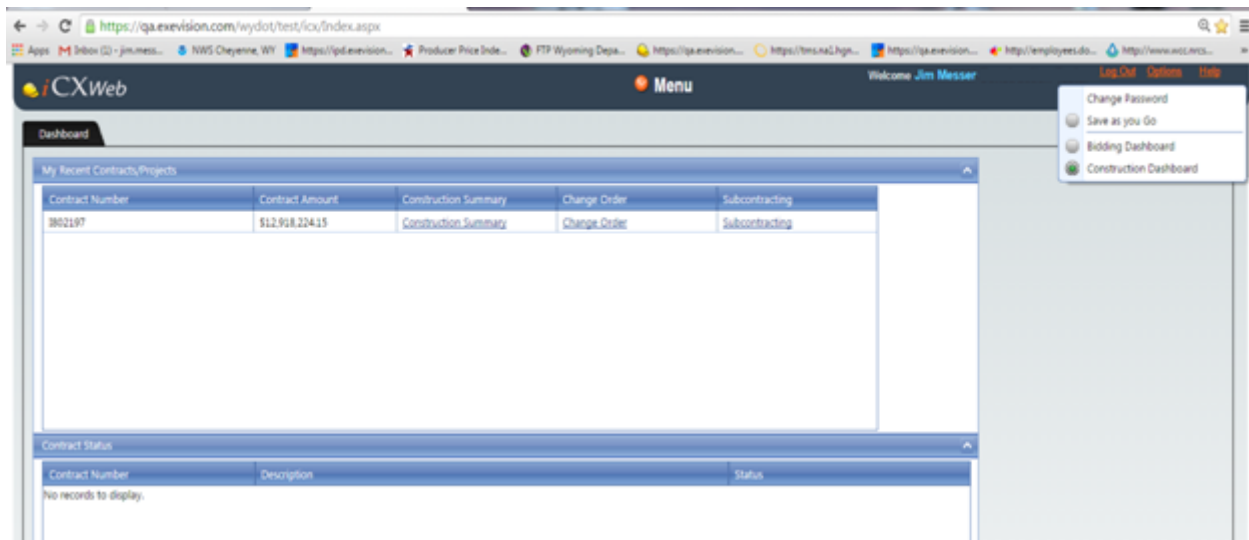


* Functions of this feature are not described or covered in this document.

Construction Dashboard

Left-click on the **Options** icon. On the drop down menu, toggle "Construction Dashboard".

The Construction Dashboard will appear as shown below. The Construction Dashboard shows all recent contracts you have accessed in the iCX CMS (Construction Management System). This dashboard allows direct access to Construction Summary, Change Orders or Subcontracts of recently accessed projects. Your account rights may limit you to specific contract access, so you may not have access to all areas of iCX CMS.



If you want to access a specific area of interest for the contract, you simply left-click on [Construction Summary](#) , [Change Order](#) or [Subcontracting](#) to access that particular area.

If you have not previously accessed a project within the system, left-click on **Menu** , then left-click on [Subcontracting](#) under the **Construction** heading. Place your cursor in the search bar **Select Contract:** and left-click.

Begin entering project number (quickest method is to enter last four numeric characters of the project number **Select Contract:**). A drop down will appear with project numbers. If the desired project number does not appear at the top of the drop down, scroll down until the desired project number is found. Once you find the desired project number, left-click on the project number to which you wish to add subcontract. You can also search for a contract by using the contract name (e.g. District 1 Contract; Cheyenne-Laramie; Cheyenne Streets).



You will only have access to projects awarded to your company.

Subcontracting

Go to: <https://wydot.exevision.com/icx/> to enter a subcontract request.

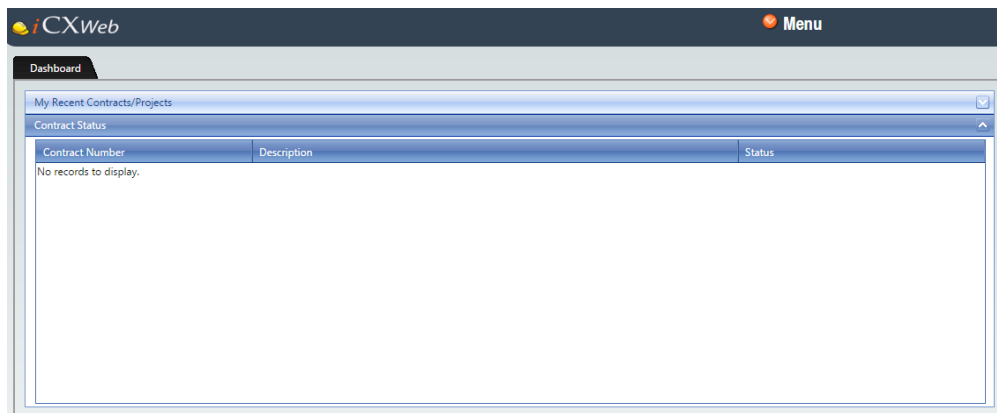
When the Log In window appears, enter Username and Password and left-click





The image shows the login page for iCX Web. At the top left is the iCX logo with the tagline 'Integrated Contractor Exchange'. Below the logo are two input fields: 'Username:' and 'Password:'. A 'Log In' button is located at the bottom right of the form.

The "Dashboard" screen will appear:



You can get to your project using one of the following methods:

If you have not previously accessed a project within the system, left-click on , then select

[Subcontracting](#)

under the [Construction](#) heading. Place your cursor in the search bar

Select Contract:  and left-click.

Begin entering project number (quickest method is to enter last four numeric characters of the project number). A drop down will appear with project numbers. If the desired project number does not appear at the top of the drop down, scroll down until the desired project number is found. Once you find the desired project number, left-click on the project number to which you wish to add subcontract. You can also search for a contract by using the contract name (e.g. District 1 Contract; Cheyenne-Laramie; Cheyenne Streets).

click here



Contract	Contract Name
B151012	District 1 Contract Patch

If you have previously accessed a project in the system, left-click on

My Recent Contracts/Projects

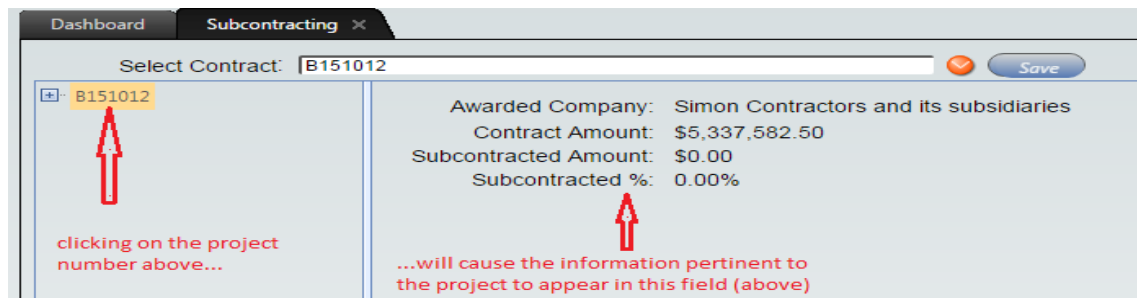
tab which will display the available contracts:

Contract Number	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll
N341114	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll
0211007	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll
N852003	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll
4954002	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll
IM-1805161	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll
1301019	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll
2203016	Construction Summary	Change Order	Subcontracting	Subcontractor	Payroll

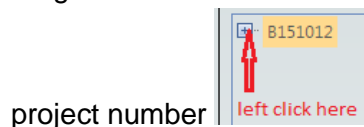
Note: Only projects awarded to your company will show in this window. And, project(s) will not show unless you have previously accessed them.

Left-click on **Subcontracting** for the appropriate project.

This screen will appear:



To get the subcontractors information and the status* to appear, toggle the **+** to the left of the



***(Status of subcontract requests will be shown before the subcontractor name. Statuses will be: Approval Requested, Approved, Disapproved, Under Construction, Closure Requested, Closure Disapproved or Closed)**

To view the status of a particular subcontract, and the information pertinent to that subcontract, left-click on the particular subcontractor name. For instance, if we click on an approved

subcontract,  the following will be displayed in the right field:

1 Subcontractor: Non-DBE - Knife River - Cheyenne 3 Approval Date: 03/07/2016 Contract Amt: \$5,337,582.50
 2 Status: Approved Approver: Russ Howe 4 Subcontracted Amt: \$11,630.75 / 0.2%
 Description: Subcontract Closed:

Items Payout Disapprovals Documents

Item #	Item Description	UOM	Contract Qty	Quantity	Unit Price	Amount Used	Ext. Price	Spl/PS	...
2 - 109.04000	FORCE ACCOUNT WORK	\$\$	15,000.00	1.000	\$1.00	.000	\$1.00	<input type="checkbox"/>	N
1 - 109.08000	MOBILIZATION	LS	1.00	1.000	\$1.00	\$0.00	\$1.00	<input type="checkbox"/>	N
3 - 202.03430	REMOVAL OF SIDEWALK	SY	155.00	155.000	\$8.25	.000	\$1,278.75	<input type="checkbox"/>	N
4 - 202.03445	REMOVAL OF CURB AND GUTTER	FT	600.00	600.000	\$17.00	.000	\$10,200.00	<input type="checkbox"/>	N
5 - 202.03455	REMOVAL OF DOUBLE GUTTER	SY	6.00	6.000	\$25.00	.000	\$150.00	<input type="checkbox"/>	N

The following information is displayed:

- 1 The subcontractor name and DBE status (DBE or Non-DBE).
- 2 **Status of the subcontract: What is shown here could be any one of the statuses listed above.
- 3 The date the subcontract was approved. If the subcontract has not been approved, there will be no date shown.
- 4 Subcontract Amt: This will indicate the dollar amount and total percentage subcontracted for this particular subcontract.
- 5 This "Table" will show all the details (Items, quantities, prices, etc.) for this subcontract.

** There are numerous ways the status can be shown: Approval Requested, Approved, Disapproved, Under Construction, Closure Requested, Closure Disapproved or Closed. Any necessary action will be dependent upon the status shown. If there are any questions, please contact the WYDOT Construction Staff.

Adding a Subcontractor

To add a new subcontractor, right-click on the Project number in the left field **B151012** and select Add Subcontractor **Add Subcontract**. A new subcontract - **New 3** will appear at the bottom of the tree in the left hand field (the number in this example indicates the 3rd subcontract for this particular project).

The right hand field will open up as a blank subcontract request.

Subcontract No: 3 Submit for Approval
E59

* Subcontractor: ✔ Approval Date: Contract Amt: \$5,337,582.50
 Status: Under Construction Approver: Subcontracted Amt: \$11,632.75 / 0.2%
 Description: Subcontract Closed:

Item #	Item Description	UOM	Contract Qty	Quantity	Unit Price	Amount Used	Ext. Price	Spl/PS	...
2 - 109.04000	FORCE ACCOUNT WORK	\$\$	15,000.00	1.000	\$1.00	.000	\$1.00	<input type="checkbox"/>	[N]
3 - 109.08000	MOBILIZATION	LS	1.00	1.000	\$1.00	\$0.00	\$1.00	<input type="checkbox"/>	[N]

Subcontract Total/Percent: \$2.00 / 0.0%

Items numbered 109.04000 (Force Account) and 109.08000 (Mobilization) will automatically appear. Include Force Account (for the minimum \$1.00 shown) on all requests.

There are occasions when Mobilization is not a necessary item for a subcontractor. If Mobilization is not necessary, you can either change the quantity to zero (0) or, you can delete the Mobilization item by right-clicking on the item number. When you right-click on the item number a drop down will appear: **Add Item** **Delete Item(s)** Left-click on **Delete Item(s)** to delete the item.

The same procedure will be utilized to delete any item(s) you may have erroneously clicked on to add to a subcontract.

Left-click in the Subcontractor: field *** Subcontractor: left click here** ✔ and begin typing the desired subcontractor's name. Possible choices will appear in a drop down.

* Subcontractor: **S & L Ind** ✔

Status: Non-DBE - Robinson Grinding & Profiling, LLC
 DBE - S & L Industrial
 Description: Non-DBE - Safety Grooving & Grinding, L.P.

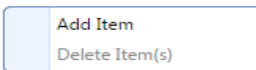
Use the scroll bar on the right to find the appropriate/desired subcontractor name. Left-click on the subcontractor name to populate the **Subcontractor** field. If your desired subcontractor name does not appear in the list, contact WYDOT Construction Staff at dot-construction@wyo.gov to request the company to be added.

Adding items to be subcontracted

Right-click in the field where the project Items are listed (as shown below)

Item #	Item Description	UOM	Contract Qty	Quantity	Unit Price	Amount Used	Ext. Price	Spl/PS	...
2 - 109.04000	FORCE ACCOUNT WORK	\$\$	5,000.00	1.000	\$1.00	.000	\$1.00	<input type="checkbox"/>	N
1 - 109.08000	MOBILIZATION	LS	1.00	1.000	\$1.00	\$0.00	\$1.00	<input type="checkbox"/>	N

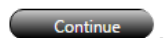
right click in this area



The Add Item option will appear. Left-click on **Add Item**. The following window will open. The item list below will be all contract bid items shown in the contract plans/bid package. The item list includes the bid Item # and Description, and Project number and the Category of the item.

	Item #	UOM	Quantity	Description	Project Number	Category
<input type="checkbox"/>	106.05200	LS	1	CONTRACTOR TESTING	CMP-PM-SL15-B151012	5 - ROADWAY
<input type="checkbox"/>	106.05200	LS	1	CONTRACTOR TESTING	CMP-PM-SL15-B151012	106 - NON-PARTICIPATION
<input type="checkbox"/>	106.05200	LS	1	CONTRACTOR TESTING	CMP-PM-SL15-B151012	5 - ROADWAY
<input type="checkbox"/>	109.08000	LS	1	MOBILIZATION	CMP-PM-SL15-B151012	106 - NON-PARTICIPATION
<input type="checkbox"/>	109.08000	LS	1	MOBILIZATION	CMP-PM-SL15-B151012	5 - ROADWAY
<input type="checkbox"/>	202.03305	SY	74500	MILLING PLANT MIX	CMP-PM-SL15-B151012	5 - ROADWAY
<input type="checkbox"/>	202.03305	SY	5130	MILLING PLANT MIX	CMP-PM-SL15-B151012	106 - NON-PARTICIPATION

To add items, toggle the in the first column to select the item and add to the subcontract. Use the scroll bar on the right to scroll down through the items, toggling each item to be added to the subcontract. Once you have chosen all of the items for this subcontractor, left-click on



The screen display will now appear as follows:

Item #	Item Description	UOM	Contract Qty	Quantity	Unit Price	Amount Used	Ext. Price	Spl/PS	...
2 - 109.04000	FORCE ACCOUNT WORK	\$\$	15,000.00	1.000	\$1.00	.000	\$1.00	<input type="checkbox"/>	[N]
3 - 109.08000	MOBILIZATION	LS	1.00	1.000	\$1.00	\$0.00	\$1.00	<input type="checkbox"/>	[N]
29 - 703.03100	FLAGGING	HR	3,000.00			.000		<input type="checkbox"/>	[N]
30 - 703.03110	TEMPORARY TRAFFIC CONTROL	LS	1.00	1.000		\$0.00		<input type="checkbox"/>	[N]
31 - 703.03200	SEQUENTIAL CHEVRON	LS	1.00	1.000		\$0.00		<input type="checkbox"/>	[N]
32 - 703.03205	PORTABLE VARIABLE MESSAGE SIGN	LS	1.00	1.000		\$0.00		<input type="checkbox"/>	[N]
66 - 703.03110	TEMPORARY TRAFFIC CONTROL	LS	1.00	1.000		\$0.00		<input type="checkbox"/>	[N]

At this point, you will need to enter "Quantity" and "Unit Price" for each bid item.

First, determine if there will be any **Mobilization**. If not, either delete **Mobilization** as detailed above or change the Unit Price to \$0.00 and tab once which will set the Ext. Price to \$0.00 and move your cursor to the **Quantity** field for the next item. If there will be **Mobilization** for the subcontractor, enter the dollar amount in the **Unit Price** field and tab once to move to the next item.

For the next item, left-click in the box for **Quantity**, enter the quantity to be subcontracted and tab. In the **Unit Price** box, enter the unit price and tab. The **Ext. Price** will populate and your cursor will move to the **Quantity** box for the next item.

Continue this process until you have entered quantity and unit price for all subcontracted items.

Check quantities and unit prices carefully and select **Save** at the top of the screen.

When assigning quantities be mindful when assigning all of a Contract Qty using the default Unit of Measure (UOM). You will not have the ability to assign that bid item to a different subcontractor using the same UOM.

In the example below, two different subcontractors both need to use item HOT PLANT MIX APPROACHES. One subcontractor will produce the item (all Contract Qty using default UOM) and the other is hauling and placing the item. UOM changed to LS to allow this item to be assigned to the second subcontractor.

Subcontract No: 2 Submit for Approval E59

* Subcontractor: [Non-DBE - Robinson Grinding & Profiling] Contract Amt: \$2,878,000.00 Civil Rights Approved: --not required--

Status: Under Construction Subcontracted Amt: \$0.00 / 0.0%

Description: Approval Date:

Approver: Subcontract Closed:

Item #	Item Description	UOM	Contract Qty	Quantity	Unit Price	Amount Used	Ext. Price	Spl/PS	...
17 - 401.02055	HOT PLANT MIX APPROACHES	[TON]	350.00	350.000	\$100.00	.000	\$35,000.00	<input type="checkbox"/>	[N]

Subcontract No: 3 Submit for Approval E59

* Subcontractor: Non-DBE - Pine Bluffs Gravel & Excavat Contract Amt: \$2,878,000.00
 Status: Under Construction Subcontracted Amt: \$0.00 / 0.0%
 Description: Civil Rights Approved: --not required--
 Approval Date: Subcontract Closed:
 Approver:

Items Payout Disapprovals Documents

Item #	Item Description	UOM	Contract Qty	Quantity	Unit Price	Amount Used	Ext. Price	Spl/PS	...
17 - 401.02055	HOT PLANT MIX APPROACHES	LS <input checked="" type="checkbox"/>	UOM Changed	1.000	\$43,750.00	.000	\$43,750.00	<input type="checkbox"/>	[N]

Note the two columns at the right end of this screen. The column headed is an indicator of a specialty item or a professional service. If an item being subcontracted is considered a Specialty Item or Professional Service in the contract, there will be a check mark in the box in this column, which will automatically appear when you add the above item(s) to the subcontract. Under no circumstances should you ever “uncheck” an item in this column.

If there is an item checked because it is a Specialty Item or Professional Service, the total dollar amount at the bottom of the Items tab screen will not include the dollar amount for the item(s) so, the total dollar amount will appear to be incorrect. This is because the dollars subcontracted for a Specialty Item or Professional Service will not count against the subcontract percentage total dollar amount.

The column headed with the below, is a “Note” environment. Left-click on the and a window will open where you can add notes pertinent to the Item. Notes entered in this environment will be visible on the E-59.

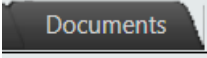
Adding (uploading) required documents

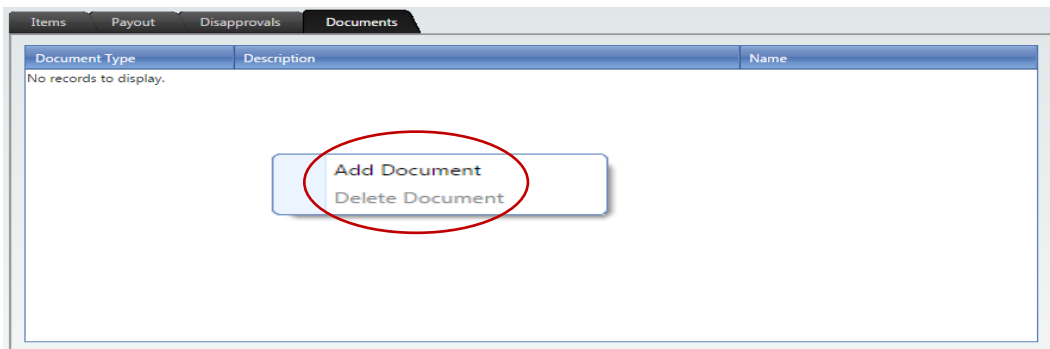
The following documents must be submitted with all subcontract requests:

- Fully executed and signed subcontract agreement
- Current and unexpired Certificate of Liability Insurance including Automobile coverage for the subcontractor
- *Unemployment Insurance Certificate of Good Standing* (issued by Wyoming Workforce Services) for the subcontractor
- *Workers Compensation Certificate* for the subcontractor

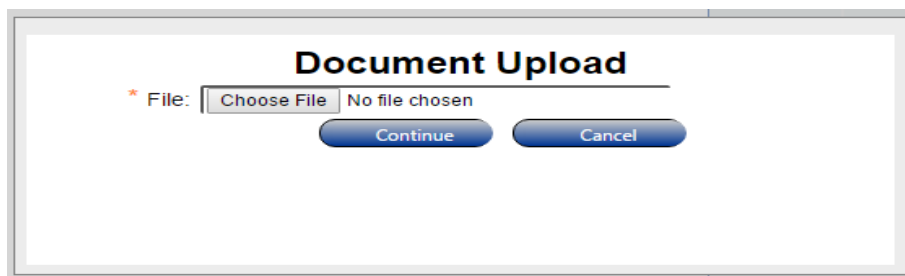
The following documents must also be submitted with subcontract requests with any federal funding:

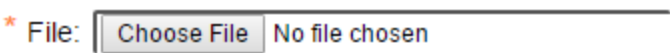
- Form FR-2200, fully completed and signed
- Form FHWA-1273

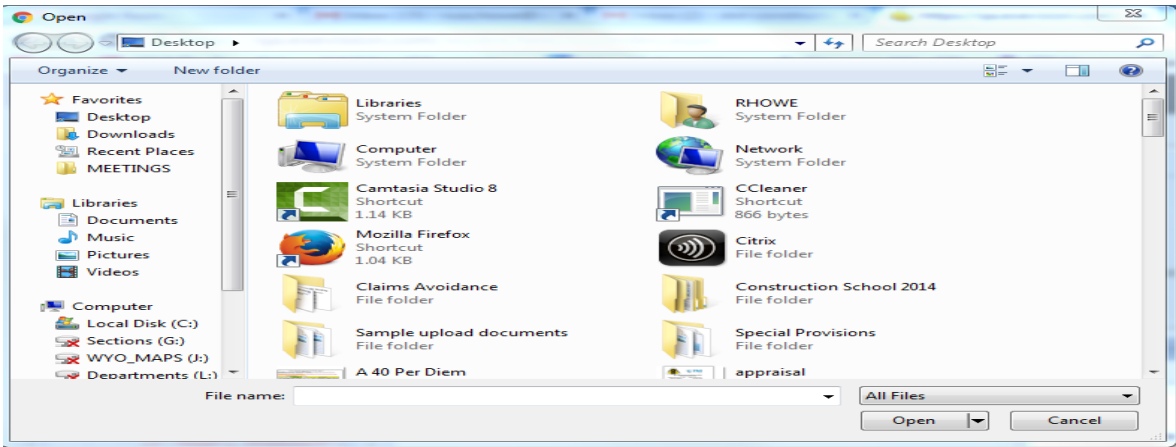
If these documents are not uploaded and included with the request, the request will be disapproved. To upload required documents, left-click on the  tab and the following screen will appear:



Right-click in the area shown above and left-click on [Add Document](#) and the following will appear:

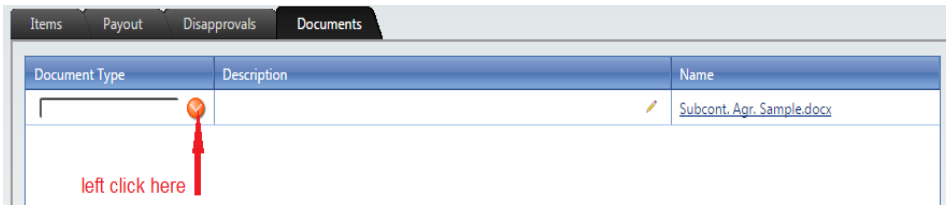


Left-click in the  field and your search window will open:

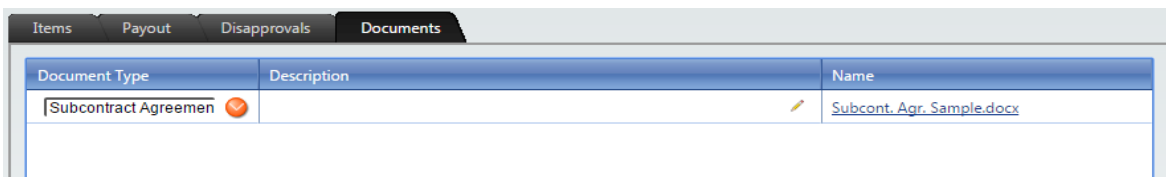


Find and select the desired document and double-click on it. This will populate the * File: Subcont. Agr. Sample.docx field. Left-click and the document you have chosen will upload. The screen for the documents tab will then look like this:


Left-click the down arrow in the Document Type column and a drop down will appear




Choose the appropriate document type/name from the list and left-click to populate the Document Type field. The screen for the documents tab will then look like this:



Repeat the above process to upload all required documents. Once you have uploaded required documents, select .

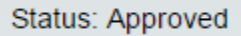
Before submitting the request for approval, you can add notes, etc. specifically applicable and important to the subcontract request in the  dialog box. This dialog box is available only while building or constructing the subcontract request. Left-click in the box and type the note(s) you wish to enter.

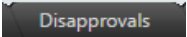
Submitting subcontract requests for approval

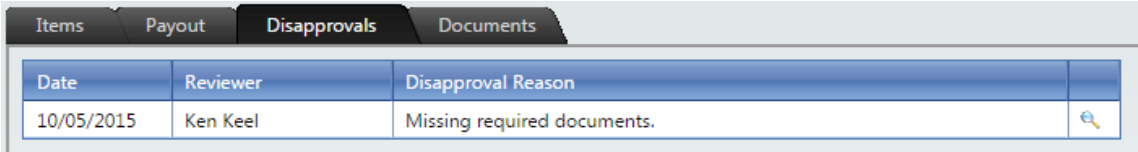
Once you have added all items to be subcontracted, completed the associated **Quantity** and **Unit Price** and uploaded all required and necessary documentation, left-click on the  button near the top of the page.


An email will be automatically sent to: dot-construction@wyo.gov indicating that you have submitted a subcontract request.

WYDOT Construction Staff personnel will process and, either approve or disapprove, the request as quickly as possible. **You will be notified via email when the request is either approved or disapproved.**


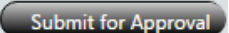
If the request is approved, you will see  when you go back into the system to check status.

If the request is disapproved, you will see  when you go back into the system to check status. If the request is disapproved, click on the  tab which will open the following:



Date	Reviewer	Disapproval Reason	
10/05/2015	Ken Keel	Missing required documents.	

In this example, you can see that the request was submitted without the required documents.

At this point, upload all of the required documents (using the procedure outlined earlier in “Adding (uploading) required documents”, page 18). After completing the document upload(s) select , and then left-click  again.

You must address, complete or correct whatever the reason for the disapproval before resubmitting for approval.

The prime contractor cannot subcontract more than 70% of the dollar amount of the contract.

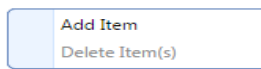
Tier subcontracts

A tier subcontract is when an approved subcontractor subcontracts some of the work they have been awarded to another subcontractor. A tier subcontract cannot exceed 70% of the work originally subcontracted to the “parent” subcontractor.

A tier subcontract cannot be created or built until the first tier subcontract is “Approved” in the iCX system.

To begin a tier subcontract, left-click on the subcontractor name from whom the tier subcontract will be requested. Follow the procedure outlined previously (in [Adding a Subcontractor](#)) to select the tier subcontractor.

Use the same procedure outlined previously to add the items to be tiered. When you select



, the only items which will appear are the items subbed to the original (parent) subcontractor, as shown below.

Add Ledger Item(s)						
	Item #	UOM	Quantity	Description	Project Number	Category
<input type="checkbox"/>	202.03430	SY	155	REMOVAL OF SIDEWALK	CMP-PM-SL15-B151012	5 - ROADWAY
<input type="checkbox"/>	202.03445	FT	600	REMOVAL OF CURB AND GUTTER	CMP-PM-SL15-B151012	5 - ROADWAY
<input type="checkbox"/>	202.03455	SY	6	REMOVAL OF DOUBLE GUTTER	CMP-PM-SL15-B151012	5 - ROADWAY

To add items for the tier subcontractor, left-click in the box in the first column to “toggle” the item and add to the tier subcontract. Once you have chosen all of the items for this particular tier subcontractor, left-click on .

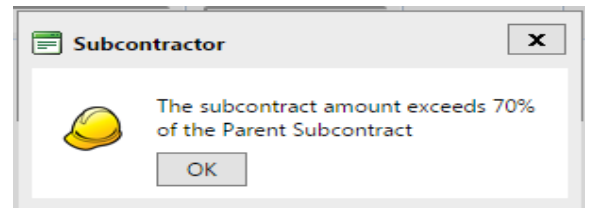
Enter applicable data for “Quantity” and “Unit Price” for each bid item for this tier subcontract.


Keep in mind, you cannot tier a quantity greater than the quantity originally subcontracted.


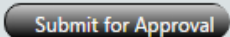
If you attempt to tier more than the parent subcontract (or accidentally enter the wrong number) you will see the following pop-up message: and the amount you entered will zero out. You will need to re-enter a quantity equal to or less than the quantity indicated.

The Quantity you entered is more than the quantity available for the parent Subcontract Quantity.

If you attempt to tier a total dollar amount in excess of 70% of the total dollar amount of the parent subcontract, you will see the following pop up message: .


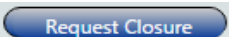



Left-click on  and check the dollar amounts (unit cost) you have entered and make the necessary corrections. Although there are the rare occasions when it may be necessary to tier more than 70% of the parent subcontract, under normal circumstances, any tier subcontract exceeding 70% of the parent subcontract will be disapproved.

Once you have added the items, quantities and unit prices for the tier subcontractor, upload all of the required documents (using the procedure outlined earlier in “Adding (uploading) required documents”, page 18). Select , then left- click .

Closing subcontracts

There are a number of reasons for closing a subcontract. Other than completion of the subcontracted work, the most common reason would be if a subcontractor is unable to complete the work for which they have been subcontracted. Use the following procedure:

Ensure that all quantities and dollar amounts are correct to date. Be sure to  before you left-click on . An email will be automatically sent to: dot-construction@wyo.gov indicating that you have requested a subcontract to be closed and for what reason(s). WYDOT will look at the closure request to ensure that the closure can be approved. WYDOT will send an email indicating that the subcontract is complete and you will notice that the **Subcontract Closed:** check box is now populated. There can be no further action undertaken for this subcontract. If WYDOT determines any reason the subcontract cannot be closed, WYDOT will email indicating the reason(s) for the closure being rejected. After you make necessary corrections, click on  and email WYDOT again.

The **Subcontract Closed:** dialog box is only available when “submitting for completion” to close a subcontract. In this box, you can comment as to why closure is being requested (subcontractor completed all work, etc.).

When a subcontract is ready to be submitted for completion (closure), the following steps will be followed:

Amount Used
1.000
\$400.00
\$1,000.00

Enter the amount used for each item subcontracted in the column.

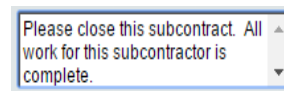
The note column, where you see can be used to add notes which are even more descriptive, giving even greater detail as to what the subcontract will encompass. Left-click on the and a dialog box will open as shown below



Enter whatever information is pertinent, select . The dialog box will close and the will change to on the subcontracting tab.

Left-click on the icon. The background of the dialog box will turn white and be available to enter comments, statements, reason for requesting closure, etc.

Left-click in the dialog box and type the information pertinent to the completion request...



After entering text in the dialog box, select .

Please note: There is no method for deleting a subcontract. Once you have saved and submitted for approval, if for any reason it needs to be deleted, you will have to: Request Closure, email WYDOT that you have requested closure and supply the reason(s) for requesting closure.

Please Note: It is NOT, at this time, a requirement for the Prime contractor to close all subcontracts once the subs have completed all of their work. If the Prime chooses to close all subcontracts, the following stipulations will apply BEFORE requesting closure:

All payments (including FINAL) to the Subcontractor (Sub) must have been accepted/approved by the Sub.


Closure of any subcontract utilizing a **DBE** Sub must be reviewed and approved by the WYDOT DBE/Civil Rights program before the subcontract will be closed.

Closure of a subcontract by the Department does nothing more than accept the closure, it does not finalize anything else pertaining to the contract between the Department and the Prime contractor.


Changing or Revising A Subcontract

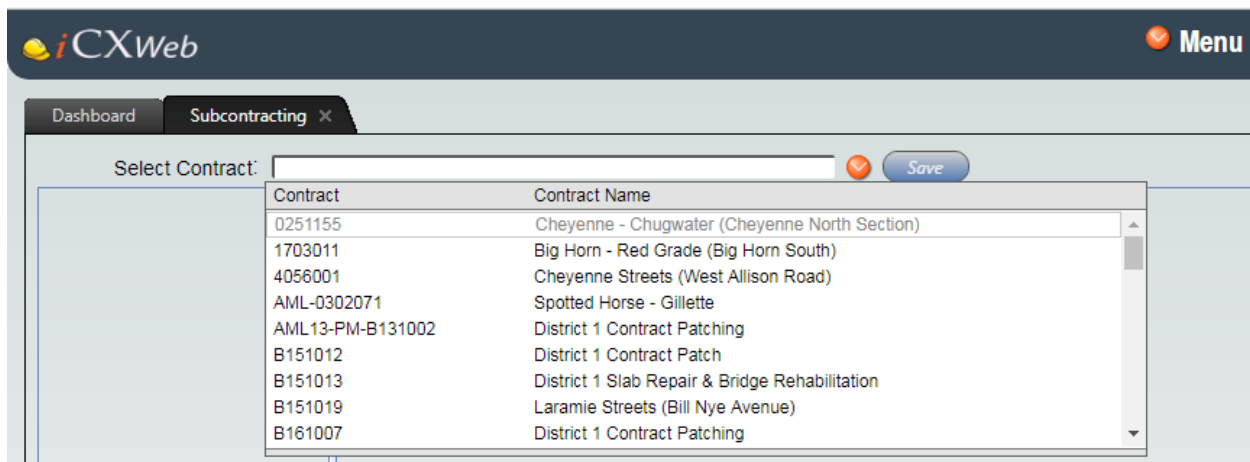
This system does not allow for changing or revising of subcontracts. If you need to add items, change values, etc., submit a new subcontract request.

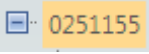

Subcontractor Report

Prime contractor companies may access the Subcontractor Report. To access the Subcontractor Report the select the  **Menu** icon and **Subcontracting** as shown.



Enter any three characters of the desired contract number in the **Select Contract** window or select the contract from the dropdown list by clicking on .



Select the contract number  at the top of the listed subcontracts, select the  **Reports** icon and **Subcontract Report**.

iCXWeb Menu

Dashboard **Subcontracting** X

Select Contract: 0251155 Save

- 0251155
- 1 - Approved: K's Constructio
- 2 - Approved: Reiman Corp.
- 3 - Approved: Robinson Grinc
- 4 - Approved: Bighorn Constr
- 5 - Approved: Traffic Safety S

Awarded Company: Simon Contractors and its subsidiaries

Contract Amount: \$6,860,422.33

Subcontracted Amount: \$1,265,639,723.00

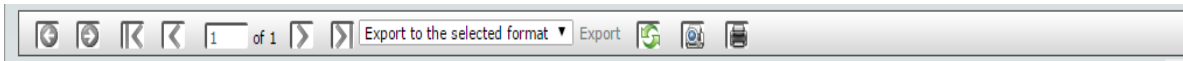
Subcontracted %: 18448.42%

[Reports](#)

[Subcontract Report](#)

[Subcontract Payments Report](#)

Use the tool bar



at the top to determine what you will do with this page. The icons for the tool bar are shown below with a description of each.

- Navigate back
- Navigate Forward
- First page
- Previous page
- Next page
- Last page
- Export to the selected format Export to one of several formats
- Refresh
- Switch to print preview
- Print

iCXWeb Menu

Dashboard **Subcontracting** X **Subcontract Report** X

1 of 1 Export to the selected format Export Refresh Print

WYOMING DEPARTMENT OF TRANSPORTATION
Subcontractor Report
0251155
Cheyenne - Chugwater (Cheyenne North Section)

Funding: Federal
Report Date: 01/31/2018

Contractor: Simon Contractors and its subsidiaries
4819 S. Industrial Service Rd
PO Box 209
Cheyenne, Wyoming 82007

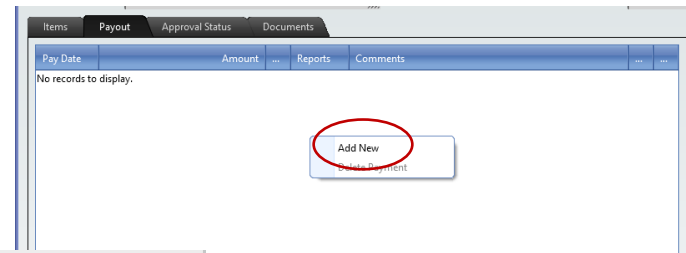
District: DISTRICT 1
Resident Engineer: Wayne Shenefelt, P.E.
Contract Bid: \$6,860,422.33
Subcontracted Amount/Percentage: \$99,328.00 / 1.45 %

Subcontractor	Subcontract Price	Sub %	Actual Price	Specialty Items	Professional Svcs	Approved Date	Completed
K's Construction, Inc.	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	8/15/2016	X
Reiman Corp.	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	8/15/2016	X
Robinson Grinding & Profiling, LLC	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	8/15/2016	X
Bighorn Construction & Reclamation	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	8/15/2016	X
Traffic Safety Services, Inc. - Cheyenne	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	8/15/2016	X
The Reinforcing Company	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	8/15/2016	X
Black & McDonald	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	5/12/2017	
S & L Industrial	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	5/12/2017	
Robinson Grinding & Profiling, LLC	\$1,813,500.00	26.43 %	\$25,002.00	\$0.00	\$0.00	8/3/2017	X
Robinson Grinding & Profiling, LLC	\$23.00	0.00 %	\$0.00	\$1.00	\$0.00	8/8/2017	
Robinson Grinding & Profiling, LLC	\$38,400.00	0.56 %	\$19,200.00	\$0.00	\$0.00	8/29/2017	X
Robinson Grinding & Profiling, LLC	\$100,002.00	1.46 %	\$25,000.00	\$0.00	\$0.00	9/29/2017	X
Northwest Guardrail, LLC	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	1/12/2018	

Form E-139 Certification of Subcontract Payments

To begin the process of making payouts, left-click on the **Payout** tab.

Right-click in the area shown, the **Add New** option will appear.



This **Payment Detail** screen will then open:

Payment Detail

* Pay Date:
 Payment No:
 Pay Estimate:

Paid Date:
 Subcontractor Acknowledgement:
 Final Payment:

Approval Date:
 Approver Name:
 Retainage \$ (if applicable):

Adjustments \$ (if applicable):

Item #	Item Description	Contract Qty	UOM	Quantity	Pay Quantity	Unit Price	Extended Price
No records to display.							

\$0.00

Select a Pay Date: ... left-click on the calendar icon and choose the pay date.


Select a Pay Estimate: ... left-click on the orange arrow icon and choose the WYDOT pay Estimate number that applies to the work performed by the subcontractor.

If the payment is the last payment for work performed by the subcontractor, toggle the **Final Payment**: icon, indicating so.


Left-click **Add Item** and the items subcontracted will open in a new window:

Item #	Quantity	Price	Description	Comments
<input type="checkbox"/> 109.08000	1.000	\$1.00	MOBILIZATION	
<input type="checkbox"/> 109.04000	1.000	\$1.00	FORCE ACCOUNT WORK	
<input type="checkbox"/> 515.02720	2,175.000	\$275.00	BRIDGE DECK REPAIR CLASS I-B	
<input type="checkbox"/> 515.02740	26.000	\$250.00	BRIDGE DECK REPAIR CLASS II-B	
<input type="checkbox"/> 515.02800	25.900	\$225.00	SILICA FUME MODIFIED CONCRETE	
<input type="checkbox"/> 515.02800	26.500	\$225.00	SILICA FUME MODIFIED CONCRETE	
<input type="checkbox"/> 515.02800	16.100	\$225.00	SILICA FUME MODIFIED CONCRETE	
<input type="checkbox"/> 515.02810	1,088.000	\$2.00	BRIDGE DECK REPAIR, HYDRO-DEMOLITION	
<input type="checkbox"/> 599.00080	78.000	\$25.00	BRIDGE CONCRETE REPAIR	Not normally a specialty item but, due to the nature of this project, it is considered specialty fr this project.

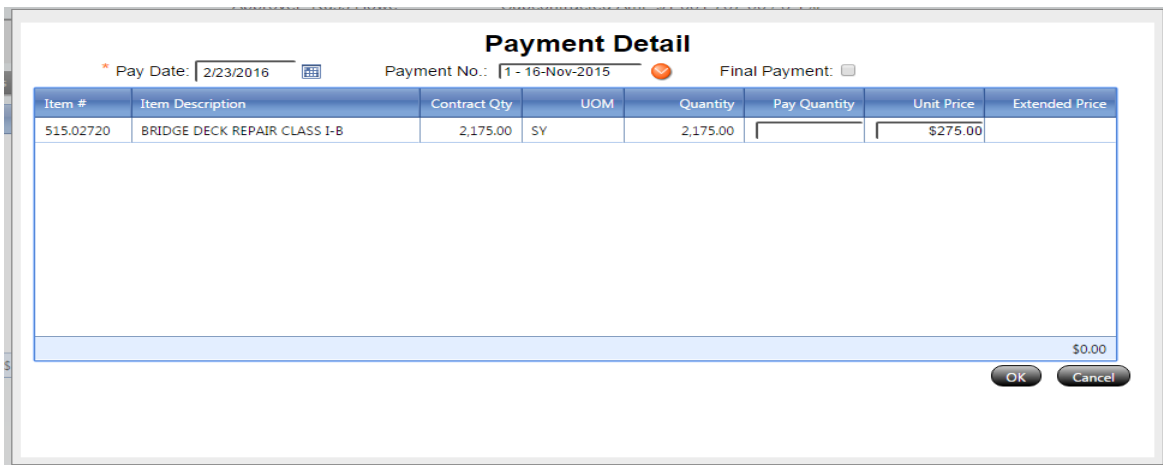
Select the items to be paid by toggling the box in the left hand column to toggle on the items to be paid.

click here 

<input checked="" type="checkbox"/>	515.02720	2,175.000	\$275.00	BRIDGE DECK REPAIR CLASS I-B
-------------------------------------	-----------	-----------	----------	------------------------------

Once you have selected all of the items to be paid, left-click .

The **Payment Detail** screen will then look like this:



Payment Detail


* Pay Date: 2/23/2016 Payment No.: 1-16-Nov-2015 Final Payment:

Item #	Item Description	Contract Qty	UOM	Quantity	Pay Quantity	Unit Price	Extended Price
515.02720	BRIDGE DECK REPAIR CLASS I-B	2,175.00	SY	2,175.00		\$275.00	
							\$0.00

OK Cancel

Now, you will need to enter the quantity to be paid in the  field. Left-click in the field

and enter the quantity to be paid: . Tab once and the  field will populate

as shown here: .


The **Payment Detail** screen will then look like this:

Payment Detail

* Pay Date: 2/23/2016 Payment No.: 1 - 16-Nov-2015 Final Payment:

Item #	Item Description	Contract Qty	UOM	Quantity	Pay Quantity	Unit Price	Extended Price
515.02720	BRIDGE DECK REPAIR CLASS I-B	2,175.00	SY	2,175.00	200.00	\$275.00	\$55,000.00
							\$55,000.00

OK Cancel

Left-click on  .

When retainage is applicable to the subcontract agreement, enter desired dollar amount to be retained in the field as shown.

Payment Detail

* Pay Date: 6/8/2019 Payment No.: 5 Pay Estimate: 1 - 06/04/2019


Paid Date: Subcontractor Acknowledgement: Final Payment:

Approval Date: Approver Name: Retainage \$ (if applicable) \$150.00

Adjustments \$ (if applicable) \$0.00

Item #	Item Description	Contract Qty	UOM	Quantity	Pay Quantity	Unit Price	Extended Price
28 - 401.03310	HOT PLANT MIX (RECYCLE)	UOM Changed	HR	10.000	150.000	\$100.00	\$15,000.00
							\$14,850.00

OK Cancel

The payment will auto calculate the extended price less retention. 

When a price adjustment is applicable, enter desired dollar amount (+/-) in the field as shown.

Payment Detail

* Pay Date:
 Payment No:
 Pay Estimate:

Paid Date: _____
 Subcontractor Acknowledgement:
 Final Payment:

Approval Date: _____
 Approver Name: _____
 Retainage \$ (if applicable)

Adjustments \$ (if applicable)

Item #	Item Description	Contract Qty	UOM	Quantity	Pay Quantity	Unit Price	Extended Price
28 - 401.03310	HOT PLANT MIX (RECYCLE)	UOM Changed	HR	10.000	<input type="text" value="50.000"/>	\$100.00	<input type="text" value="\$5,000.00"/>
							\$5,250.00

The payment will auto calculate the extended price plus adjustment.


You can add comments or documents on the Payout page for adjustment documentation.

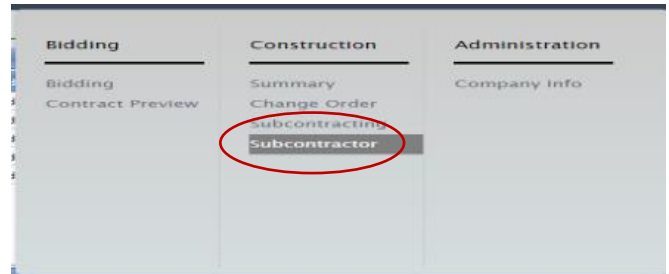
Pay Date	Amount	...	Reports	Comments	...
10/10/2019	\$5,700.00	<input type="button" value="Search"/>	<input type="button" value="E139"/>	✎	📎

Form E-139 Certification of Subcontract Payments to tier subcontractors

Subcontractors who have further subcontracted (tiered) contract items will also need to process Form E-139 Certification of Subcontract Payments. Utilize the method outlined below to accomplish the payment process for the tier subcontractor(s).

Left-click the  **Menu** icon.

From the drop down select .

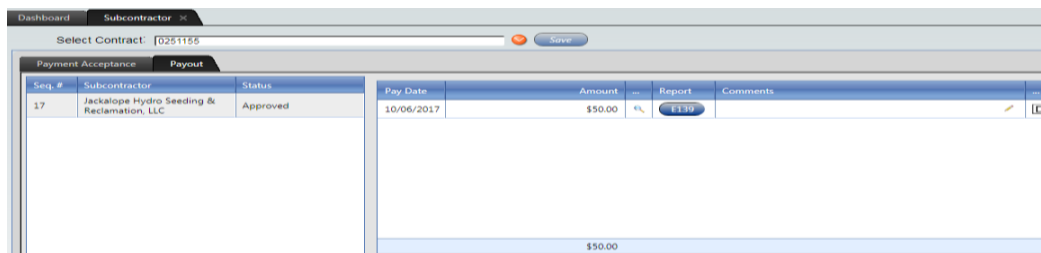


Go to the applicable contract (project) by entering the project number in the

Select Contract: field

Click on the  **Payout** tab

The following screen will appear:




The screenshot shows the Payout screen with a table containing one row of data. The table has columns for Seq. #, Subcontractor, Status, Pay Date, Amount, Report, and Comments. The data row shows Seq. # 17, Subcontractor Jackalope Hydro Seeding & Reclamation, LLC, Status Approved, Pay Date 10/06/2017, Amount \$50.00, and Report E139. There is a total of \$50.00 at the bottom of the table.

Seq. #	Subcontractor	Status	Pay Date	Amount	Report	Comments
17	Jackalope Hydro Seeding & Reclamation, LLC	Approved	10/06/2017	\$50.00	E139	

From this point, the procedure is the same as detailed above.


At the top of the screen select .

Once you have saved, you will be able to view the E-139 by left-clicking on  in the Reports column. The following screen will appear:

QA Web Menu

Dashboard Subcontracting E139

Export to the selected format Export



WYOMING DEPARTMENT OF TRANSPORTATION
CERTIFICATION OF SUBCONTRACT PAYMENTS
2203016
Worland - Ten Sleep (Big Trails Section)

Contractor: JTL Group, Inc. DBA Knife River
4875 S. Industrial Road
PO Box 20150
Cheyenne, Wyoming 82003

Funding: State
Report Date: 06/13/2022

District: DISTRICT 5
Resident Engineer: Dan McAfee, P.E.
Tier 1 Subcontractor: S & L Industrial

This payment is a: Partial Payment Final Payment

This payment has not yet been paid to the subcontractor.
This payment has not yet been approved by the subcontractor.
Approver Name:

Payment No: 2
Payment Date: 10/06/2017
Pay Estimate: 5











The undersigned Prime Contractor/ Consultant hereby certifies that payment was made as detailed below: (Attach more sheets, if necessary)

Bid Item No	Bid Item	Unit Price	Quantity Paid			Dollars Paid		
			This	Previous	To Date	This	Previous	To Date
14 - 702.20100	REFERENCE MARKERS	\$75.00	6.000	.000	6.000	\$450.00	\$0.00	\$450.00
15 - 702.20200	REFERENCE MARKER PANELS	\$75.00	6.000	.000	6.000	\$450.00	\$0.00	\$450.00
19 - 703.03100	FLAGGING	\$0.01	594.000	.000	594.000	\$5.94	\$0.00	\$5.94
20 - 703.03110	TEMPORARY TRAFFIC CONTROL	\$89,000.00	.700	.300	1.000	\$62,300.00	\$26,700.00	\$89,000.00
27 - 109.08000	MOBILIZATION	\$11,240.00	1.000	1.000	2.000	\$11,240.00	\$4,076.48	\$15,316.48
38 - 702.51010	FLEXIBLE DELINEATORS, TYPE II	\$52.00	16.000	.000	16.000	\$832.00	\$0.00	\$832.00
39 - 702.51020	FLEXIBLE DELINEATORS, TYPE III	\$52.00	236.000	.000	236.000	\$12,272.00	\$0.00	\$12,272.00
40 - 702.51030	FLEXIBLE DELINEATORS, TYPE IV	\$100.00	4.000	.000	4.000	\$400.00	\$0.00	\$400.00
42 - 703.03110	TEMPORARY TRAFFIC CONTROL	\$10,000.00	.700	.300	1.000	\$7,000.00	\$3,000.00	\$10,000.00
Retainage						\$0.00	\$0.00	\$0.00
Adjustment						\$0.00	\$0.00	\$0.00
TOTALS						\$94,949.94	\$33,776.48	\$128,726.42

Use the tool bar


Export to the selected format Export

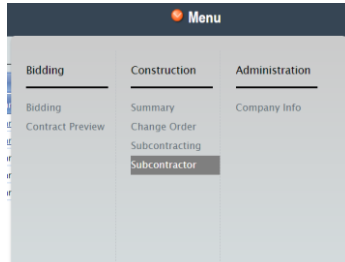
at the top to determine what you will do with this page. The icons for the tool bar are shown below with a description of each.

-  Navigate back
-  Navigate Forward
-  First page
-  Previous page
-  Next page
-  Last page
-  Export to the selected format Export to one of several formats
-  Refresh
-  Switch to print preview
-  Print

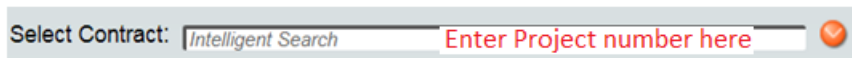
Form E-139 Subcontractor Approval

The subcontractor will need to log into *iCX* and approve/acknowledge receipt of the payment.



Left-click the  icon to open the drop down and select **Subcontractor**.

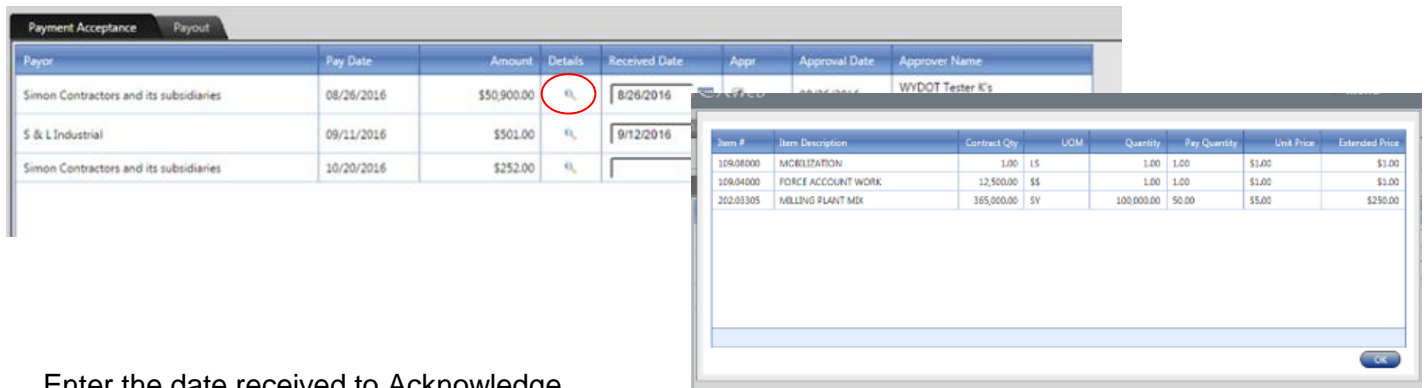


Use the *Select Contract Intelligent Search* feature to locate the desired contract.

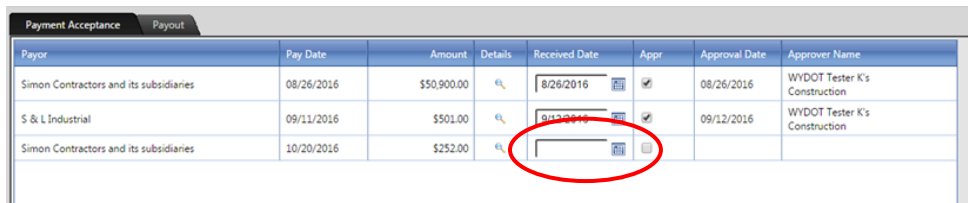



The **Payment Acceptance** tab will list the payment(s) made to the firm for this subcontract.

Click the  to view the items being paid. Click  to close the details screen.



Enter the date received to Acknowledge payment.



To Accept payment, select the Subcontractor Acknowledgement box on the main screen and select .

Payment Detail

* Pay Date: 10/12/2018
 Paid Date: 10/15/2018
 Subcontractor Acknowledgement:
 Approval Date: _____
 Approver Name: _____

Payment No: _____
 Pay Estimate: 1 - 10/03/2018
 Final Payment:
 Retainage \$ (if applicable): \$0.00
 Adjustments \$ (if applicable): \$0.00

Item #	Item Description	Contract Qty	UOM	Quantity	Pay Quantity	Unit Price	Extended Price
4 - 109.08000	MOBILIZATION	1.000	LS	1.000	500	\$10,500.00	\$5,250.00
6 - 202.03220	REMOVAL OF TIMBER BRIDGES	2.000	EA	2.000	1,000	\$16,300.00	\$16,300.00
43 - 513.00015	CLASS B CONCRETE	1.000	LS	1.000	788	\$54,404.00	\$42,924.76
44 - 514.00015	REINFORCING STEEL	1.000	LS	1.000	1,000	\$22,932.00	\$22,932.00



You will receive a pop-up message requesting a second approval.


Please note that if there are any concerns, questions and/or issues with the payment, please do not select Approval enter only the date to acknowledge receipt and follow-up with the prime ("Payor") and/or the appropriate WYDOT personnel.

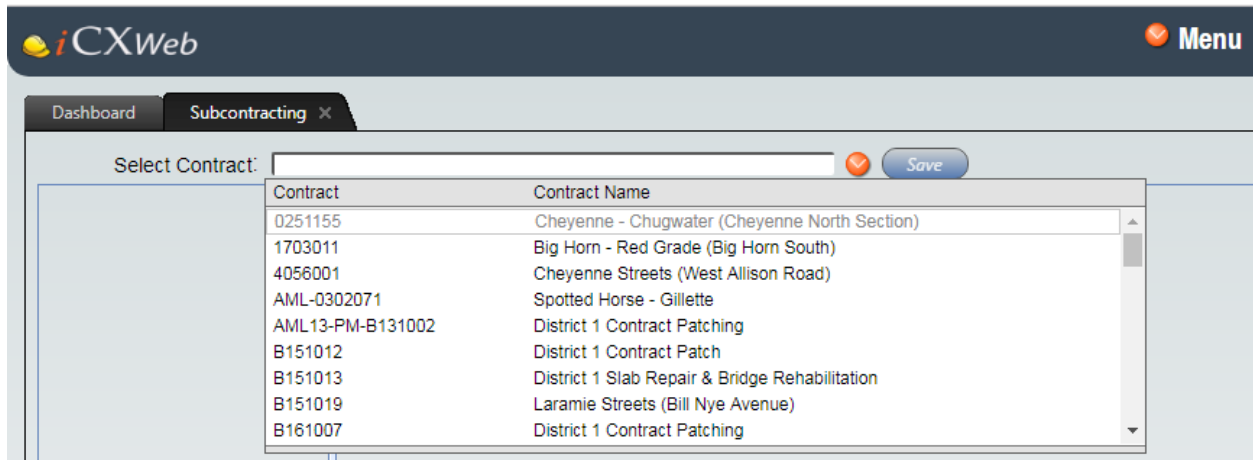
The payment acceptance log will show the approval date and the approver name. The E-139 will also show the approval information.

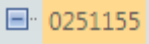


Payor	Pay Date	Amount	Received Date	Appr.	Approval Date	Approval Name
Simon Contractors and its subsidiaries	08/26/2016	\$50,900.00	08/26/2016	<input checked="" type="checkbox"/>	08/26/2016	WYDOT Tester K's Construction
S & L Industrial	08/11/2016	\$501.00	09/12/2016	<input checked="" type="checkbox"/>	09/12/2016	WYDOT Tester K's Construction
Simon Contractors and its subsidiaries	10/20/2016	\$252.00	10/20/2016	<input checked="" type="checkbox"/>	10/20/2016	WYDOT Tester K's Construction

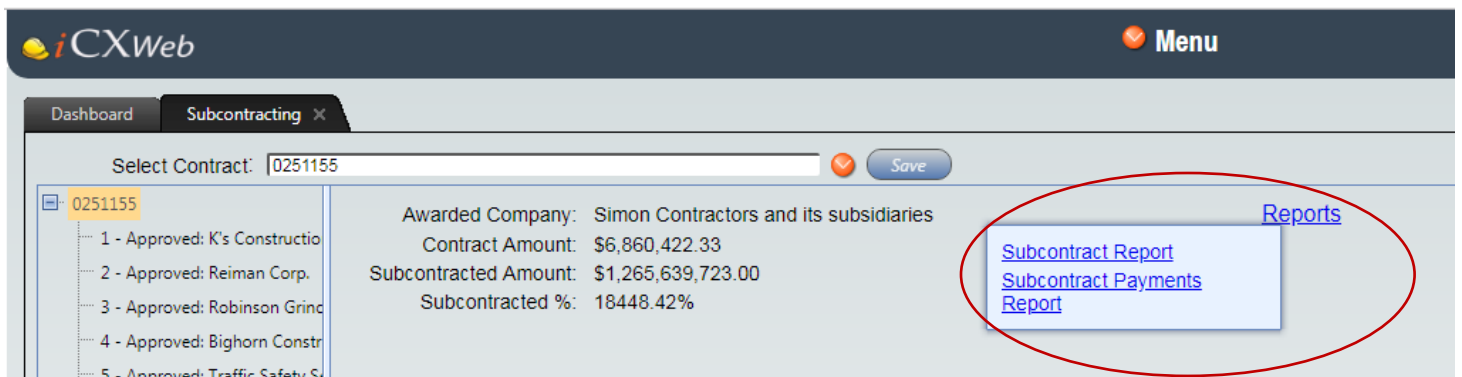
Subcontract Payments Report

Prime contractor companies may access the Subcontract Payments Report to verify prompt payments made to, or confirmed by, subcontractors. To access the Subcontract Payments Report select the **Menu** icon and **Subcontracting** as shown.

Enter any three characters of the desired contract number in the **Select Contract** window or select the contract from the dropdown list by clicking on .



Select the contract number  at the top of the listed subcontracts, Select  icon and 




The Subcontract Payments Report will generate.

iCXWeb Menu

Dashboard Subcontracting Subcontract Payments Report

1 of 2 Export to the selected format Export



WYOMING DEPARTMENT OF TRANSPORTATION
Subcontract Payments Report
0251155
Cheyenne - Chugwater (Cheyenne North Section)

Report Date: 06/19/2018

Contractor: Simon Contractors and its subsidiaries







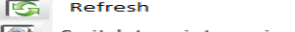



District: DISTRICT 1
Resident Engineer: Wayne Shenefelt, P.E.

Subcontractor	DBE	Pay Estimate	Payment #	Payment Date	Final	Accepted	Approval Date	Approver	Amount	Manual Entry
1 K's Construction, Inc.	DBE		1	7/20/2016		Yes	7/20/2016		\$6,798.78	mkrois1
			2	7/6/2017		Yes			\$10.00	mrkrois
		Subcontract Total:								\$6,808.78
10 Robinson Grinding & Profiling, LLC	NON-DBE		2	8/16/2017		Yes			\$10.00	dfloy
		7 - 07/06/2017	3	8/30/2017		Yes	9/29/2017	Duwane Floy Construction Tester	\$5.00	
		Subcontract Total:								\$15.00
14 Robinson Grinding & Profiling, LLC	NON-DBE	4 - 07/25/2016	1	10/24/2017		Yes	2/20/2018	Duwane Floy Construction Tester	\$100,002.00	
Subcontract Total:								\$100,002.00		

Use the tool bar

1 of 1 Export to the selected format Export

at the top to determine what you will do with this page. The icons for the tool bar are shown below with a description of each.

-  Navigate back
-  Navigate Forward
-  First page
-  Previous page
-  Next page
-  Last page
-  Export to one of several formats
-  Refresh
-  Switch to print preview
-  Print

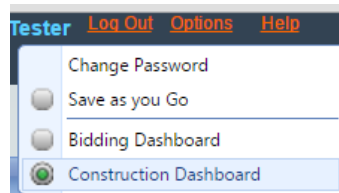
Construction Summary

iCX Construction Summary provides contractors (and first level subcontractors) an overview of WYDOT's construction documentation of a contract.

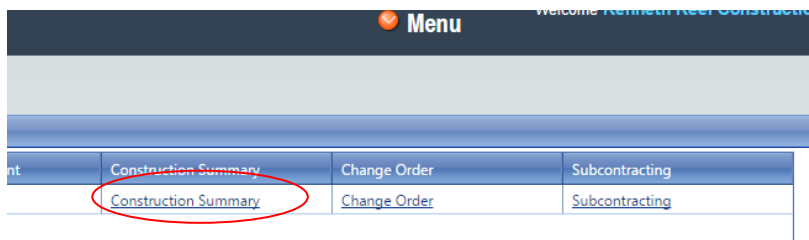
To access the iCX Construction Summary, login to iCX.



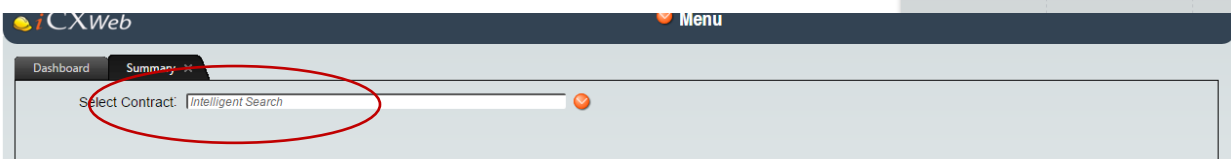
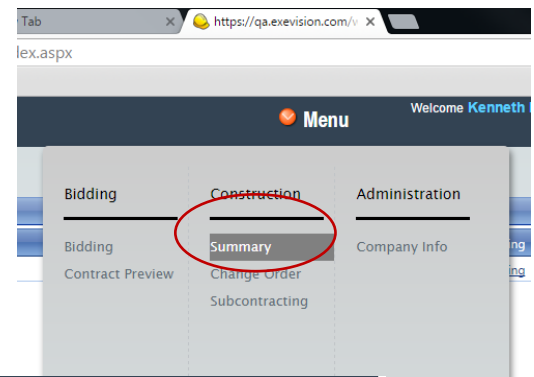
Ensure user Options is set to Construction Dashboard to access all active construction projects via the iCX Dashboard.




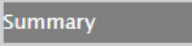
From the Dashboard, if the contract is on the Dashboard, select the Construction Summary (below, left) option for the desired contract to access the Construction Summary.



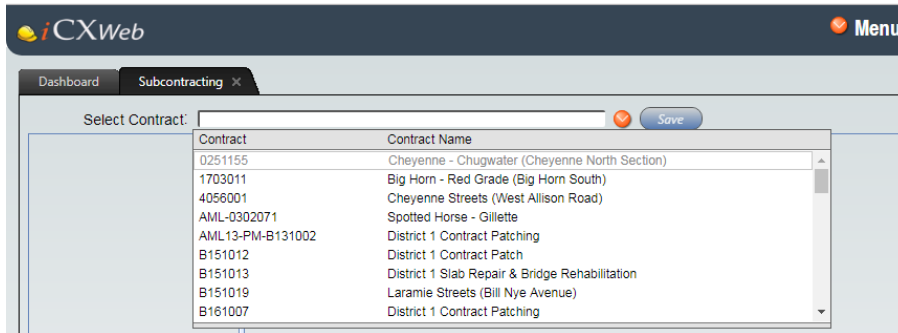
If the contract is not yet listed on the Dashboard, select **Menu** then **Summary**. Under the **Construction** heading and use the *Select Contract Intelligent Search* feature to locate the desired contract. Once the desired contract has been accessed by the user for the first time, the contract will appear on the Construction Dashboard for quicker access.



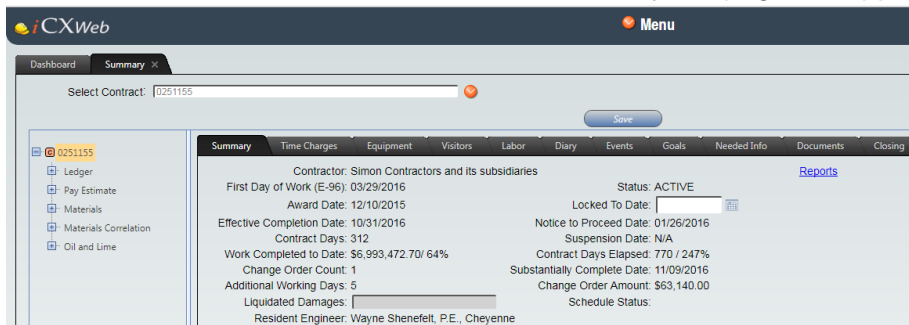
Pay Estimate Report - All Items (Submittal Form)


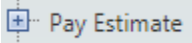

Pay Estimate Report – All Items (Submittal Form) may be accessed by contractors and first level subcontractors by selecting the  icon and select .

Enter any three characters of the desired contract number in the **Select Contract** window or select the contract from the dropdown list.

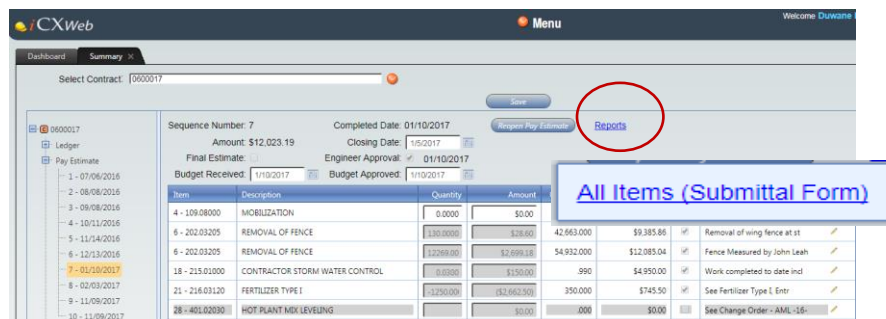


Once the contract has been selected the Summary tab page will appear as shown.



Toggle the  icon next to  to expand the Pay Estimates that are available for this contract. Note: If there is not an  icon next to Pay Estimate there are not Pay Estimates created for this contract.

Left-click on the desired Pay Estimate number and date. ie: 



Select  and .


The All Items (Submittal Form) report for the selected pay estimate will appear. **Please note: This report is a preliminary estimate unless “OFFICIAL COPY OF CLOSED ESTIMATE” appears in header as indicated.**

WYOMING DEPARTMENT OF TRANSPORTATION
All ITEMS (SUBMITTAL FORM)
 0251155
 Cheyenne - Chugwater (Cheyenne North Section)
 PARTIAL ESTIMATE NUMBER 11
 Report Date: 02/01/2018

WYOMING DEPARTMENT OF TRANSPORTATION
All ITEMS (SUBMITTAL FORM)
OFFICIAL COPY OF CLOSED ESTIMATE
 0251155
 Cheyenne - Chugwater (Cheyenne North Section)
 PARTIAL ESTIMATE NUMBER 11
 Report Date: 02/01/2018
 Contractor: Simon Contractors and its subsidiaries
 4819 S. Industrial Service Rd
 PO Box 209
 Cheyenne, WY 82007
 District: DISTRICT 1
 Resident Engineer: Wayne Shenefelt, P.E.


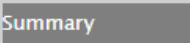
PROJECT NUMBER: NHPPI-0251155
 5 - ROADWAY

			QTY THIS EST	UOM	AMT THIS EST	QTY TO DATE	AMT TO DATE
106.05100	1 FIELD LABORATORY	PLACED	0.000	EA	\$0.00	1.000	\$250.00

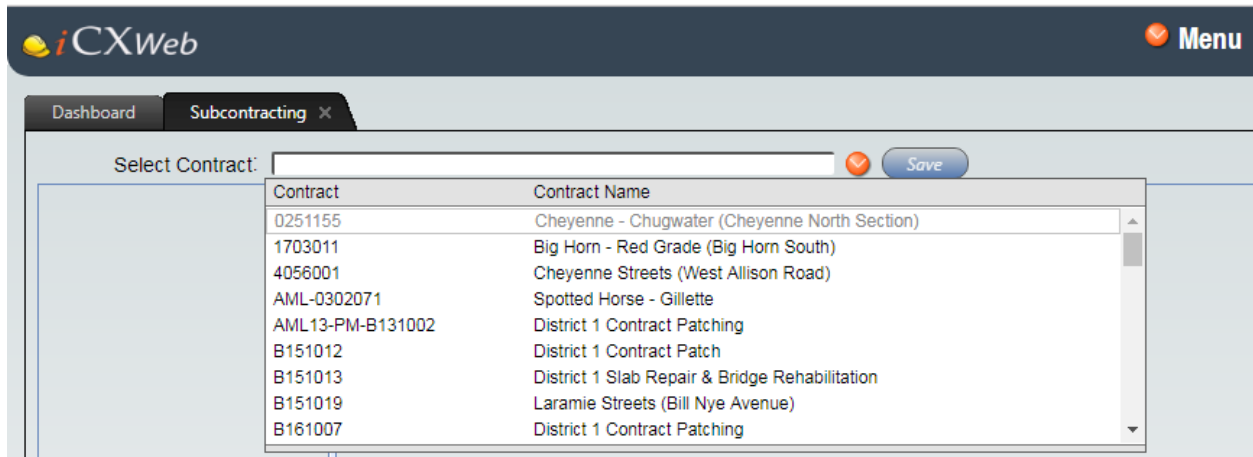
Use the tool bar  at the top to determine what you will do with this page. The icons for the tool bar are shown below with a description of each.

- Navigate back
- Navigate Forward
- First page
- Previous page
- Next page
- Last page
- Export to the selected format Export to one of several formats
- Refresh
- Switch to print preview
- Print

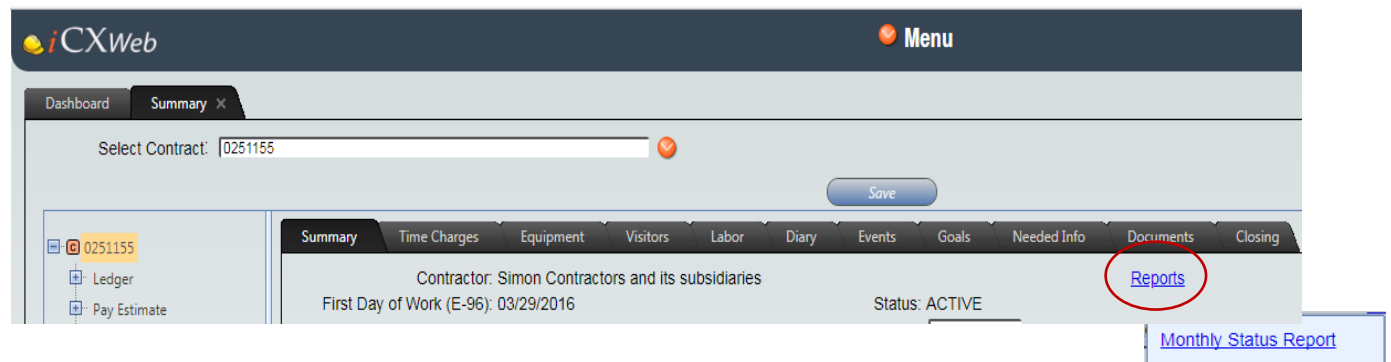
Monthly Status of Contract Time Report

Monthly Status of Contract Time Report may be accessed by contractors and first level subcontractors by selecting the  **Menu** icon and .

Enter any three characters of the desired contract number in the **Select Contract** window or select the contract from the dropdown list.



Once the contract has been selected the Summary tab page will appear as shown.



Select [Reports](#) and [Monthly Status Report](#). The Monthly Status of Contract Time report will appear as shown.

iCXWeb Menu


Dashboard Summary X

Select Contract: 0251155

Monthly Status Report

Monthly Report: 2018 February

Export to the selected format Export Refresh Print



WYOMING DEPARTMENT OF TRANSPORTATION
MONTHLY STATUS OF CONTRACT TIME
 0251155
 Cheyenne - Chugwater (Cheyenne North Section)

Month Ending: 2/2018
 Report Date: 02/01/2018

Contractor: Simon Contractors and its subsidiaries
 4819 S. Industrial Service Rd
 PO Box 209
 Cheyenne, WY 82007

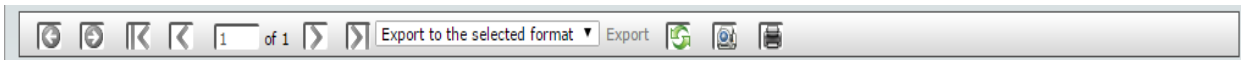
District: DISTRICT 1
 Resident Engineer: Wayne Shenefelt, P.E.

Date	Day Charged	Day Worked	Adverse Weather Day	Weather	Temperature		Date	Day Charged	Day Worked	Adverse Weather Day	Weather	Temperature	
					Low	High						Low	High
02/01/2018 Thu	0	0	0				This Month	0	0	0			
										8	Expected AWD This Month		
										0	Excess AWD This Month		
								Prev Months	172	111	0	Total Prev Months Excess AWD	
								Total	172	111	0	Total Excess AWD	











Project Status

CONTRACT AWARD DATE: 12/10/2015 CONTRACT TIME: 312
 CONTRACT TIME BEGINS: 12/24/2015 CONTRACT TIME ELAPSED: 797

Use the tool bar



at the top to determine what you will do with this page. The icons for the tool bar are shown below with a description of each.

-  Navigate back
-  Navigate Forward
-  First page
-  Previous page
-  Next page
-  Last page
-  Export to the selected format Export to one of several formats
-  Refresh
-  Switch to print preview
-  Print

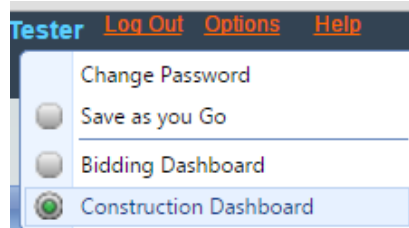
Change Orders

The resident engineer will specify the contract number, the project number(s), and change order number(s) and date(s) of change orders that need contractor review and approval in iCX. For the following example, Change Order #1 dated 01/20/2016 on contract I802197, project NHPPI-I802197 needs approval. If a contract has multiple projects, the contractor may need to approve multiple change orders under a single contract.

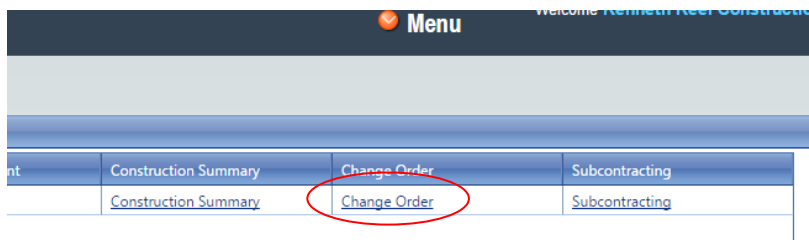
Login to iCX.



Ensure user Options is set to Construction Dashboard to access all active construction projects via the iCX Dashboard.

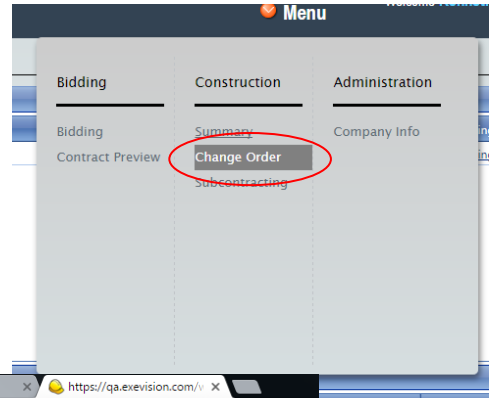


From the Dashboard, if the contract is on the Dashboard, select Change Order option for the desired contract to access the Change Order tool.

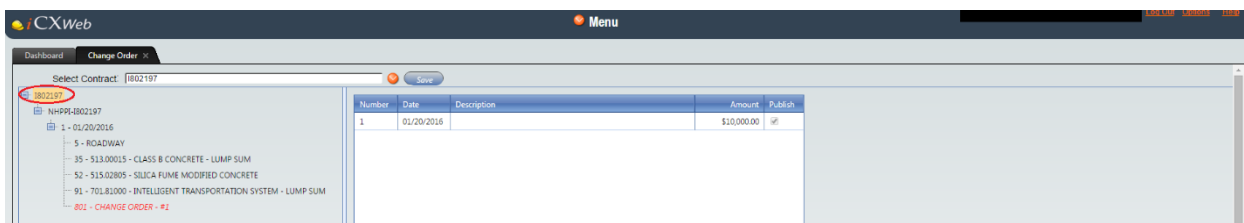
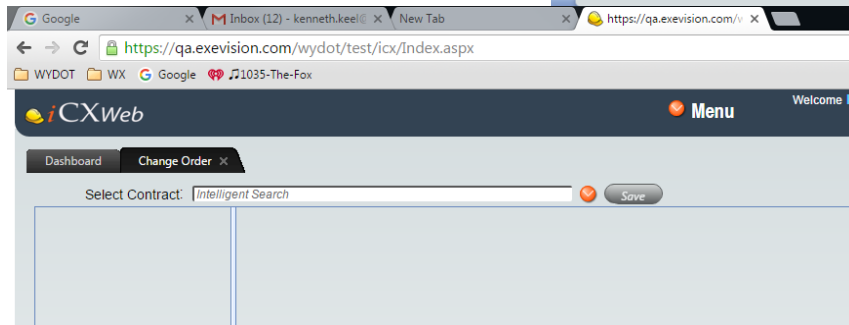


If the contract is not listed on the Dashboard yet, select Menu>Change Order, and use the *Select Contract Intelligent Search* feature to locate the desired contract. Once the missing contract has

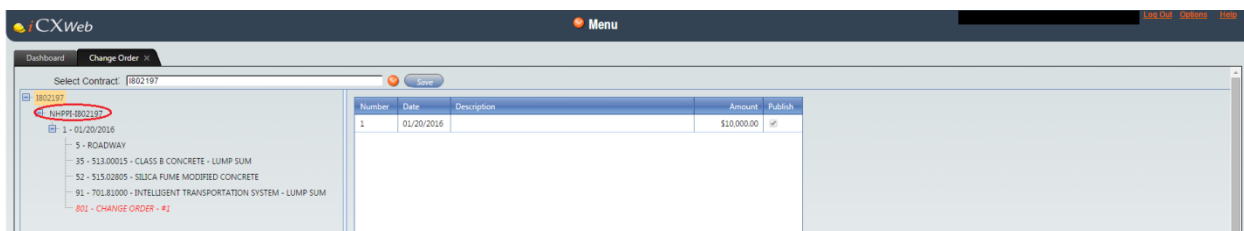
been accessed by the user for the first time, the contract will appear on the Construction Dashboard for quicker access.



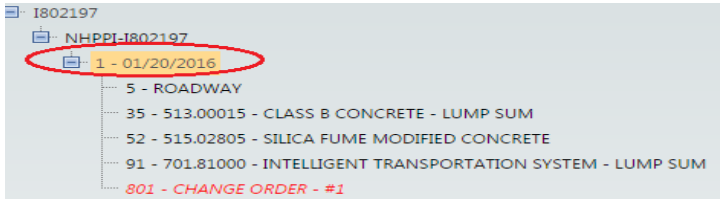
Once the Change Order tool opens, selecting the contract number, I802197, in the Tree Structure in the left window will reveal a summary of all change orders on all projects for the selected contract.



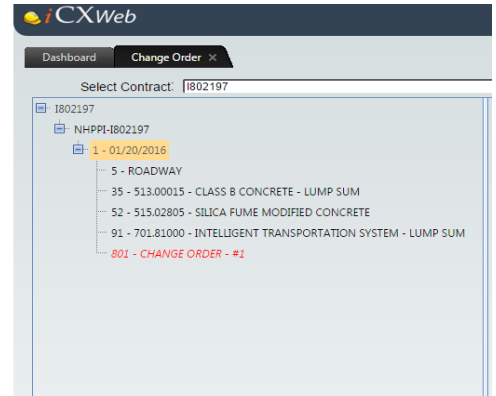
Selecting the project number, NHPP-I802197, in the Tree Structure in the left window will reveal a summary of all the change orders on the selected project.



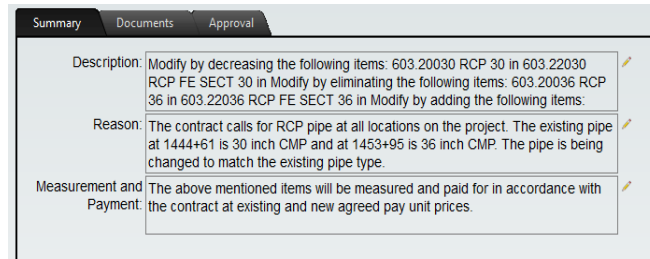
In the contract Tree Structure on the left side of the Change Order tab, left-click to select the **Change Order # - date** specified by the resident engineer. For this example, change order **1 - 01/20/2016** is ready for contractor review and approval.




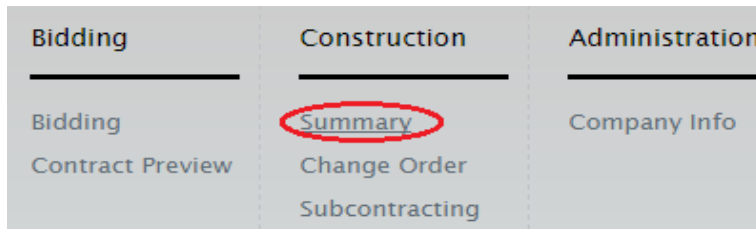
Selecting the **Change Order #– XX/XX/XXXX** will reveal the contents of this specific change order. Note in the Tree Structure of the selected change order the entry **801 – CHANGE ORDER - #1**; all changes to a contract will be marked or highlighted in red.



In the right window, the Summary and Documents tabs contain the remaining information related to the change order. The Approval tab contains the electronic approval for the change order.

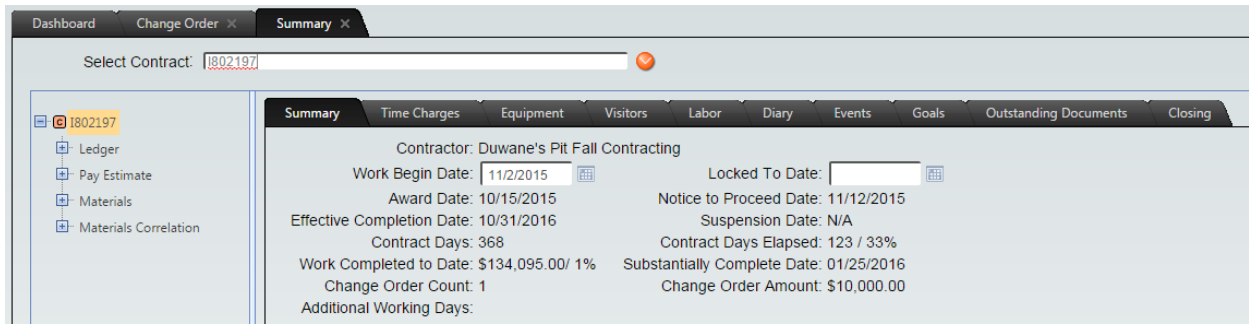



Review the change order contents. If a change order description indicates an existing bid item is being eliminated from the contract, the original bid item shown under the Construction Summary tab will be marked as **Eliminated** in the Item Details tab from as shown below. Select the  icon to open the drop down:

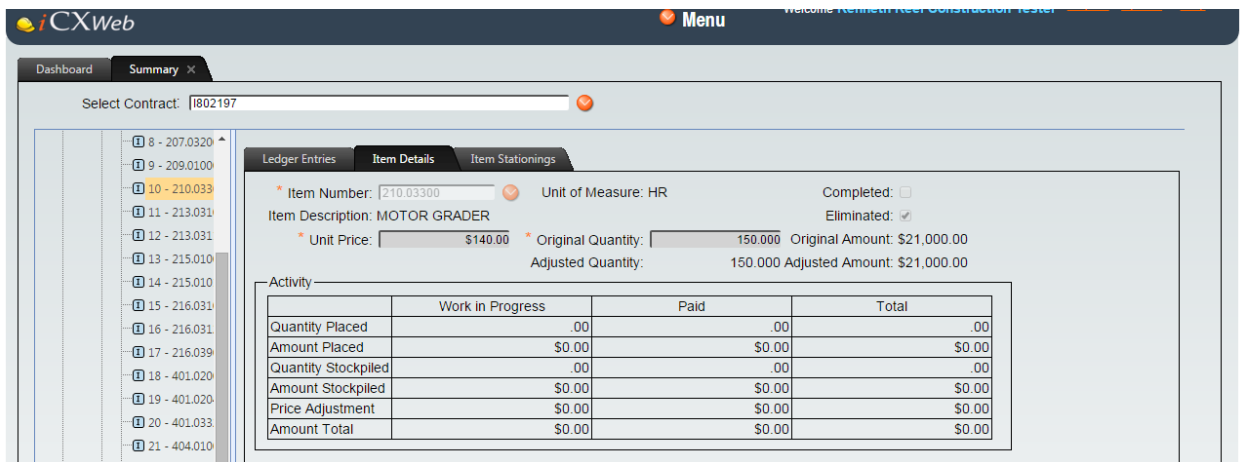


Then left-click on **Summary** and select the project number again to open the following screen:

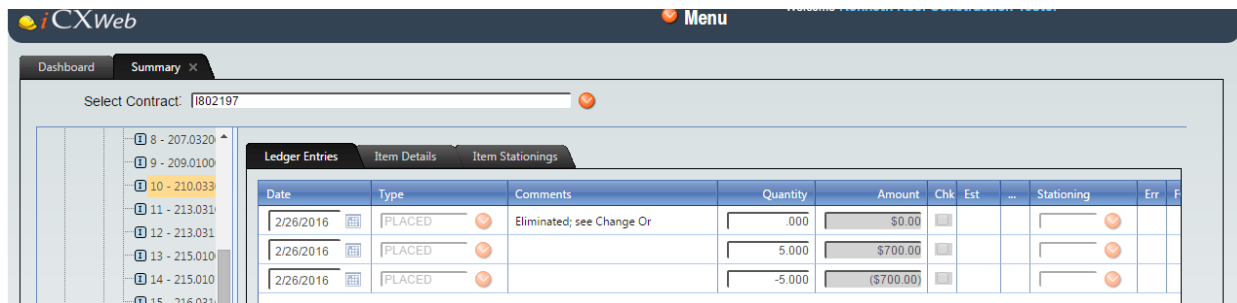




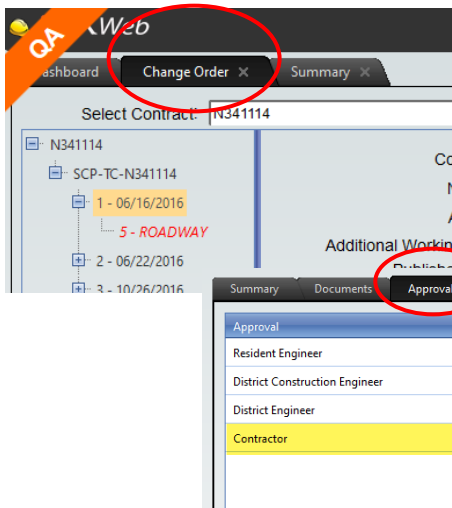
Left-click the  next to **Ledger**. This will open a tree from which to select the item number. Click on the item number to open the following screen:



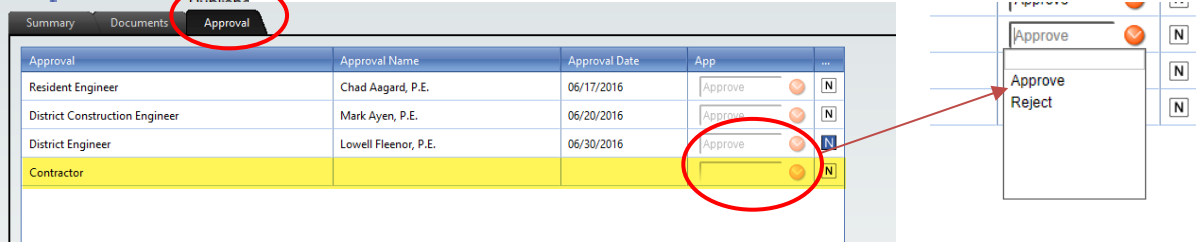
Any previous payments for completed work on an Eliminated items will be subtracted from the original ledger entry (see below), and placed in the new 801 – Change Order category once the change order is approved.



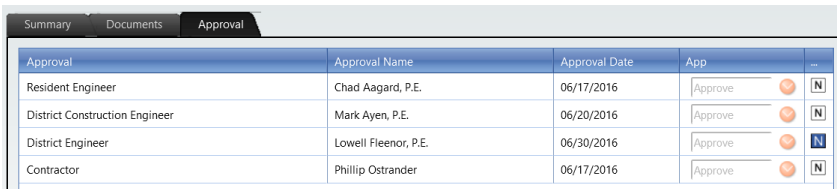
To approve the change order, click back to the **Change Order** tool tab.



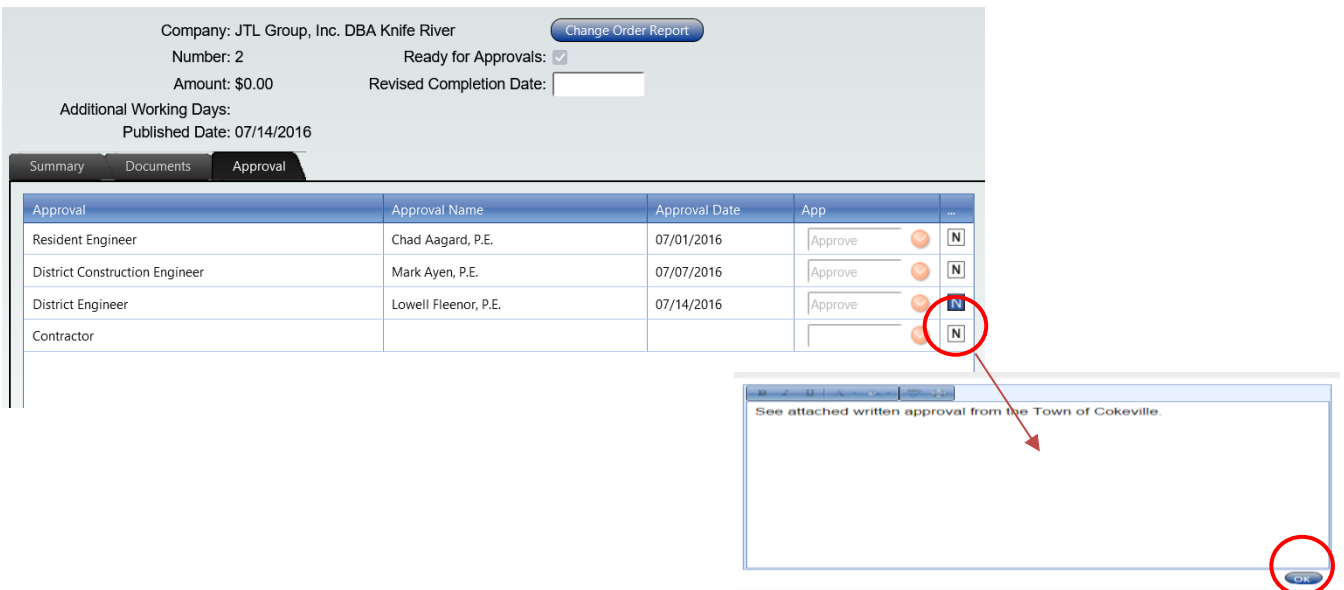
Click on the Approval **Approval** tab, On the Contractor line select the dropdown for Approval and select Approval option. Select **Save**



Selecting "Approve" will populate the Approval Name and Approval Date.



To add notes regarding the approval select the **N** icon enter text and select **OK**.



To add documents select the Documents tab and right click to add document as described previously.

Company: JTL Group, Inc. DBA Knife River Change Order Report
 Number: 2 Ready for Approvals:
 Amount: \$0.00 Revised Completion Date:
 Additional Working Days:
 Published Date: 07/14/2016

Summary **Documents** Approval

Approval	Approval Name	Approval Date	App	...
Resident Engineer	Chad Aagard, P.E.	07/01/2016	Approve <input type="checkbox"/>	<input type="button" value="N"/>
District Construction Engineer	Mark Ayen, P.E.	07/07/2016	Approve <input type="checkbox"/>	<input type="button" value="N"/>
District Engineer	Lowell Fleenor, P.E.	07/14/2016	Approve <input type="checkbox"/>	<input type="button" value="N"/>
Contractor			<input type="checkbox"/>	<input type="button" value="N"/>

Summary **Documents** Approval

Document Type	Description	Name
Exhibit	Letter from Knife River requesting the use of Warm Plant Mix.	Knife River Evotherm request.pdf
Exhibit	Special Provision for Warm Plant Mix.	WPM Exhibit 2016.docx
Exhibit		Lab concurrence for Warm Mix Asphalt.pdf
Exhibit		Knife River Request for Grading L.pdf
Exhibit	<input checked="" type="checkbox"/> WYDOT central lab concurrence to use Grading L.	State of Wyoming Mail - Request for L Base.pdf

When document is loaded select document type, add description and select

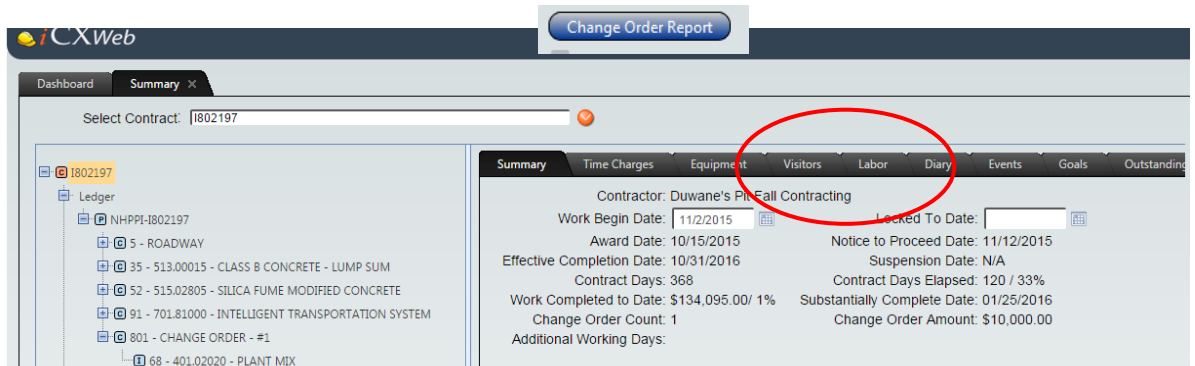


Notify the resident engineer the change order has been approved.


If a change order is approved, but not published, and you change your mind on the approval, remove the *Approval* and select. Notify the resident engineer that the change order has not been approved.

Once the change order is approved, the resident engineer will *Publish* the change order to the contract and the added/changed bid items will be appear under the contract Ledger in the iCX

Construction Summary of the project. See below. The contents of the change order will remain under the Change Order tool.



To view the



WYOMING DEPARTMENT OF TRANSPORTATION
CHANGE ORDER REPORT
 SCP-TC-N341114
 Casper - Shoshoni
 Road: Natrona, DISTRICT 2

Contractor: JTL Group, Inc. DBA Knife River
 4875 S. Industrial Road
 PO Box 20150
 Cheyenne, Wyoming 82003

Change Order No.: 1
 Report Date: 06/08/2022

District: Natrona, DISTRICT 2
 Resident Engineer: Chad Agard, P.E.

A. DESCRIPTION OF CHANGE ORDER

Modify by decreasing the following items:
 603.20030 RCP 30 in
 603.22030 RCP FE SECT 30 in

Modify by eliminating the following items:
 603.20036 RCP 36 in
 603.22036 RCP FE SECT 36 in

Modify by adding the following items:
 603.50030 CMP 30 in
 603.50036 CMP 36 in
 603.52030 CMP FE SECT 30 in
 603.52036 CMP FE SECT 36 in

B. REASON(S) FOR CHANGE ORDER

The contract calls for RCP pipe at all locations on the project. The existing pipe at 1444+81 is 30 inch CMP and at 1453+95 is 36 inch CMP. This is being changed to match the existing pipe type.

C. MEASUREMENT and PAYMENT

The above mentioned items will be measured and paid for in accordance with the contract at existing and new agreed pay unit prices.

change order report select the icon in the change order tool header and a report will be generated.

Select Contract: N341114 Save

N341114

SCP-TC-N341114

- 1 - 06/16/2016
 - 5 - ROADWAY
- 2 - 06/22/2016
- 3 - 10/26/2016

Company: JTL Group, Inc. DBA Knife River Change Order Report

Number: 1 Ready for Approvals:

Amount: (\$4,019.57) Revised Completion Date:

Additional Working Days:

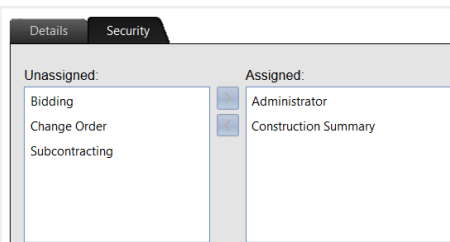
Published Date: 07/01/2016



Summary Documents **Approval**

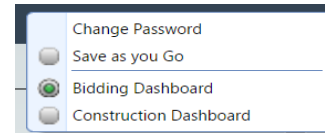
Approval	Approval Name	Approval Date	App	...
Resident Engineer	Chad Aagard, P.E.	06/17/2016	Approve <input checked="" type="checkbox"/>	N

Fuel Adjustment Affidavit

Effective October 1, 2017, all Fuel Adjustment Affidavits must be completed in iCX/CMS. The Fuel Adjustment Affidavit **MUST** be completed within 14 days of the issuance of the *Notice To Proceed*. In order to complete the Fuel Adjustment Affidavit in *iCX*, user must have either “Administrator” or “Construction Summary” assigned to their security rights. See section **iCX User Accounts** of this document for instructions on how to edit an employee’s security settings.



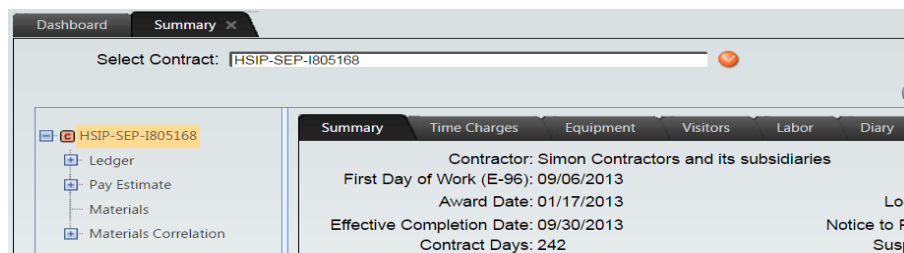
- Log in to *iCXWeb*.
- In the upper right hand corner, select the  icon
- In the drop down menu select  Construction Dashboard

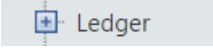

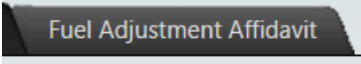


The Construction Dashboard will appear as shown below.

My Recent Contracts/Projects			
Contract Number	Construction Summary	Change Order	Subcontracting
HSIP-SEP-I805168	Construction Summary	Change Order	Subcontracting

- If contract you are trying to access is not on the Construction Dashboard, see section **Construction Dashboard** of this document for instructions on how to locate a contract within the application
- If the contract is on the Construction Dashboard, select [Construction Summary](#)
- When the Construction Summary environment opens



- Left-click on “Ledger”  (click the word, **not** the node )
- Next, select the Fuel Adjustment Affidavit  tab.

The Fuel Adjustment Affidavit tool will open as shown below:

- Toggle the desired/applicable **Motor Fuel Adjustment** options
- Enter dollar values for Diesel and Unleaded
- Toggle applicable **Burner Fuel Adjustment** options

Diesel	Unleaded
\$0.00	\$0.00

Before toggling **Approved/Submit**, double check and ensure that all desired options and dollar amounts entered are correct. Once you have toggled **Approved/Submit**, options and dollar amount are set and no changes can be made.

Once you toggle **Approved/Submit**, go to the top of the screen and select .

After selecting , the three fields at the bottom will automatically populate.

Contractor:

By:

Date:

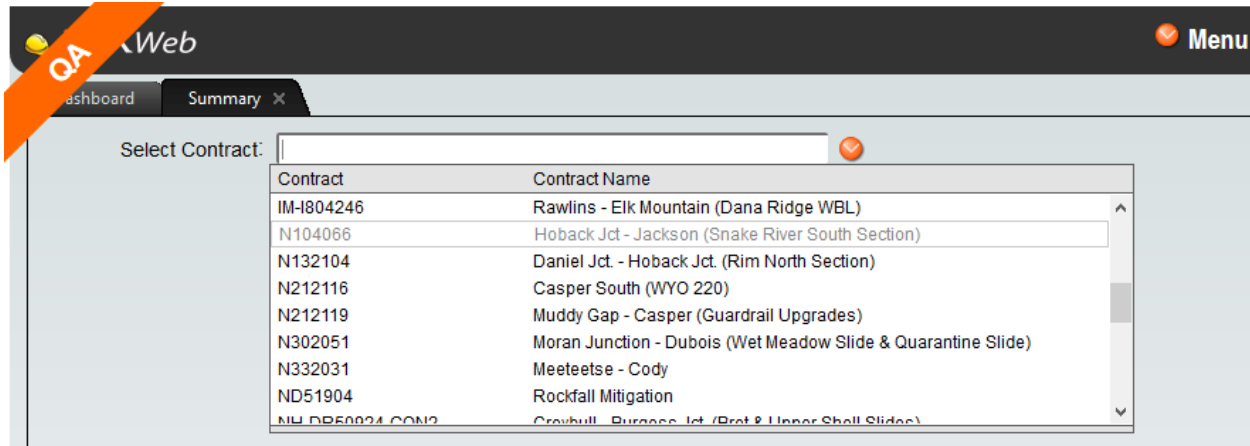
Ledger Report

The ledger report is available to prime contractor and first tier subcontractors for any contract with which they are involved.

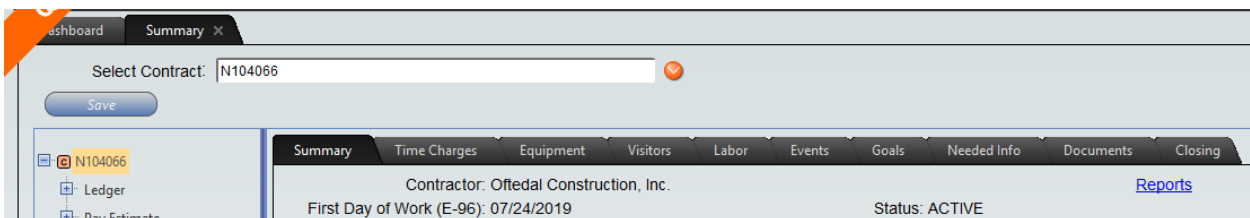
Ledger Report may be accessed by contractors and first level subcontractors by selecting the



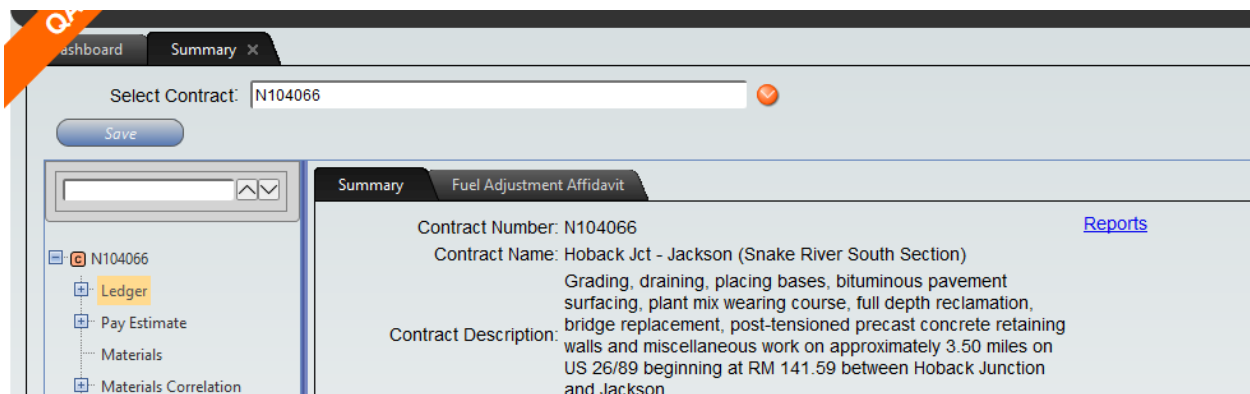
Enter any three characters of the desired contract number in the **Select Contract** window or select the contract from the dropdown list.



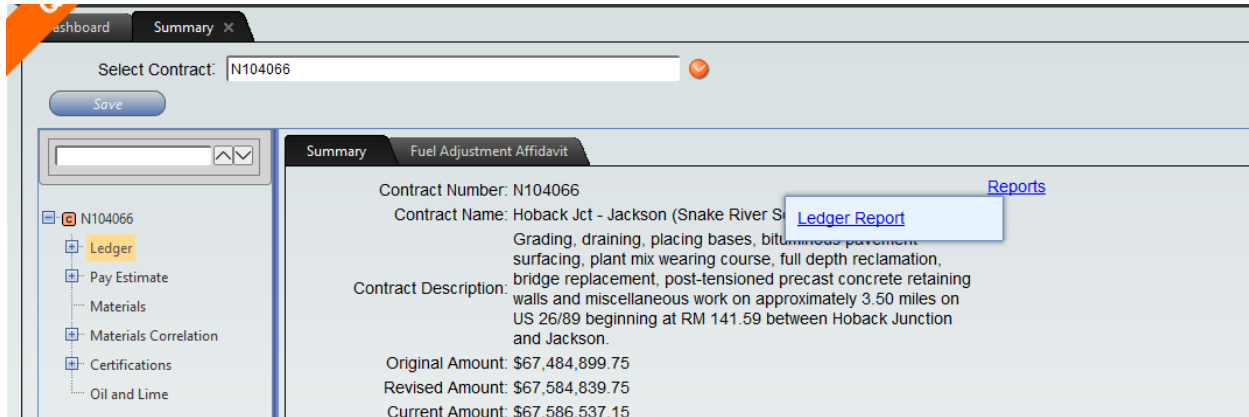
Once the contract has been selected the Summary tab page will appear as shown.



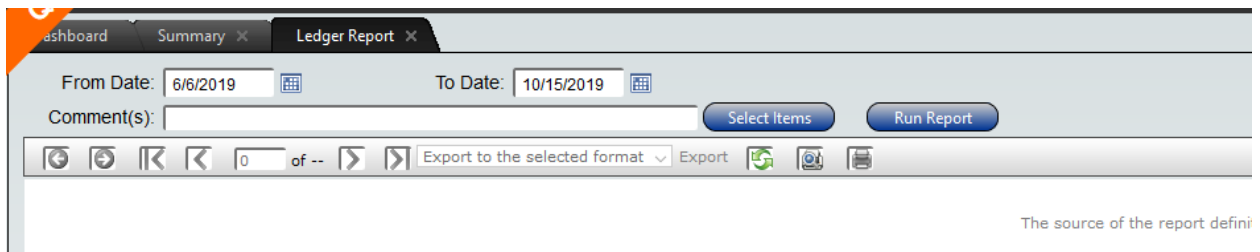
Left click on the word Ledger in the tree structure.



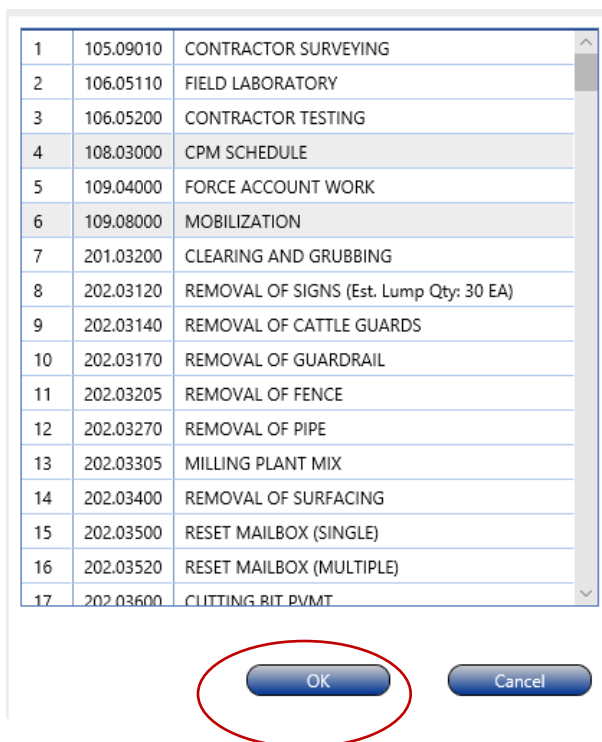
Left-click on [Reports](#) and select [Ledger Report](#).



User can search based upon dates selected in date windows.



Left-click the [Select Items](#) icon and the complete bid item list for the contract and their descriptions will display. Left-click on bid item(s) desired, items will turn gray when selected. (hold down on Ctrl button while selecting to select multiple bid items.) Select [OK](#).



Run Report

Left-click on the **Run Report** icon and the Ledger report will display item(s) selected. Ledger Report will display information to properly document construction activities on a given bid item.



WYOMING DEPARTMENT OF TRANSPORTATION

LEDGER REPORT

N104066
Hoback Jct - Jackson (Snake River South Section)

Report Date: 10/17/2019

Date Range: 6/6/2019 to 10/17/2019

District: DISTRICT 3

Resident Engineer: Bob Hammond, P.E.

Contractor: Oftedal Construction, Inc.

Item Sequence No.: 6
Item Description: MOBILIZATION
Item Number: 109.08000 Units: LS

Original Quantity: 1.000
Current Quantity: 1.000
Unit Price: \$6,470,000.00

Entry Date	Entry Type	Quantity	Amount	Comments	Est	Created	Last Updt	Checked	FC1	FC2
08/01/2019	PLACED	0.100	\$647,000.00		1	trnelson	dkaufm	trnelson		
09/06/2019	PLACED	0.000	\$0.00		2	trnelson	dkaufm	trnelson		
10/01/2019	PLACED	0.000	\$0.00		3	bhammo	dkaufm	bhammo		
TOTALS FOR PLACED:		0.100	\$647,000.00							
Totals:		0.100	\$647,000.00							