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. <u>Do not use</u> 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) <u>should not be used</u> in any event. These browser functions can interrupt the application workflow and you may lose data.

Figure 1: Browser Functions

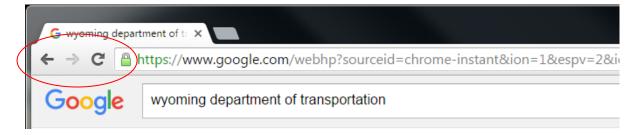


Figure 2: Browser Command Menu

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 *i*CX 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 *i*CX 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 *i*CX and what functions become active on the *Bidding Dashboard* and *Construction Dashboard*.

tract Number 197	Contract Amount \$12,918,224.15	Construction Summary Construction Summary	Change Order Change Order	Subcontracting Subcontracting
		· · · · · · · · · · · · · · · · · · ·	Menu	
	Bidding	Construction	Administration	
	Bidding Contract Previ	Summary lew Change Order Subcontracting	<u>Company Info</u>	
		Details Securi	67	
		Unassigned: Bidding Change Order Construction Summ Subcontracting	Assigned:	

The available Security settings are as follows:

Administrator: Accounts with this security setting have access to all areas of *i*CX 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 *i*CX.



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

		Mer	าน	
	Bidding	Construction	Administration	
	Bidding Contract Preview	Summary Change Order Subcontracting	Company Info	
 The Company Info ta with several options from. 	-	Company Details Company Address 1 Address 2 City State Phone Number Fax Email Address Federal Express President Vice President Treasuret		Sore

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

iCXWeb		Me 🛛	enu
Dashboard Company Info ×			
Company Details Employees	(E103)-Current Work		
First Name	Last Name	Username	
Leslie	Arno	larnosim	e,
Steve	Bastian	hastiansim	e,
Bill	Clarkin Add Employee	Arkinsim	e,
iPDWeb	Conversion	ipdwebconversio	0

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

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.

1	Company Employee
Account Active:	● Yes ○ No
* First Name:	
* Last Name:	
Phone Number:	
Email Address:	
* Username:	
* Enter Password:	
* Reenter Password:	

7. Select the Security assign specific rights to an desired right in the 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.
 Details
 Security

 Unassigned:
 Assigned:

 Administrator
 Image: Bidding

 Construction Summary
 Bidding

 Subcontracting
 Image: Bidding

select

the Add Employee tool.

employee,

То

>

the

8. Once the employee rights have been set in the assigned window, select Save .

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 *i*CX user account may need to be modified.

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

3.	Select the	Employees	tab.				
		≥iCXWeb					Menu
		Dashboard Com	pany Info 🗙				
		Company Details	Employees	(E103)-Current Work			Save
		First Name		Last Name	Username		
		Leslie		Arno	larnosim	۹,	
		Steve		Bastian	sbastiansim	e,	
		Bill		Clarkin	bclarkinsim	e,	
		iPDWeb		Conversion	ipdwebconversio	6	

- 4. 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.

Save

6. Select

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



	CX
• Username:	
* Password:	[]
	Log In

The "Dashboard" screen will appear.

User Options

					Welcome Jim Messer	Log.Out Options 1
iCXWeb				Menu		
hashboard						
My Recent Contracts, Projects					~	
Contract Number	Contract Amount	Construction Summary	Change Order	Subcontracting		
18021/97	\$12,918,224,25	Construction Summary	Change Order	Subcontracting		
Contract Status						
Contract Status Contract Number	Description			Status		
Contract Status Contract Number No necosit to display,	Description			Status	<u> </u>	

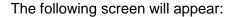
After opening up the *iCXWeb*, left-click on the Options icon and a drop down menu will appear. You will have four options to choose from:

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

Change Password

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

CXWeb		Menu	Weisene Jim Messer	Change Password
y Recent Contracts/Weijects			0	Construction Dashboard
Contract Number	Bull Open Date	Description	Status -	
10021.97	%/21/2013 9:00:00 AM	Grading relling plant mix, bitumicous pavement surfacing plant mix weering course, for exhabilitation, signing and microblaneous mock on 11.00 miles on 5400 beginning at RM 8 between Lynan and Green River.		
m8999999	11,21/3015 10:00:00 AM	Grading, milling plant mix and concrete, placing crushed base and bituminous pavement plant mix wearing course, bridge inhubitation and mixpellaneous work in 624 million in Beginning 145 23235 between causes and Rawlins.		
8498285	20/26/2015 10:00:00 AM	To keep an open contract for testing a different thing come about.	Submitted	
urmach Status				



CX600		Martu wakawa dar Marau
	Territory and the	Landon and Constant Annual Annual
		Change Pass-ont
		* Current Pass-und
and a local data	1	*Toto Passong
and the first descent		Restar Passourt

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".

CXWeb		Menu		Change Fastword
My Present Chartraith, Progents				Construction Darbboard
Contract Number	But Open Own	Designation	Elefan -	
MOLLNI	8/21/2013 9/20/20 AM	Grading, milling plant mis, bituminous parament surfacing, plant mis senaming course, rehabilitation, regiming and misselfamotos work on 11.28 miller as 140 beginning at 85 between Lyman and Green River.	ter 1 8 Submitted	
1252000	11,73/3813 10:00:00 AM	Oliading, milling plant mis and concrete, placing crushed base and totumencus gavern plant mis meaning course, linkge initialization and insochaneous work on 624 milles beginning 4550 231-321 between customer and faustrilis.	or Submitted	
1000203	10/16/2018 10:00:00 AM	To keep an open contract for testing a different thing come about.	Submitted	
Develop (1 Traffice)				

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 *i*CX CMS.

CXWeb		Menu	Welcome Jam Messer	Lag.Out Callers 11
udecard				Orange Password
of the rest Contracts, Property			6	Construction Deshiboard
Erratuate.	Ind Open Date	- North	20454	
102107	9/21/2015 80000 AM	Grading, rolling plant mix, bituminous pavement surfacing, plant mix wearing course, for inhabilitation, signing and microklaneous work on 11.89 miles on I-80 beginning at RM 6 between Lyman and Green Row.		
1222022	11/73/2015 10:00:00 AM	Grading, milling plant mix and concrete, placing crushed base and bruminous pavement plant mix waving counts, bridge inhabitation and miscellamous work on 6.24 miles on beginning at MV 3137-96 between Literates and Ravins.		
8998785	\$0/16/2015 10:00:00 AM	To keep an open contract for testing, a different thing come about	Tubritted	
Contract Status				
Contract Number	Crangford	No.		

* 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 *i*CX 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 *i*CX CMS.

CXWeb			Mer	u	Welcome Jim Messer	Log.Out Options He
Crtileo				-		Change Password
eshboard						Bidding Dashboard
ty Recent Contracts, Projects					*	Construction Dashboard
Contract Number	Contract Amount	Combruction Summary	Change Order	Subcontracting		
18021.97	\$12,918,224.15	Construction Summary	Change Order	Subcontracting		
					~	
ontract Status						

If you want to access a specific area of interest for the contract, you simply left-click on <u>Construction Summary</u>, <u>Change Order</u> or <u>Subcontracting</u> to access that particular area.

If you have not previously accessed a project within the system, left-click on ^{Menu}, then leftclick on ^{Subcontracting} under the **Construction** heading. Place your cursor in the search bar ^{Select Contract:} Intelligent Search place cursor here **Second** and left-click.

Begin entering project number (quickest method is to enter last four numeric characters of the project number Select Contract 1012). 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).

	Contract	Contract Name
click here	B151012	District 1 Contract Patch

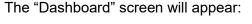
You will only have access to projects awarded to your company.

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





CXWeb		Se Menu		
shboard				
ly Recent Contracts/Projects				
ontract Status				
Contract Number	Description	Status		
o records to display.				

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

If you have no	ot previously	accessed a proje	ect within the system, left-click on ^{Menu} , then select
<u>Subcontracting</u>	under the	Construction	heading. Place your cursor in the search bar
Select Contract: Intelligent S			and left-click.

Begin entering project number (quickest method is to enter last four numeric characters of the project number Select Contract [1012]). 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).

aliala la sua sua dia	Contract	Contract Name
click here	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:

ly Recent Contracts/Projects						4
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 Summarv	Change Order	Subcontracting	Subcontractor	Pavroll	

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:

Dashboard Subcontracting ×	
Select Contract: B151012	Save
Project number and subcontract information	
will show in this field	
Dashboard Subcontracting	
Select Contract: B1510	012 Save
	Awarded Company: Simon Contractors and its subsidiaries
	Contract Amount: \$5,337,582.50
1 1	Subcontracted Amount: \$0.00
	Subcontracted %: 0.00%
	A
clicking on the project	will cause the information pertinent to
humber above	the project to appear in this field (above)

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



project number left click here

*(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

	■- B151012	
	1 - Approved: Traffic Safety Services, Inc.	
subcontract,	2 - Approved: Knife River - Cheyenne	the following will be displayed in the right field:

Description				Subcontra	act Closed:				
Items Pay Item #	yout Disapprovals Disapprovals	ocuments 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		N
1 - 109.08000	MOBILIZATION	LS	1.00	1.000	\$1.00	\$0.00	\$1.00		Ν
3 - 202.03430	REMOVAL OF SIDEWALK	SY	155.00	155.000	\$8.25	.000	\$1,278.75		Ν
4 - 202.03445	REMOVAL OF CURB AND GUTTER	FT	600.00	600.000	\$17.00	.000	\$10,200.00		N

The following information is displayed:

The subcontractor name and DBE status (DBE or Non-DBE).

**Status of the subcontract: What is shown here could be any one of the statuses listed above.

The date the subcontract was approved. If the subcontract has not been approved, there will be no date shown.

Subcontract Amt: This will indicate the dollar amount and total percentage subcontracted for this particular subcontract.

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				nit for Approval E59						
* Subcontractor	r: s: Under Construction			oval Date: Approver:			Contract An Subcontracted An	nt: \$5,337,58		
Description					act C	losed:	Subcontracted An	1. \$11,032.7	570.270	
				Caboonare		loodd.				
Items Pay	out Disapprovals Do	ocuments								
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		N
3 - 109.08000	MOBILIZATION	LS	1.00	1.000		\$1.00	\$0.00	\$1.00		N
							contract Total/Percen			

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. Poss	sible choices	will appear in a dr	op dov	vn.

* Subcontractor:	
Status:	Non-DBE - Robinson Grinding & Profiling, LLC
Description:	DBE - S & L Industrial Non-DBE - Safety Grooving & Grinding, L.P.
	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 <u>dot-construction@wyo.gov</u> to request the company to be added.

Adding items to be subcontracted

Disapprovals Documents Items Payout Item # Item Description UOM Contract Qty Quantity Unit Price Amount Used Ext. Price Spl/PS 5,000.00 1.000 \$1.00 .000 \$1.00 Ν 2 - 109.04000 FORCE ACCOUNT WORK \$\$ Ν LS 1.000 \$1.00 \$1.00 1 - 109.08000 MOBILIZATION 1.00 \$0.00 right click in this area

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

Add Item	
Delete Item(s)	

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
106.05200	LS	1	CONTRACTOR TESTING	CMP-PM-SL15- B151012	5 - ROADWAY
106.05200	LS	1	CONTRACTOR TESTING	CMP-PM-SL15- B151012	106 - NON- PARTICIPATION
106.05200	LS	1	CONTRACTOR TESTING	CMP-PM-SL15- B151012	5 - ROADWAY
109.08000	LS	1	MOBILIZATION	CMP-PM-SL15- B151012	106 - NON- PARTICIPATION
109.08000	LS	1	MOBILIZATION	CMP-PM-SL15- B151012	5 - ROADWAY
202.03305	SY	74500	MILLING PLANT MIX	CMP-PM-SL15- B151012	5 - ROADWAY
202.03305	SY	5130	MILLING PLANT MIX	CMP-PM-SL15- B151012	106 - NON- PARTICIPATION
202.03305	SY	5130	MILLING PLANT MIX		

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

16

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		
3 - 109.08000	MOBILIZATION	LS	1.00	1.000	\$1.00	\$0.00	\$1.00		
29 - 703.03100	FLAGGING	HR	3,000.00	[]	[.000			
30 - 703.03110	TEMPORARY TRAFFIC CONTROL	LS	1.00	1.000	[\$0.00			
31 - 703.03200	SEQUENTIAL CHEVRON	LS	1.00	1.000		\$0.00			
32 - 703.03205	PORTABLE VARIABLE MESSAGE SIGN	LS	1.00	1.000	[\$0.00			
66 - 703.03110	TEMPORARY TRAFFIC CONTROL	LS	1.00	1.000	[\$0.00			

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.

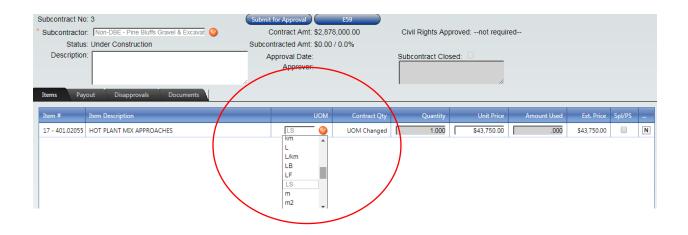
Continue this process until you have entered quantity and unit price for all subcontracted items.

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 <u>default</u> 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:						
Items Payout Disapprovals Documents				\searrow						
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		Ν



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. <u>Under no circumstances should you ever</u> "**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 <u>all</u> 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 <u>any</u> 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:

Items Payout Disap	provais Documents	
Document Type	Description	Name
No records to display.	Add Document Delete Document	

Cancel

Right-click in the area shown above and left-click on Add Document and the following will appear:

Left-click in the * File: Choose File No file chosen window will open:	field and your search

👩 Open	· management of the second of the second	×
🔾 🗢 🔚 Desktop 🕨		 ✓ ✓ ✓ Search Desktop
Organize 👻 New fold	ler	
Favorites Desktop Downloads	Libraries System Folder	RHOWE System Folder
Ecent Places MEETINGS	Computer System Folder	Network System Folder
Libraries	Camtasia Studio 8 Shortcut 1.14 KB	CCleaner Shortcut 866 bytes
Music Pictures Videos	Mozilla Firefox Shortcut 1.04 KB	Citrix File folder
Computer	Claims Avoidance File folder	Construction School 2014 File folder
Local Disk (C:) Sections (G:) WYO_MAPS (J:)	Sample upload documents File folder	Special Provisions File folder
Departments (L:) 🍷	A 40 Per Diem	appraisal 👻
File n	name:	

Find and select the desired document and double-click on it. This will populate the

* File: Choose File Subcont. Agr. Sample.docx field. Left-click Continue 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

Items Payout Disapprovals Docu	iments	
Document Type Description		Name
Q	1	Subcont. Agr. Sample.docx
left click here		
-	Certificate of Liability Insurance	
	DBE-2	
	FHWA-1273	
	FR-2200	
	Subcontract Agreement	
	Unemployment Insurance Certi	ficate
	Workers Compensation Certific	ate

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:

Items	Payout	Disap	provals	Documents		
Docume	ent Type	_	Descriptio	n		Name
Subco	ontract Agreeme	en 📀			1	Subcont. Agr. Sample.docx

Repeat the above process to upload all required documents. Once you have uploaded required documents, select <u>Save</u>.

Before submitting the request for approval, you can add notes, etc. specifically applicable and

important to the subcontract request in the 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 Submit for Approval button near the top of the page.

An email will be automatically sent to: <u>dot-construction@wyo.gov</u> 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 Status: Approved when you go back into the system to check status.

If the request is disapproved, you will see Status: Disapproved when you go back into the

system to check status. If the request is disapproved, click on the Disapprovals tab which will open the following:

Items Pay	yout Disapprovals	Documents	
Date	Reviewer	Disapproval Reason	
10/05/2015	Ken Keel	Missing required documents.	٩

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 save, and then left-click submit for Approval 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. <u>A tier subcontract cannot exceed 70% of the work</u> 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



(parent) subcontractor, as shown below.

			Add Ledger Item(s)		
 Item #	UOM	Quantity	Description	Project Number	Category
202.03430	SY	155	REMOVAL OF SIDEWALK	CMP-PM-SL15- B151012	5 - ROADWAY
202.03445	FT	600	REMOVAL OF CURB AND GUTTER	CMP-PM-SL15- B151012	5 - ROADWAY
202.03455	SY	6	REMOVAL OF DOUBLE GUTTER	CMP-PM-SL15- B151012	5 - ROADWAY
				Continue	Cancel

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: .

📰 Subco	ntractor	x
	The subcontract amount exceeds of the Parent Subcontract OK	70%

Left-click on or 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 save, then left- click submit for Approval.

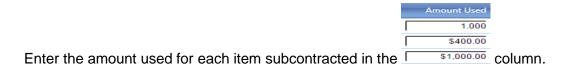
Closing subcontracts

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 <u>sove</u> before you left-click on <u>Request Closure</u>. An email will be automatically sent to: <u>dot-construction@wyo.gov</u> 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 <u>Subcontract Closed</u>: 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 <u>Request Closure</u> 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:



The note column, where you see \square 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 \mathbb{N} and a dialog box will open as shown below



Enter whatever information is pertinent, select \frown will change to \frown on the subcontracting tab.

Left-click on the Request Closur	icon. The background of the Subcontract Closed:	dialog
box will turn white	and be available to enter comments, statemer	nts,
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 <u>NOT</u>, 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 <u>does not</u> finalize anything else pertaining to the contract between the Department and the Prime contractor.

Changing or Revising A Subcontract

This system <u>does not</u> 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.

CXWeb				🤗 Menu	
ashboard Ay Recent Contracts/Projects			Bidding	Construction	Administration
Contract Number	Construction Summary	Change Orde	Bidding	Summary	Company Info
0251155	Construction Summary	Change Orde	Contract Preview	Change Order	
IM-I806197	Construction Summary	Change Orde		Subcontracting	
IM-I253112	Construction Summary	Change Orde		Subcontractor	
B154043	Construction Summary	Change Orde			
I806199	Construction Summary	Change Orde			

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 *et al.*

		🥯 Me
cting ×		
	Save	
Contract	Contract Name	
0251155	Cheyenne - Chugwater (Cheyenne North Section)	*
1703011	Big Horn - Red Grade (Big Horn South)	
4056001	Cheyenne Streets (West Allison Road)	_
AML-0302071	Spotted Horse - Gillette	
AML13-PM-B131002	District 1 Contract Patching	
B151012	District 1 Contract Patch	
B151013	District 1 Slab Repair & Bridge Rehabilitation	
B151019	Laramie Streets (Bill Nye Avenue)	
B161007	District 1 Contract Patching	-
	Contract 0251155 1703011 4056001 AML-0302071 AML13-PM-B131002 B151012 B151013 B151019	Contract Contract Name 0251155 Cheyenne - Chugwater (Cheyenne North Section) 1703011 Big Horn - Red Grade (Big Horn South) 4056001 Cheyenne Streets (West Allison Road) AML-0302071 Spotted Horse - Gillette AML13-PM-B131002 District 1 Contract Patching B151012 District 1 Contract Patch B151013 District 1 Slab Repair & Bridge Rehabilitation B151019 Laramie Streets (Bill Nye Avenue)

Select the contract number 0251155 at the top of the listed subcontracts, select the Reports icon and Subcontract Report.

i CXWeb			🤒 Menu	
Dashboard Subcontracting × Select Contract: 0251155		Save		
O251155 1 - Approved: K's Constructio 2 - Approved: Reiman Corp. 3 - Approved: Robinson Grinc 4 - Approved: Bighorn Constr 5 - Approved: Taffic Safety Si	Awarded Company: Contract Amount: Subcontracted Amount: Subcontracted %:	\$1,265,639,723.00	Subcontract Report Subcontract Payments Report	Reports

Use the tool bar

S S S S S S S S S S S S S S S S S S S

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.

O	Navigate back
O	Navigate Forward
II	First page
	Previous page
$[\Sigma]$	Next page
N	Last page
Expor	t to the selected format Export to one of several formats
G	Refresh
2	Switch to print preview
高	Print

XWeb					Se Mei	nu	
oard Subcontracting × Subcontract Report ×							
O K I of 1 S Export to the	selected format 🔻	Export	IS E	j			
Subcontractor Re 0251155	ARTMENT OF TRA port gwater (Cheyenne		R	Funding: Fed eport Date: 01/3			
Contractor: Simon Contractor 4819 S. Industria PO Box 209 Cheyenne, Wyor	I Service Rd		Resider C tracted Amount/F	ontract Bid: \$6,8	ne Shenefelt, P 60,422.33		
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	6/15/2016	X
Reiman Corp.	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	6/15/2016	X
Robinson Grinding & Profiling, LLC	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	6/15/2016	X
Bighorn Construction & Reclamation	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	6/15/2016	×
Traffic Safety Services, Inc Cheyenne	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	6/15/2016	X
The Reinforcing Company	\$0.00	0.00 %	\$0.00	\$0.00	\$0.00	6/15/2016	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	×
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	×
Robinson Grinding & Profiling, LLC	\$100,002.00	1.46 %	\$25,000.00	\$0.00	\$0.00	9/29/2017	×
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 pro	ocess of making payou	uts, left-click on the	Payout tab.		
Right-click in the appear.	e area shown, the Add	d New option will	ttems Payout Appr Pay Date No records to display.	Amount Reports Comments	
This Payment D	Detail screen will then	open:			
* Pay Date: 6/8/2019 🕅 Paid Date: Approval Date:	Payment Det Payment No: 1 Subcontractor Acknowledgement: 1 Approver Name:	tail Pay Estimate: 1 - 06/ Final Payment: Retainage \$ (if applicable) \$ (if Adjustments \$ (if applicable) \$ (so.00	04/2019	0.00 / 0.00%	
Item # Item Description No records to display.	Contract Qty UOM	Quantity Pay Quantity Unit P	rice Extended Price		
		Add Item(s) Delete Item(s)			
			\$0.00 OK Cancel		

Select a <u>Pay Date:</u> ... left-click on the calendar icon \blacksquare and choose the pay date.

Select a <u>Pay Estimate:</u> ... left-click on the orange arrow icon ⁹ 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
109.08000	1.000	\$1.00	MOBILIZATION	
109.04000	1.000	\$1.00	FORCE ACCOUNT WORK	
515.02720	2,175.000	\$275.00	BRIDGE DECK REPAIR CLASS I-B	
515.02740	26.000	\$250.00	BRIDGE DECK REPAIR CLASS II-B	
515.02800	25.900	\$225.00	SILICA FUME MODIFIED CONCRETE	
515.02800	26.500	\$225.00	SILICA FUME MODIFIED CONCRETE	
515.02800	16.100	\$225.00	SILICA FUME MODIFIED CONCRETE	
515.02810	1,088.000	\$2.00	BRIDGE DECK REPAIR, HYDRO-DEMOLITION	
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 \square in the left hand column to toggle on the items to be paid.

click here	_	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 Continue.

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

		Pa	yment [Detail			
* F	Pay Date: 2/23/2016	Payment No.: 1	- 16-Nov-2015	- 📀 🛛 Fin	al 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
				Pa	ay Quantity		
you wi	Il need to enter the	quantity to	be paid i	n the ¹	fi	eld. Left-	-click in the
		Pay Quant			Ex	tended Price	
		1 200					
enter the	e quantity to be pai	id: 200	. Tab	once and	d the	t	ield will po
enter the	Extended Price	id: 1 200	. Tab	once and	d the .	tı	ield will po

The Payment Detail screen will then look like this:

	ay Date: 2/23/2016 🔳	Payment N	0.: [1 - 16	6-Nov-2015	🥥 Fin	al Payment: 🔲		
Item #	Item Description	Contra	act Qty	UOM	Quantity	Pay Quantity	Unit Price	Extended Price
515.02720	BRIDGE DECK REPAIR CLASS I-B	2,	175.00 S	Υ	2,175.00	200.00	\$275.00	\$55,000.00
								\$55,000.00
								\$55,000.00 OK Cance

Left-click on or .

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

		Payn	nent	Detail								
* Pay D	Date: 6/8/2019 🔠	Paymen	nt No: 5		Pay Estimate: 1 - 06/04/2019 📀							
Paid D	Date: Subcontra	actor Acknowledger	ment: 🔲		Final Payment:							
Approval E	Date:	Approver N	ame:		Retainage \$ (if \$150.00 applicable)							
					Adjustments applica	\$ (If s0.00 able)						
ltem #	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					
							ОК С					
						/						

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.

* Pay Date: 6/8/2019 III Payment No: 1 Pay Estimate: 1 - 06/04/ Paid Date: Subcontractor Acknowledgement: III Final Payment: IIII Approval Date: Approver Name: Retainage \$ (if \$0.00 applicable) Solo Item # Item Description Contract Qty UOM Quantity Pay Quantity Unit Price 28 - 401.03310 HOT PLANT MIX (RECYCLE) UOM Changed HR 10.000 50.000 \$100.00	019
Approval Date: Approver Name: Retainage \$ (if so.00 applicable) Item # Item Description Contract Qty UOM Quantity Pay Quantity Unit Price 28 - 401 03310 HOT PLANT MIX (RECYCLE) UOM HR 10 000 50 000 \$100 00	
Item # Item Description Contract Qty UOM Quantity Pay Quantity Unit Price	
28 - 401 03310 HOT PLANT MIX (RECYCLE) UOM HR 10.000 50.000 \$100.00	
28 - 401 03310 HOT PLANT MIX (RECYCLE) HR 10 000 L 50 000 \$100 00	Extended Price
	\$5,000.00
	\$5,250.00
	OK Car

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	e	E139	/)	D)

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 ico	٦.	Bidding	Construction	Administration
From the drop down select	Subcontractor	Bidding Contract Preview	Summary Change Order Subcontracting Subcontractor	Company Info

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

Select Contract:	Intelligent Search			field
Click on th	Payout	tab		

The following screen will appear:

- 0	ashboard	Subcontractor \times								
	Sel	ect Contract: 0251155				Save Save				
	Payment	t Acceptance Payout								
	Seq.#	Subcontractor	Status	Pay	/ Date	Âmount		Report	Comments	
	17	Jackalope Hydro Seeding & Reclamation, LLC	Approved	10/	06/2017	\$50.00	•	E139	-	D
						\$50.00				

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

At the top of the screen select Save

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

	F100 V							
oard Subcont	racting × E139 ×							
		t to the selected fo		- 🗠 📼	Ē			
	1 of 1 > Expor	t to the selected to	ormat 🗸 Expo	rt 🌀 🔯	8			
	WYOMING DEPARTMENT OF	TRANSPORTATION						
/2 2	CERTIFICATION OF SUBCOM	NTRACT PAYMENTS		Funding: S	State			
	2203016			Report Date: 0				
	Worland - Ten Sleep (Big Ti	rails Section)						
Contract	or: JTL Group, Inc. DBA Knife R	liver		District: [DISTRICT 5			
	4875 S. Industrial Road		Resi	dent Engineer: D				
	PO Box 20150 Cheyenne, Wyoming 82003		Tier 1	Subcontractor: S	6 & L Industrial			
								-
This			ayment has not				Payment No:	
This payment is a:	XPartial Paymen Final Payme	ent This pa	, ayment has not				Payment Date:	10/06/2017
This payment is a:		ent This pa Approv	ayment has not ver Name:	yet been appro	ved by the subc	contractor.	Payment Date: Pay Estimate:	10/06/2017
This payment is a:	▼Partial Paymen □Final Payme	ent This pa Approv	ayment has not ver Name:	yet been appro	ved by the subc	contractor.	Payment Date: Pay Estimate:	10/06/2017
This payment is a: Bid Item No		ent This pa Approv	ayment has not rer Name: ertifies that payment	yet been appro was made as detailed Quantity Paid	ved by the subc	sheets, if necessary,	Payment Date: Pay Estimate:) Dollars Paid	10/06/2017 5
Bid Item No	The undersigned Prime Contra	ent This pa Approv actor/ Consultant hereby co	ayment has not ver Name:	yet been appro	ved by the subc	contractor.	Payment Date: Pay Estimate:	10/06/2017
Bid Item No 14 - 702.20100 Rf	The undersigned Prime Contra Bid Item	ent This pa Approv actor/ Consultant hereby of Unit Price	ayment has not rer Name: ertifies that payment This	yet been appro was made as detailed Quantity Paid Previous	ved by the subc d below: (Attach more To Date	sheets, if necessary, This	Payment Date: Pay Estimate:) Dollars Paid Previous	10/06/2017 5 To Date
Bid Item No 14 - 702.20100 Rf	The undersigned Prime Contra Bid Item FFERENCE MARKERS FFERENCE MARKER PANELS	ent This pa Approv actor/ Consultant hereby of Unit Price \$75.00	ertifies that payment ertifies that payment This 6.000	yet been appro was made as detailed Quantity Paid Previous .000	ved by the subc d below: (Attach more To Date 6.000	sheets, # necessary, This \$450.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00	10/06/2017 5 To Date \$450.00
Bid Item No 14 - 702.20100 RI 15 - 702.20200 RI 19 - 703.03100 FL	The undersigned Prime Contra Bid Item FFERENCE MARKERS FFERENCE MARKER PANELS	ent This pa Approv ector/ Consultant hereby of Unit Price \$75.00 \$75.00	ayment has not ver Name: ertifies that payment This 6.000 6.000	yet been appro was made as detailed Quantity Paid Previous .000 .000	ved by the subc d below: (Attach more To Date 6.000 6.000	sheets, if necessary, This \$450.00 \$450.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00	10/06/2017 5 To Date \$450.00 \$450.00
Bid Item No 14 - 702.20100 RI 15 - 702.20200 RI 19 - 703.03100 FL	The undersigned Prime Contra Bid Item FFERENCE MARKERS FFERENCE MARKER PANELS AGGING MPORARY TRAFFIC CONTROL	ent This paragraphic technologies and the set of the se	This 6.000 6.000 594.000	yet been appro was made as detailed Quantity Paid Previous .000 .000	ved by the subc t below: (Attach more To Date 6.000 6.000 594.000	This \$450.00 \$5.94	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$0.00	10/06/2017 5 To Date \$450.00 \$450.00 \$5.94
Bid Item No 14 - 702.2010 Ri 15 - 702.2020 Ri 19 - 703.0310 Fi 20 - 703.03110 Ti 27 - 109.08000 Mi	The undersigned Prime Contra Bid Item FFERENCE MARKERS FFERENCE MARKER PANELS AGGING MPORARY TRAFFIC CONTROL	ent This part Approv toto/ Consultant hereby or Unit Price \$75.00 \$75.00 \$0.01 \$89,000.00	This 6.000 6.000 594.000 .700	vet been appro was made as detailed Quantity Paid Previous .000 .000 .000 .300	ved by the subc t below: (Attach more To Date 6.000 6.000 594.000 1.000	This \$450.00 \$450.00 \$5.94 \$62,300.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$0.00 \$26,700.00	10/06/2017 5 To Date \$450.00 \$450.00 \$5.94 \$89,000.00
Bid Item No 14 - 702.2010 Ri 15 - 702.2020 Ri 19 - 703.0310 FL 20 - 703.0310 TI 27 - 109.0800 Mi 38 - 702.51010 FL	The undersigned Prime Contra Bid Item FERENCE MARKERS FERENCE MARKER PANELS AGGING IMPORARY TRAFFIC CONTROL DBILIZATION	ent This pa Approv conv Consultant hereby or Unit Price \$75.00 \$0.01 \$89,000.00 \$11,240.00	ayment has not ver Name : ertifies that payment This 6.000 6.000 594.000 .700 1.000	vet been appro was made as detailed Quantity Paid Previous .000 .000 .000 .300 1.000	ved by the subc f below: (Attach more To Date 6.000 6.000 594.000 1.000 2.000	Contractor. I = sheets, if necessary, This \$450.00 \$450.00 \$5.94 \$62,300.00 \$11,240.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$26,700.00 \$4,076.48	10/06/2017 5 To Date \$450.00 \$450.00 \$5.94 \$89,000.00 \$15,316.48
Bid Item No 14 - 702.20100 Ri 15 - 702.20200 Ri 19 - 703.03100 FL 20 - 703.03100 FL 27 - 109.08000 Mi 38 - 702.51010 FL 39 - 702.51020 FL	The undersigned Prime Contra Bid Item FERENCE MARKERS FERENCE MARKER PANELS AGGING IMPORARY TRAFFIC CONTROL DEILIZATION EXIBLE DELINEATORS, TYPE II	ent This pa Approv ector/ Consultant hereby or Unit Price \$75.00 \$75.00 \$0.01 \$89,000.00 \$11,240.00 \$52.00	Agreent has not ver Name : etilies that payment This 6.000 594.000 .700 1.000 16.000	yet been appro was made as detailed Quantity Paid Previous .000 .000 .000 .300 1.000 .000	ved by the subc t below: (Attach more 6.000 6.000 594.000 1.000 2.000 16.000	contractor. s sheets, if necessary This \$450.00 \$450.00 \$5.94 \$62,300.00 \$11,240.00 \$832.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$26,700.00 \$4,076,48 \$0.00	10/06/2017 5 To Date \$450.00 \$450.00 \$5.94 \$89,000.00 \$15,316.48 \$832.00
Bid Item No 14 - 702.2010C Ri 15 - 702.2020C Ri 19 - 703.0310C FL 20 - 703.0311C TF 27 - 109.0800C M 38 - 702.5101C FL 39 - 702.5102C FL 40 - 702.5103C FL	The undersigned Prime Contra Bid Item FERENCE MARKERS FFERENCE MARKER PANELS AGGING IMPORARY TRAFFIC CONTROL DBILIZATION EXIBLE DELINEATORS, TYPE II EXIBLE DELINEATORS, TYPE III	ent This part Approv Approv Unit Price \$75.00 \$75.00 \$0.01 \$89,000.00 \$11,240.00 \$52.00	ayment has not rer Name: et/Fes that payment This 6.000 6.000 594.000 .700 1.000 16.000 236.000	yet been appro Quantity Paid Previous .000 .000 .300 1.000 .000 .000	ved by the subc To Date 6.000 6.000 594.000 1.000 2.000 16.000 236.000 4.000 1.000	esheets, if necessary, the sheets, if necessary, This \$450.00 \$450.00 \$5.94 \$62,300.00 \$11,240.00 \$12,272.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$26,700.00 \$4,700.00 \$4,776.48 \$0.00 \$0.00	10/06/2017 5 70 Date \$450.00 \$5.94 \$89,000.00 \$15,316.48 \$832.00 \$12,272.00
Bid Item No 14 - 702.2010C Ri 15 - 702.2020C Ri 19 - 703.0310C FL 20 - 703.0311C TF 27 - 109.0800C M 38 - 702.5101C FL 39 - 702.5102C FL 40 - 702.5103C FL	The undersigned Prime Contra Bid Item FFERENCE MARKERS FFERENCE MARKER PANELS AGGING IMPORARY TRAFFIC CONTROL DBILIZATION EXIBLE DELINEATORS, TYPE II EXIBLE DELINEATORS, TYPE II EXIBLE DELINEATORS, TYPE IV	ent This pa Approv bctor/ Consultant hereby or \$75.00 \$75.00 \$0.01 \$89,000.00 \$11,240.00 \$52.00 \$52.00 \$100.00	ayment has not rer Name: erklies that payment This 6.000 6.000 594.000 1.000 16.000 236.000 4.000	yet been appro was made as detailed Quantity Paid Previous .000 .000 .300 1.000 .000 .000 .000	ved by the subc To Date 6.000 6.000 994.000 1.000 2.000 16.000 236.000 4.000	contractor. this \$450.00 \$450.00 \$5.94 \$62,300.00 \$11,240.00 \$12,272.00 \$400.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$26,700.00 \$4,076,48 \$0.00 \$0.00 \$0.00	10/06/2017 5 70 Date \$450.00 \$5.94 \$89,000.00 \$15,316.48 \$832.00 \$12,272.00 \$400.00
Bid Item No 14 - 702.2010C Ri 15 - 702.2020C Ri 19 - 703.0310C FL 20 - 703.0311C TF 27 - 109.0800C M 38 - 702.5101C FL 39 - 702.5102C FL 40 - 702.5103C FL	The undersigned Prime Contra Bid Item FFERENCE MARKERS FFERENCE MARKER PANELS AGGING IMPORARY TRAFFIC CONTROL DBILIZATION EXIBLE DELINEATORS, TYPE II EXIBLE DELINEATORS, TYPE II EXIBLE DELINEATORS, TYPE IV	ent This pa Approv bctor/ Consultant hereby or \$75.00 \$75.00 \$0.01 \$89,000.00 \$11,240.00 \$52.00 \$52.00 \$100.00	ayment has not rer Name: erklies that payment This 6.000 6.000 594.000 1.000 16.000 236.000 4.000	yet been appro was made as detailed Quantity Paid Previous .000 .000 .300 1.000 .000 .000 .000	ved by the subc To Date 6.000 6.000 594.000 1.000 2.000 16.000 236.000 4.000 1.000	e sheets, if necessary, This \$450.00 \$450.00 \$450.00 \$450.00 \$450.00 \$11,240.00 \$832.00 \$11,240.00 \$832.00 \$12,272.00 \$40.00 \$40.00 \$47,000.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$26,700.00 \$4,076.48 \$0.00 \$0.00 \$0.00 \$0.00 \$3,000.00	10/06/2017 5 To Date \$450.00 \$450.00 \$5.94 \$89,000.00 \$15,316.48 \$832.00 \$12,272.00 \$400.00 \$400.00 \$10,000.00
Bid Item No 14 - 702.2010C Ri 15 - 702.2020C Ri 19 - 703.0310C FL 20 - 703.0311C TF 27 - 109.0800C M 38 - 702.5101C FL 39 - 702.5102C FL 40 - 702.5103C FL	The undersigned Prime Contra Bid Item FFERENCE MARKERS FFERENCE MARKER PANELS AGGING IMPORARY TRAFFIC CONTROL DBILIZATION EXIBLE DELINEATORS, TYPE II EXIBLE DELINEATORS, TYPE II EXIBLE DELINEATORS, TYPE IV	ent This pa Approv bctor/ Consultant hereby or \$75.00 \$75.00 \$0.01 \$89,000.00 \$11,240.00 \$52.00 \$52.00 \$100.00	ayment has not rer Name: erklies that payment This 6.000 6.000 594.000 1.000 16.000 236.000 4.000	yet been appro was made as detailed Quantity Paid Previous .000 .000 .300 1.000 .000 .000 .000	ved by the subc f below: (Attach more 6,000 6,000 594,000 1,000 2,000 16,000 236,000 4,000 1,000 Retainage	contractor. t sheets, if necessary: This \$450.00 \$450.00 \$450.00 \$5.94 \$62,300.00 \$11,240.00 \$832.00 \$12,272.00 \$400.00 \$0.00 \$0.00	Payment Date: Pay Estimate: Dollars Paid Previous \$0.00 \$0.00 \$26,700.00 \$4,076.48 \$0.00 \$0.00 \$3,000.00 \$3,000.00	10/06/2017 5 7 5 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7

Use the tool bar

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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.



Form E-139 Subcontractor Approval

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

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

Menu						
Construction	Administration					
Summary	Company Info					
Change Order						
Subcontracting						
Subcontractor						
	Summary Change Order					

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 <u>to view the items being paid.</u> Click <u>controls</u> to close the details screen.

Payor	Pay Date	Amount	Details	Received Date	Appr	Approval Date	Approver Nar	ne					
Simon Contractors and its subsidiaries	08/26/2016	\$50,900.00		8/26/2016	CARCO		WYDOT Teste	r K's					
\$ & L Industrial	09/11/2016	\$501.00	0,	9/12/2016	item #	Item Description		Contract Qty	иом	Quantity	Pay Quantity	Unit Price	Extended Pric
Simon Contractors and its subsidiaries	10/20/2016	\$252.00	0		109.08000	MOBILIZATION		1.00	15	1.00	1.00	\$1.00	\$1.0
				1. All 1.		FORCE ACCOUNT WORK		12,500.00		1.00	1.00	\$1.00	\$1.0
					202.03305	MILLING PLANT MIX		365,000.00	SY	100,000.00	50.00	\$5.00	\$250.0
										101,0000			

Enter the date received to <u>Acknowledge</u> payment.

Payor	Pay Date	Amount	Details	Received Date	Appr	Approval Date	Approver Name
Simon Contractors and its subsidiaries	08/26/2016	\$50,900.00	e,	8/26/2016	۲	08/26/2016	WYDOT Tester K's Construction
S & L Industrial	09/11/2016	\$501.00	e,	9/12/2010		09/12/2016	WYDOT Tester K's Construction
Simon Contractors and its subsidiaries	10/20/2016	\$252.00	٩				

To <u>Accept</u> payment, select the Subcontractor Acknowledgement box on the main screen and select seven

	ate: 10/12/2018 🕅 ate: 10/15/2018 Subcontractor / ate:	Paymen Paymen Acknowledger Approver N	it No: 🗖 ment: 🔲	Detail	Final Paym	\$ (if \$0.00 \$ (if \$0.00	18 🥝	
ltem #	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	.789	\$54,404.00	\$42,924.76	
44 - 514.00015	REINFORCING STEEL	1.000	LS	1.000	1.000	\$22,932.00	\$22,932.00	
							-	I declare, under penalty of perjury and any other applicable state or foderal laws, that statements made on this document are true and complete to best of my knowledge. Note: If any part of this document appears to be inaccurate, please conscit the payer and/or VPD
								prior to acceptance. Continue with approval?

Please note that if there are any concerns, questions and/or issues with the payment, please do not select <u>Approval</u> <u>enter only the date to acknowledge receipt</u> 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.

yor non Contractors and its subsidiaries	Pay Date 08/26/2016	Amount \$50,900.00		Received Date 8/26/2016	Appr 2	Approval Date 08/26/2016	Approver Name WYDOT Tester K's Construction
5 & L Industrial	09/11/2016	\$501.00	٩	9/12/2016		09/12/2016	WYDD11ester Cr Construction
Simon Contractors and its subsidiaries	10/20/2016	\$252.00	٩,	10/20/2016	6	10/20/2016	WYDOT Tester K's Construction

CXWeb				Menu				
iboard S	ubcontracting × E139 ×							
সাতা		Export to the selected fo	rmat • Expo	S 🛛	18			
	CERTIFICATION OF 1	ENT OF TRANSPORTATION DUBCONTRACT PRIVIDENTS ber (Chevenne North Sect		Funding: F Report Date: 1		-	5	
c	ontractor: Simon Contractors a 4019 S. Industrial S PO Box 209 Chayenna, Wyoming	ervice Rd		dent Engineer: V	INSTRUCT 1 Vayne Shenefelt I's Construction,			
This payme	et is al 🕞 Partial Paymen 🛛 Final	Payment Appro	rer Name: WYD	OT Tester K's Co			Payment No: Payment Date: Pay Estimate:	10/20/2016
	The United pred Pro	ne Contractor/ Consultant hereity o	etifes ital payment		belev: (Alash mare	sheels, 7 necessary	Dollars Paid	
Bid Dem No			This	Quantity Paid Previous	To Date	This	Dollars Paid Previous	To Date
109.06000	MOBILIZATION	\$1.00	1.000	.000	1.000	\$1.00	\$0.00	\$1.00
	FORCE ACCOUNT WORK	\$1.00	1.000	.000	1.000	\$1.00	\$0.00	\$1.00
109.04000	MULLING PLANT MIX	\$5.00	\$0.000	10000.000	10050.000	\$250.00	\$50,000.00	\$50,250.00
					TOTALS	\$252.00	\$50.000.00	\$50,252.00
	Approved Contract Adjustments:							

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.

CXWeb			🤗 Menu		
shboard y Recent Contracts/Projects			Bidding	Construction	Administration
Contract Number	Construction Summary	Change Orde	Bidding	Summary	Company Info
0251155	Construction Summary	Change Orde	Contract Preview	Change Order	_
IM-I806197	Construction Summary	Change Orde		Subcontracting	
IM-I253112	Construction Summary	Change Orde		Subcontractor	
B154043	Construction Summary	Change Orde		Decontractor	
1806199	Construction Summary	Change Orde			

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

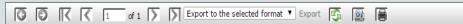
Contract	Contract Name	
0251155	Cheyenne - Chugwater (Cheyenne North Section)	
1703011	Big Horn - Red Grade (Big Horn South)	
4056001	Cheyenne Streets (West Allison Road)	
AML-0302071	Spotted Horse - Gillette	
AML13-PM-B131002	District 1 Contract Patching	
B151012	District 1 Contract Patch	
B151013	District 1 Slab Repair & Bridge Rehabilitation	
B151019	Laramie Streets (Bill Nye Avenue)	
B161007	District 1 Contract Patching	
B151013 B151019	District 1 Slab Repair & Bridge Rehabilitation Laramie Streets (Bill Nye Avenue)	

<mark>⊜</mark> iCXWeb	Service Se	
Dashboard Subcontracting X		
Select Contract: 0251155	Save	
O251155 1 - Approved: K's Constructio 2 - Approved: Reiman Corp. 3 - Approved: Robinson Grinc 4 - Approved: Bighorn Constr 5 - Approved: Traffic Safety St	Awarded Company: Simon Contractors and its subsidiaries Contract Amount: \$6,860,422.33 Subcontracted Amount: \$1,265,639,723.00 Subcontracted %: 18448.42%	Reports

The Subcontract Payments Report will generate.

<i>⊗i</i> CX <i>Web</i> ⁹ Menu									
Dashboard Subcontracting X Subcontr	act Payment	ts Report \times							
0 0 K K 1 of 2 N	Export to	the selected fo	ormat 🔻 Ex	port 🛐 🛛	<u>.</u>				
Subcor 025115	itract Paym 55 ine - Chugi	RTMENT OF T nents Report water (Cheyer s and its subs	nne North S	ection)	Report Date District sident Engineer	DISTRICT	1		
Subcontractor	DBE	Pay Estimate	Payment #	Payment Date	Final Accepted	Approval Date	Approver	Amount	Manual Entry
1 K's Construction, Inc.	DBE		1 2	7/20/2016 7/6/2017	Yes Yes	7/20/2016		\$6,798.78 \$10.00	mkrois1 mrkrois
					-		Subcontract Total:	\$6,808.78	
10 Robinson Grinding & Profiling, LLC	NON-DBE								
		7 - 07/06/2017	2 3	8/16/2017 8/30/2017	Yes Yes	9/29/2017	Duwane Floy Construction Tester	\$10.00 \$5.00	dfloy
					-		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	•

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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.

Ø	Navigate back
O	Navigate Forward
<u> </u>	First page
$\left \right $	Previous page
$\mathbf{\Sigma}$	Next page
_ I>T	Last page
Expo	rt to the selected format Export to one of several formats
I S	Refresh
	Switch to print preview
圖	Print

Construction Summary

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

To access the *i*CX Construction Summary, login to *i*CX.



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

Teste	Log Out Options Help
	Change Password
	Save as you Go
	Bidding Dashboard
۲	Construction 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.

	Senu Senu Senu Senu Senu Senu Senu Senu	vercome Renneth Reef Construc					
	t is not yet listed on the Dashboard, select . Under the Construction heading Select Contract Intelligent Search feature to locate the act. Once the desired contract has been accessed by the first time, the contract will appear on the Dashboard for quicker access.						
nt Construction Summary	Change Order	Subcontracting					
Construction Summary	Change Order	Subcontracting	-				
			т [,]	ab X	https://qa.exevision.co	om/v ×	
			le	x.aspx			
If the contract is not yet	listed on the Dash	nboard, select 옫 N	lenu		Se Mei	Welcome Ker NU	nneth I
then	. Under the	Construction he	ading				
and use the Select Cont	ract Intelligent Se	arch feature to loca	te the	Bidding	Construction	Administration	
desired contract. Once t	he desired contra	ct has been access	ed by	Bidding	Summary	Company Info	ing
the user for the first	time, the contra	act will appear or	n the			company into	ing
Construction Dashboard	for quicker acces	S.			Subcontracting		
	·						
. ⊜i CXWeb		🧡 Menu					
Dashboard Summary ×							
Select Contract: Intelligent Search	\rightarrow	O					

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 Menu 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.

g ×	Save)	
-11	Save	
- Avera A		
ntract	Contract Name	
51155	Cheyenne - Chugwater (Cheyenne North Section)	*
03011	Big Horn - Red Grade (Big Horn South)	
6001	Cheyenne Streets (West Allison Road)	_
L-0302071	Spotted Horse - Gillette	
L13-PM-B131002	District 1 Contract Patching	
51012	District 1 Contract Patch	
51013	District 1 Slab Repair & Bridge Rehabilitation	
51019	Laramie Streets (Bill Nye Avenue)	
51007	District 1 Contract Patching	-
	6001 0302071 -13-PM-B131002 1012 1013 1019	S001 Cheyenne Streets (West Allison Road) -0302071 Spotted Horse - Gillette 1:3-PM-B131002 District 1 Contract Patching 1012 District 1 Contract Patch 1013 District 1 Sab Repair & Bridge Rehabilitation 1019 Laramie Streets (Bill Nye Avenue) 1007 District 1 Contract Patching

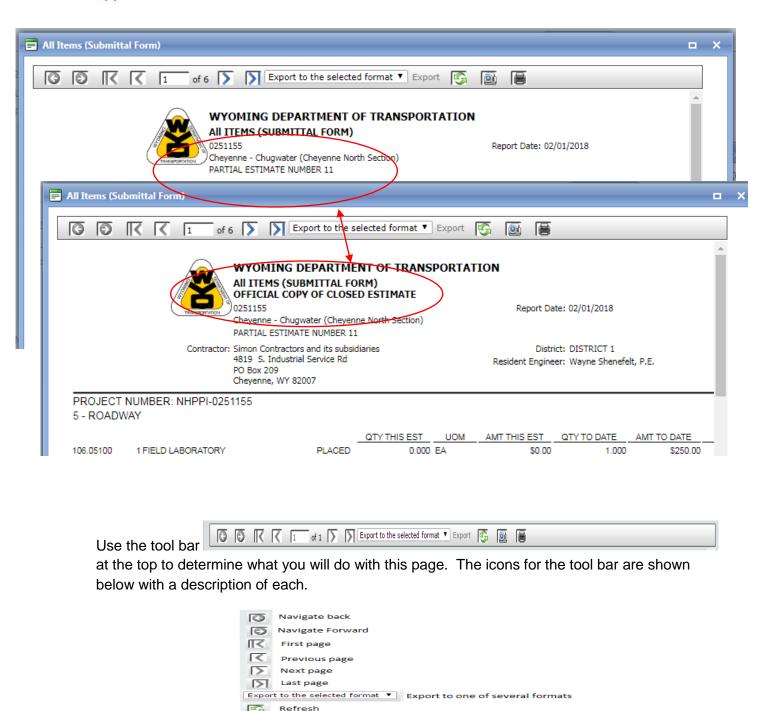
Once the contract has been selected the Summary tab page will appear as shown.

≥i CXWeb	🤗 Menu
Dashboard Summary × Select Contract: 0251155	
CO251155 Ledger Pay Estimate Materials Materials Correlation Oil and Lime	Summary Time Charges Equipment Visitors Labor Dary Events Coals Needed Info Documents Closing Contractor: Simon Contractors and its subsidiaries Status: Active Reports Reports

Toggle the 主 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.

CXWeb				<u>9</u> M	enu				
Select Contract. 060	0017	0		Save	-				
0600017 Ledger Pay Estimate 1 - 07/05/2015	Sequence Numb Amol Final Estima Budget Receiv	Int: \$12,023.19 Closing Date: te: Engineer Approval:	1/5/2017 01/10/2017	Reopen Pay I		ports			
- 2 - 08/08/2016	Item	Description	Quantity	Amount	All	Items	(Submittal F	orm)
	4 - 109.08000	MOBILIZATION	0.0000	\$0.00					
5 - 11/14/2016	6 - 202.03205	REMOVAL OF FENCE	130.0000	\$28.60	42,663.000	\$9,385.86	16	Removal of wing fence at st	1
6 - 12/13/2016	6 - 202.03205	REMOVAL OF FENCE	12269.00	\$2,699.18	54,932.000	\$12,085.04	10	Fence Measured by John Leah	1
7-01/10/2017	18 - 215.01000	CONTRACTOR STORM WATER CONTROL	0.0390	\$150.00	.990	\$4,950.00	8	Work completed to date incl	1
	21 - 216.03120	FERTILIZER TYPE I	-1250.00	(\$2,662.50)	350.000	\$745.50	8	See Fertilizer Type L Entr	1
- 8 - 02/03/2017				\$0.00	.000	\$0.00	-	See Change Order - AML -16-	×
- 8 - 02/03/2017 - 9 - 11/09/2017 - 10 - 11/09/2017	28 - 401.02030	HOT PLANT MIX LEVELING							

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.**



Switch to print preview

Fint 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 summary

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

CXWeb			Se Men
Dashboard Subcontra	cting ×		
Select Contract:	[Save	
	Contract	Contract Name	
	0251155	Cheyenne - Chugwater (Cheyenne North Section)	*
	1703011	Big Horn - Red Grade (Big Horn South)	
	4056001	Cheyenne Streets (West Allison Road)	
	AML-0302071	Spotted Horse - Gillette	
	AML13-PM-B131002	District 1 Contract Patching	
	B151012	District 1 Contract Patch	
	B151013	District 1 Slab Repair & Bridge Rehabilitation	
	B151019	Laramie Streets (Bill Nye Avenue)	
	B161007	District 1 Contract Patching	-

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

<mark>⊜</mark> iCXWeb	Se Menu
Dashboard Summary X	
Select Contract: 025115	5 Save
⊡ • @ 0251155	Summary Time Charges Equipment Visitors Labor Diary Events Goals Needed Info Documents Closing
🛨 Ledger 🕩 Pay Estimate	Contractor: Simon Contractors and its subsidiaries First Day of Work (E-96): 03/29/2016 Status: ACTIVE
	Monthly Status Report
Select Reports and	Monthly Status Report . The Monthly Status of Contract Time report will
appear as shown.	

40

XWeb		Senu Senu Senu Senu Senu Senu Senu Senu
oard Summary X		
Select Contract: 0251	155	O
🖃 Monthly Status Rep	ort	
02 Monthly Report:	2018 February	
	I of 1 S Export to the select	ted format 🔻 Export 🛐 🔯
Date		District: DISTRICT 1 Resident Engineer: Wayne Shenefelt, P.E.
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
		Total 172 111 0 Total Excess AWD Yroject Status
	CONTRACT AWARD DATE: 12/10/2015	CONTRACT TIME: 312

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.

O	Navigate back
Ð	Navigate Forward
II	First page
$\left \right $	Previous page
Σ	Next page
N	Last page
Expo	t to the selected format Export to one of several formats
5	Refresh
2	Switch to print preview
圖	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 *i*CX. 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 *i*CX.



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

T	este	Log Out Options Help								
	Change Password									
]	Save as you Go									
		Bidding Dashboard								
	۲	Construction 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.

		Senu Senu	weicome Kenneth Keel oo	Istruction
nt	Construction Summary	Change Order	Subcontracting	
	Construction Summary	Change Order	Subcontracting	

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 Menu appear on the Construction Dashboard for quicker access. Bidding Construction Administration Bidding Company Info ange Orde **Contract Previ** Once the Change Order tool opens, selecting the contract number, 1802197, in the Tree Structure in the left window will reveal a summary of G Google × M Inbox (12) - kenneth.keel × New Tab × 💊 https://qa.exevision.com/v 🗙 all change orders on ← → C 🔒 https://qa.exevision.com/wydot/test/icx/Index.aspx 🗀 WYDOT 📋 WX 💪 Google 🦚 🎜 1035-The-Fox all projects for the Menu **⊜i**CXWeb selected contract. shboard Change Order × Select Contract: Intelligent Search Save iCXWeb 🥯 Menu Change Order > Save Contract: 18021 Number Date Amount Publish 02107 01/20/2016 \$10,000.00 5 - ROADWAY 35 - 513.00015 - CLASS B CONCRETE - LUMP SUN 52 - 515.02805 - SILICA FUME MODIFIED CONCRETE 91 - 701.81000 - INTELLIGENT TRANSPORTATION SV

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

≥ iCXWeb		Menu			Log Out Options Help
Dashboard Change Order X Select Contract: [802197	Sove)			
BIT BOOTST AUGHT READULTST STATE AND A ST	Number Date 1 01/20/2016	Description 6	Amount Phálich \$10,000.00		

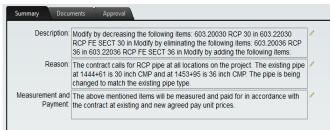
In the contract Tree Structure on the left side of the Change Order tab, left-click to select the **Change Order # - date** specified by the resident engineer. For this example, change order **1 - 01/20/2016** is ready for contractor review and approval.



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.

Dashboa	rd Change Order ×
s	Select Contract: 1802197
- I80219	7
- NF	HPPI-I802197
ė.	1 - 01/20/2016
	5 - ROADWAY
	35 - 513.00015 - CLASS B CONCRETE - LUMP SUM
	52 - 515.02805 - SILICA FUME MODIFIED CONCRETE
	91 - 701.81000 - INTELLIGENT TRANSPORTATION SYSTEM - LUMP SUM
	801 - CHANGE ORDER - #1

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

Menu icon to open the drop down:



Then left-click on <u>Summary</u> and select the project number again to open the following screen:



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

ard Summary X					
Select Contract: 1802197		(
■ 1 8 - 207.0320 ^					
I 9 - 209.0100	Ledger Entries Item D	etails Item Stationings			
···· I 10 - 210.033	* Item Number: 210.	03300 🚫 Unit of M	leasure: HR	Completed:	
11 - 213.031	Item Description: MOT	OR GRADER		Eliminated: 🗹	
12 - 213.031	* Unit Price:	\$140.00 * Original C	Quantity: 150.000	Original Amount: \$21,000.00	
13 - 215.010		Adjusted 0		djusted Amount: \$21,000.00	
14 - 215.010	-Activity-			-	-
15 - 216.031		Work in Progress	Paid	Total	
16 - 216.031	Quantity Placed	.00	.00	.00	
17 - 216.039	Amount Placed	\$0.00	\$0.00	\$0.00	
18 - 401.020	Quantity Stockpiled	.00	.00	.00	
	Amount Stockpiled	\$0.00	\$0.00	\$0.00	
20 - 401.033	Price Adjustment	\$0.00	\$0.00	\$0.00	

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.

shboard	Summary ×												
Select C	Contract: 1802197					o							
	 1 8 - 207.0320 1 9 - 209.0100 	Ledger Entries		Item Details	Item S	tationings							
	10 - 210.033	Date		Туре		Comments	_	Quantity	Amount	Chk	Est	 Stationing	Err
	 11 - 213.031 12 - 213.031 	2/26/2016		PLACED	- 📀	Eliminated; see Change Or		.000	\$0.00			<u> </u>	
	13 - 215.010	2/26/2016		PLACED	_ 📀			5.000	\$700.00			Solution	
	14 - 215.010	2/26/2016	·	PLACED				-5.000	(\$700.00)				

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

W2D ashboard Change Ord Select Contract: I N341114 I SCP-TC-N341114 I 1 - 06/16/2016 5 - ROADWAY 2 - 06/22/2016 I - 3	Click		for App	tab, On the Cont roval and select	Approval	
	Approval	Approval Name	Approval Date	Арр		
	Resident Engineer	Chad Aagard, P.E.	06/17/2016	Approve 📀 N	Approve	Ν
	District Construction Engineer	Mark Ayen, P.E.	06/20/2016		Reject	Ν
	District Engineer	Lowell Fleenor, P.E.	06/30/2016	Approve		
	Contractor					

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

Approval	Approval Name	Approval Date	Арр		
Resident Engineer	Chad Aagard, P.E.	06/17/2016	Approve		[
District Construction Engineer	Mark Ayen, P.E.	06/20/2016	Approve	_ 📀	[
District Engineer	Lowell Fleenor, P.E.	06/30/2016	Approve		
Contractor	Phillip Ostrander	06/17/2016	Approve	_ 🔊	0

To add notes regarding the approval select the \mathbf{N} icon enter text and select

ОК

Company: JTL Group	p, Inc. DBA Knife River Change	Order Report			
Number: 2	Ready for Approvals: 🗹				
Amount: \$0.00	Revised Completion Date:				
Additional Working Days:	e				
Published Date: 07/14/201	0 -				
Summary Documents Approval				_	
Approval	Approval Name	Approval Date	Арр		
Resident Engineer	Chad Aagard, P.E.	07/01/2016	Approve 📀 N		
District Construction Engineer	Mark Ayen, P.E.	07/07/2016	Approve 🚫 N		
District Engineer	Lowell Fleenor, P.E.	07/14/2016	Approve Solar		
Contractor)	
			∠ ≖ A - O - [♥ ⊖] e attached written approval fr		
		56	e attached written approval fr	om the Town of Cokeville.	
					(
					(

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

Number: 2	Ready for Approvals:	1			
Amount: \$0.00	Revised Completion Date:				
Additional Working Days:					
Published Date: 07/14/20	016				
Summary Documents Approval					
Approval	Approval Name	Approval Date	Арр		
Resident Engineer	Chad Aagard, P.E.	07/01/2016	Approve		1
District Construction Engineer	Mark Ayen, P.E.	07/07/2016	Approve		[
District Engineer	Lowell Fleenor, P.E.	07/14/2016	Approve		I
Contractor				_ 📀	[
	Add Item				
	Add Item				

ocument Type	Description Letter from Knife River requesting the use of Warm Plant Mix.	Name Knife River Evotherm request.pdf
hibit	Special Provision for Warm Plant Mix.	WPM_Exhibit_2016.docx
hibit		Lab concurance for Warm Mix Asphalt.pdf
hibit		Knife River Request for Grading Lpdf
hibit	Of the second se	State of Wyoming Mail - Request for L Base.pdf

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

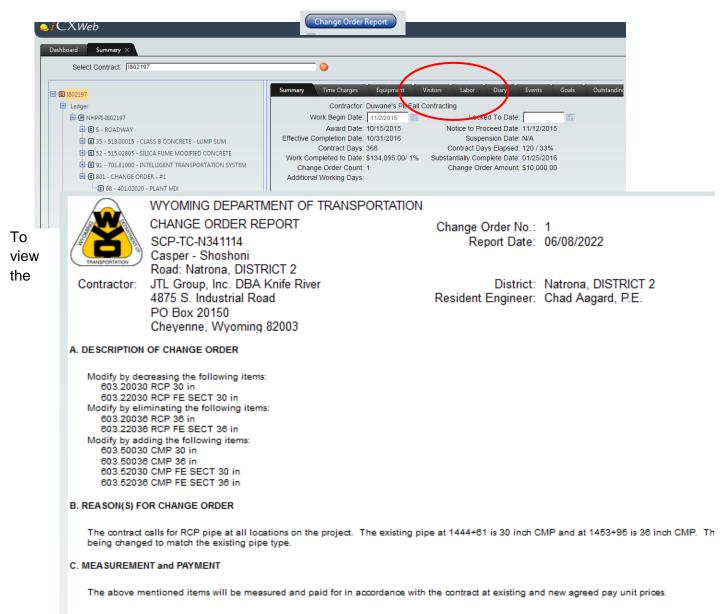
Save

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. Sove 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 *i*CX

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



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

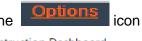
Select Contract: N3411	14	Save				
N341114 → SCP-TC-N341114 → 1 - 06/16/2016 → 5 - ROADWAY → 2 - 06/22/2016 → 3 - 10/26/2016	Company: JTL Group, Inc. Number: 1 Amount: (\$4,019.57) Additional Working Days: Published Date: 07/01/2016 Summary Documents Approval	DBA Knife River Change Ord Ready for Approvals: Revised Completion Date:	er Report			
	Approval	Approval Name	Approval Date	Арр		
	Resident Engineer	Chad Aagard, P.E.	06/17/2016	Approve	0	N
		····		Γ.	· 👝	-

Fuel Adjustment Affidavit

Effective October 1, 2017, all Fuel Adjustment Affidavits must be completed in iCX/CMS. The Fuel Adjustment Affidavit <u>MUST</u> 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 *i*CX User Accounts of this document for instructions on how to edit an employee's security settings.

Details Security		
Unassigned:		Assigned:
Bidding	>	Administrator
Change Order	<	Construction Summary
Subcontracting		

- Log in to *iCXWeb*.
- In the upper right hand corner, select the



Change Password Save as you Go

Bidding Dashboard

Construction Dashboard

In the drop down menu select Construction Dashboard

The Construction Dashboard will appear as shown below.

Construction Summary	Change Order	Subcontracting
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

	Dashboard Summary ×		
	Select Contract: HSIP-5	SEP-1805168	o
	HSIP-SEP-I805168	Summary Time Charges Equipment	Visitors Labor Diary
	Ledger	Contractor: Simon Contractor	ors and its subsidiaries
	Pay Estimate Materials	First Day of Work (E-96): 09/06/2013 Award Date: 01/17/2013	Loc
	Materials Materials Correlation	Effective Completion Date: 09/30/2013 Contract Days: 242	Notice to Pi Susp
•	Left-click on "Ledger"	Ledger (click the word, n	
•	Next, select the Fuel Adjus	tment Affidavit	ent Affidavit tab.

The Fuel Adjustment Affidavit tool will open as shown below:

Summary Fuel Adju	stment Affidavit		
			Original Contract Percentage With Fuel Adjustments: 94.91 %
Motor Fuel Adjustme	nt		
Diesel	Option 1	Option 2	option 3
Unleaded	Option 1	Option 2	lption 3
	ed, provide the total dolla is for the first season if o		ble fuels that are to be used for the completion of the project. Do not include fuels with a fixed price. Be sure to include all fuel for subcontractors. Do not
	Diesel	Unleaded	
	\$0.00	\$0.00	
Burner Fuel Adjustm	ent		
	Option 1	Option 2	bption 3
	Hot Plant Mix	Warm Plant Mix	
	Diesel	Propane	
	(Fuel Usage Factor:)		
WYDOT usage factor fo Approved/Submit The undersigned is duly	or Warm Plant Mix is 1.9 g	ons per ton for propane and 1.8 allons per ton for propane and enclosed documentation on be tentation is submitted in good fa	.1 gallons per ton for diesel
used on this project			
Contracto	vr.		
	iy:		
Dat			
 En To Before dollar a 	ter dollar v ggle applic toggling amounts e	values for Die cable Burner Approved/ ntered are co	Able Motor Fuel Adjustment options Insel Unleaded Insel Insel Insel Insel <
	ou toggle	Approved	, the three fields at the bottom
will au	tomatically	v populate.	Contractor: By: Date:

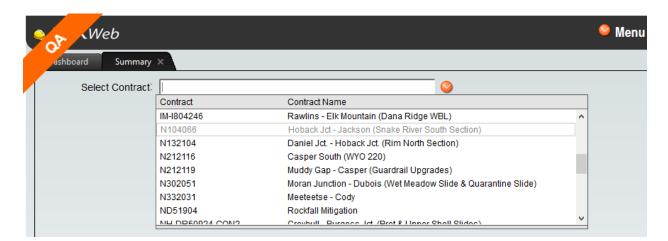
Ledger Report

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

Menu icon and Summary

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.

	ashboard Summary ×		
1	Select Contract: N10406	36 🔗	
	Save		
	E C N104066	Summary Time Charges Equipment Visitors Labor Events Goals Needed Info	Documents Closing
	Ledger	Contractor: Oftedal Construction, Inc.	Reports
	🖅 Pav Estimate	First Day of Work (E-96): 07/24/2019 Status: ACTIVE	

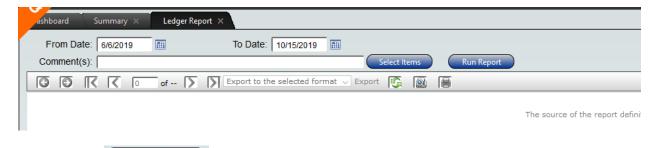
Left click on the word Ledger in the tree structure.

	ashboard Summary X		
1	Select Contract: N10406	6	
	ON104066 Correlation	Summary Fuel Adjustment Affidavit Contract Number: N104066 Contract Name: Hoback Jct - Jackson (Snake River South Section) Grading, draining, placing bases, bituminous pavement surfacing, plant mix wearing course, full depth reclamation, bridge replacement, post-tensioned precast concrete retaining walls and miscellaneous work on approximately 3.50 miles on US 26/89 beginning at RM 141.59 between Hoback Junction and Jackson.	<u>Reports</u>

Left-click on Reports and select Ledger Report.

	ashboard Summary X	
1	Select Contract: N10406	36
	Save	
		Summary Fuel Adjustment Affidavit
		Contract Number: N104066
		Contract Name: Hoback Jct - Jackson (Snake River S
	Edger	Grading, draining, placing bases, bituminous parement
	Sove Summary Fuel Adjustment Affidavit Contract Number: N104066 Contract Number: N104066 Contract Name: Hoback Jct - Jackson (Snake River S Ledger Report Grading, draining, placing bases, bitummous paroment surfacing, plant mix wearing course, full depth reclamation, bridge replacement, post-tensioned precast concrete retaini walls and miscellaneous work on approximately 3.50 miles oo US 26/89 beginning at RM 141.59 between Hoback Junction and Jackson. Original Amount: \$67,484,899.75 Denvine Amount: \$67,484,899.75	bridge replacement, post tensioned precast concrete retaining
		Contract Description. walls and miscellaneous work on approximately 3.50 miles on
	Materials Correlation	
	Certifications	Original Amount: \$67,484,899.75
	Oil and Lime	Revised Amount: \$67,584,839.75
		Current Amount: \$67,586,537.15

User can search based upon dates selected in date windows.



Select Items icon and the complete bid item list for the contract and their Left-click the descriptions will display. Left-click on bid item(s) desired, items will turn gray when selected. OK

(hold down on Ctrl button while selecting to select multiple bid items.) Select

1	105.09010 106.05110	CONTRACTOR SURVEYING
3	106.05200	CONTRACTOR TESTING
4	108.03000	CPM SCHEDULE
5	109.04000	FORCE ACCOUNT WORK
6	109.08000	MOBILIZATION
7	201.03200	CLEARING AND GRUBBING
8	202.03120	REMOVAL OF SIGNS (Est. Lump Qty: 30 EA)
9	202.03140	REMOVAL OF CATTLE GUARDS
10	202.03170	REMOVAL OF GUARDRAIL
11	202.03205	REMOVAL OF FENCE
12	202.03270	REMOVAL OF PIPE
13	202.03305	MILLING PLANT MIX
14	202.03400	REMOVAL OF SURFACING
15	202.03500	RESET MAILBOX (SINGLE)
16	202.03520	RESET MAILBOX (MULTIPLE)
17	202 03600	CUTTING BIT PVMT
		OK Cancel

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 TRANSPORT	ATION
N104066 Hoback Jct - Jackson (Snake River South Section)	Report Date: 10/17/2019
	Date Range: 6/6/2019 to 10/17/2019
Contractor: Oftedal Construction, Inc.	District: DISTRICT 3
	Resident Engineer: Bob Hammond, P.E.

Item Sequence No.:6Item Description:MOBILItem Number:109.08		ILIZATION 08000	Units: LS	Current Quantity:	1.000 1.000 \$6,470,0	00.00				
Entry Date	Entry Type	Quanity	Amount	Comments	Es	t 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		\$647,000.00								