

SUBCONTRACTS USER GUIDE AGENCY

- Switch Role
- Brent Slade
- ADMIN
- CONSTRINSP_KS
- CONTRACTS_KS
- CONTRACTS_KS_NONC
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT_CONTRACTS
- KDOT_LABORUSER
- MATERIALUSER_KS
- OCC
- ✓PROJMAN_KS_AREA
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO
- PROJMAN_KS_DISTRICT
- PROJMAN_KS_FHWA

Verify Role.

Special Provision Overview
Manager User

External Links

- AASHTOWare Project Website
- KDOT Website
- Kdotweb
- KDOT Test Reports Portal
- Payroll XML
- Highway Contractors

- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Special Provision Overview

Type search criteria or press Enter Sorted Specs Showing 50 of 6802

0 changed

ID	Descr	Type	Obsolete Date
90M-2350	MODIFIED REQUIREMENTS-BITUMINOUS MIXTURES	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009
KS070012-WA5	MINIMUM WAGE RATE (AREA 5) REPLACED BY KS20080010 DATED 4/11/08.	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009
KS070000-WA4	MINIMUM WAGE RATE (AREA 4) REPLACED BY KS00000000 DATED 4/11/08.	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009

PROJECT KS ROLE for Area Project Manager User

Construction ?

- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Click "Contract Progress".



Contracts Progress Overview

Contract Progress Overview

q Type search criteria or press Enter System Default

Either enter the contract number.

0 changed

Enter search criteria above to see results or Show first 10

Contracts Progress Overview

Contract Progress Overview

516012393 System Default Showing 1 of 1

1. Click the row action button.

Contract	Description	Prime ID	Prime Name	
516012393	GRADING, BRIDGE AND SURFACING	02234	KLAVER CONST CO INC	0 changed

2. Click "Open".

- Actions
- Exclude from Search Results
- Open
- Views
- Approved DBE Commitments
- Attachments
- Contract Administration
- Contract Materials and Acceptance Actions
- Contract Price Adjustment Index
- Current DBE Commitments
- EOM Trucking
- General
- Items
- Links
- Payments
- Projects
- Subcontracts
- Tracked Issues
- Reports
- Contract Time Report
- Items with Unpaid Placed Quantities
- Outstanding Contract Item List Report
- Subcontract Listing

Contract Progress Summary

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates
- Contractors
- Change Orders
- Contract Adjustments
- Item Adjustments
- Agency Views
- Mix Designs
- Progress Schedule
- Weekly Report Of Time Charges
- Force Accounts
- Stormwater Periods

Contract ID
516012393

Description
GRADING, BRIDGE AND SURFACING

Prime Contractor Id
02234

Prime Contractor Name
KLAVER CONST CO INC

Contract Status
Active

KDOT Contract Status

Contract Type
FST - FEDERAL/STATE

Spec Book
90

Unit System
English

Highway / Route

Location
GRADING, BRIDGE & SURFACING. LOCATION IS US-83: 0.44 M S OF

Project Manager

Specialist

Agency Project Engineer Name

Agency Delivery Engineer Name

Managing Office

Comments

Proposal ID
516012

Federal Project Number
NHPP-A308(101)

State Project Number
U083-097 KA 3081-01

Federal Oversight
Yes

Local Oversight
No

CCR Required
No

DBE Pay Review Required
No

Local Project Engineer Name

Consultant Project Engineer Name

Project Engineer

Local Agency Office

DBE Certification Status
Not Certified

Record Source
Preconstruction

State Tied Contract #1

State Tied Contract #2

State Tied Contract #3

State Tied Contract #4

Contractor Reference Number

Contract Alternate Name 2

Click "Subcontracts".



Subcontract Overview

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

Prime Vendor: 02234 - KLAVER CONST CO INC

Total Calculated Subcontract Amount	571,361.50	Total Calculated Subcontract Item Extended Amount	0.00
Total Allowable Maximum Subcontract Percent		Total Allowable Maximum Subcontract Amount	0.00
Total Towards Maximum Subcontract Percent	0.00	Total Towards Maximum Subcontract Amount	0.00
DBE Goal Percent	5.50		

Subcontract Open Component Actions Menu

Q Type search criteria or press Enter Advanced Showing 6 of 6

1. Click the component row action button.

2. Click "Add".

Actions

Add

Sub Num	Prnt Sub Num	Vendor	Short Name	Consent Date
0001		05712	ALPHA LAND SURVEYS, INC.	04/22/2016
0002		06612	CAHOJ EARTHMOVING	04/22/2016
0003		01798	RFB CONSTRUCTION COMPANY INC	04/25/2016
0004		02554	ROADSAFE TRAF SYSTEMS INC	04/22/2016
0005		01499	J & J CONTRACTORS INC	04/25/2016

Pages 8 and 9 are the same screen.

For Tiered Subcontractors the process is exactly the same EXCEPT for Step 4 on this page.

Home Previous My Pages TEST ENVIRONMENT Actions Help Log off

Administration Overview Approved DBE Commitments Contract Current DBE Commitments Items Projects Subcontracts

On this page: Contract Add Subcontract

Add Subcontract

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

Prime Vendor: 02234 - KLAVER CONST CO INC

Total Calculated Subcontract Amount	624,860.50	Total Calculated Subcontract Item Extended Amount	53,499.00
Total Allowable Maximum Subcontract Percent		Total Allowable Maximum Subcontract Amount	0.00
Total Towards Maximum Subcontract Percent	0.00	Total Towards Maximum Subcontract Amount	0.00
DBE Goal Percent	5.50		

Subcontract Number*

Up to 20 characters

Begin typing to search or press Enter

Subcontract Type*

GEN - General

Subcontractor Affirmative Action Requirement

Parent Subcontract Number

Save

1. Enter the Subcontract Number. Example 01. For Tiered contractors the numbers should look like 01_01. First should match the parent subcontract.

2. Enter the Subcontractor's Name.

3. Select either FI, FO, S from the drop down.

4. IF the subcontractor is a tiered subcontractor then select the parent subcontract number from the drop down.

7. Click "Save".

Step 5 is on the next page.

Use Approved Vendor Work Classes

Pages 8 and 9 are the same screen.

Work Classifications

Name*

5. Select the Approved Work Classification from the drop down.

Exclude Tier-1 Subcontract With Items From Threshold Calcs

Refer back to page 8 for Step 7.

Ready For Review Date

Area Office Review Date

Consent Date

DBE Certified

DBE Commitment

Trucker

Supplier

Broker

6. IF the subcontractor is a DBE Trucker or Supplier you will need to check the appropriate box and then another box will open for you to put the DBE Commitment amount in.

Comments

Subcontract Summary

Subcontract - Successfully Saved

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

Prime Vendor: 02234 - KLAVER CONST CO INC

Subcontract: 12 Save

Subcontractor: 01499 - J & J CONTRACTORS INC

- Detail
- Items
- Trucking
- Truck Types

Subcontract Number *

01499

J & J CONTRACTORS INC

Click "Items".

DBE Start Date

DBE End Date

Ready For Review Date

Area Office Review Date

Exclude Tier-1 Subcontract With Items From Threshold Calcs

Superseded Date

Consent Date

Comments

Parent Subcontract Number

Total Calculated Items Total 0.00

Total Subcontract Amount 0.00

Total Sub Extended Amount 0.00

DBE Certified Yes

DBE Commitment No

Trucker

Supplier

Broker

Subcontractor Affirmative Action Requirement

FHWA 1273

Wage Rate Decisions

Other Affirm Action Provisions

Prov 15-01003



Subcontract Summary

Subcontract - Successfully Saved

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

Prime Vendor: 02234 - KLAVER CONST CO INC

Subcontract: 0008

Subcontractor: 01549 - BOB BERGKAMP CONST CO INC

Detail	Total Calculated Items Total	Total Subcontract Amount
Items	0.00	0.00
Trucking		
Truck Types		

Select Items... Click "Select Items".

0 marked for deletion | 0 changed

No rows found matching criteria.

Select Items

Q | Type search criteria or press Enter | Advanced

Select: All | None

Enter search criteria above to see results | of Show first 10

0 selected

Add to Subcontract

Detail

Detail	Total Calculated Items Total	Total Subcontract Amount
Items	0.00	0.00

Trucking

Truck Types

Select Items...

No rows found matching criteria.

0 marked for deletion | 0 changed

Select Items

Q Type search criteria or press Enter

Advanced Showing 10 of 77

Select: All None

0 selected

Contract Item Line Nbr	Reference Item ID	Item Description	Unit of Measure	Supplemental Description
1	020100	CONTRACTOR CONSTRUCTION STAKING	LS - Lump Sum	
2	025600	FIELD OFFICE AND LABORATORY (TYPE A)	EACH - Each	
3	025323	MOBILIZATION	LS - Lump Sum	
4	070626	MOBILIZATION (DBE)	LS - Lump Sum	
5	025200	REMOVAL OF EXISTING STRUCTURES	LS - Lump Sum	
6	071554	CONCRETE FOR SEAL COURSE (SET PRICE)	CUYD - CUBIC YARD	
7	012340	FOUNDATION STABILIZATION (SET PRICE)	CUYD - CUBIC YARD	
8	020001	MAINTENANCE AND RESTORATION OF HAUL ROAD	LS - Lump Sum	
9	070580	FLAGGER (SET PRICE)	HOUR - Hour	
10	025361	CLEARING AND GRUBBING	LS - Lump Sum	

Load next 50

Showing 10 of 77

1. Select Item(s).

2. Click "Add to Subcontract".

Add to Subcontract

Pages 14 and 15 are the same screen.

On this page: Contract Subcontract

Subcontract Summary

There are unsaved changes. x

Contract: 516012393 - GRADING, BRIDGE AND SURFACING ?

Prime Vendor: 02234 - KLAVER CONST CO INC

Subcontract: 0008 Save ?

Subcontractor: 01549 - BOB BERGKAMP CONST CO INC

Detail	Total Calculated Items Total	Total Subcontract Amount
Items	0.00	0.00

Trucking

Truck Types

Select Items...

0 marked for deletion | 0 changed

012410 - COMMON EXCAVATION (RURAL SMALL) x

11: 11,490.000 x 3.50000 =

Contract Item Line Number	Reference Item ID
11	012410

Long Description	Supplemental Description
COMMON EXCAVATION (RURAL SMALL)	

Subset Item	Spec Book
No	

Contract item...

Unit	Contract Item Unit Price
CUYD - CUBIC YARD	3.50000

Bid Quantity	Current Quantity
11,516.000	11,490.000

Pages 14 and 15 are the same screen.

Bid Extended Amount 40,306.00	Current Extended Amount 40,215.00
----------------------------------	--------------------------------------

Quantity * ▾ <input type="text" value="11,490.000"/>	1. Verify the Quantity. If the subcontractor is performing less then change to that amount.
Unit of Measure * ▾ CUYD - CUBIC YARD ▾	
Prime Unit Price * ▾ <input type="text" value="3.50000"/>	2. IF the subcontractor is performing a portion of the PHYSICAL work then you can adjust the unit price so that the dollar amount comes out correctly.
Prime Extended Amount	
Subcontract Unit Price ▾ <input type="text"/>	3. Enter the Subcontractor's Unit Price.
Subcontract Extended Amount	

Comments ▾ <div style="border: 1px solid gray; height: 100px;"></div>	4. Enter Comments here if needed. This is where you explain portion of items.
--	---

Parent Subcontract... ▾
Quantity
Prime Unit Price
Prime Extended Amount
Subcontract Unit Price
Subcontract Extended Amount

Record Source Construction
Refer back to page 14 for Step 5.

Repeat Steps 1-3 for each line item for this subcontractor.

Subcontract Summary

Subcontract - Successfully Saved

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

Prime Vendor: 02234 - KLAVER CONST CO INC

Subcontract: 12

Subcontractor: 01499 - J & J CONTRACTORS INC

- Detail
- Items
- Trucking
- Truck Types

1. Click "Detail".

2. IF the "DBE Certified" field is set to "Yes" then you will need to enter an estimated Start and End Date for the Subcontractor.

3. Enter the date that the Prime submitted the 259 form.

4. Enter the date that the Area approves the request.

6. Click "Save".

Parent Subcontract Number
Total Calculated Items Total 0.00
Total Subcontract Amount 0.00
Total Sub Extended Amount 0.00
DBE Certified Yes
DBE Commitment No
Trucker
Supplier
Broker
Subcontractor Affirmative Action Requirement
FHWA 1273
Wage Rate Decisions
Other Affirm Action Provisions
Prov 15-01003

5. Click the appropriate box(s).

NOTE: For Federal Aid projects you will need to check the "FHWA 1273", "Wage Rate Decisions", "Other Affirm Action Provisions" boxes. IF they are State Funded you will need to check the "Prov 15-01003", Wage Rate Decisions", "Other Affirm Action Provisions".

The remaining pages of this User Guide contains information for Superceding a Subcontract.

The rest of this guide is for SUPERCEEDING a
Subcontractor.

- Switch Role
- Brent Slade
- ADMIN
- CONSTRINSP_KS
- CONTRACTS_KS
- CONTRACTS_KS_NONC
- EXTERNALBIDDER
- EXTERNALPRIMEPAYROLL
- EXTERNALSUBPAYMENT
- EXTERNALSUBPAYROLL
- KDOT_CONTRACTS
- KDOT_LABORUSER
- MATERIALUSER_KS
- OCC
- ✓ PROJMAN_KS_AREA
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO
- PROJMAN_KS_DISTRICT
- PROJMAN_KS_FHWA

Verify Role.

Special Provision Overview
Manager User

- External Links
 - AASHTOWare Project Website
 - KDOT Website
 - Kdotweb
 - KDOT Test Reports Portal
 - Payroll XML
 - Highway Contractors

- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Special Provision Overview

Showing 50 of 6802

0 changed

ID	Descr	Type	Obsolete Date
90M-2350	MODIFIED REQUIREMENTS-BITUMINOUS MIXTURES	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009
KS070012-WA5	MINIMUM WAGE RATE (AREA 5) REPLACED BY KS20080010 DATED 4/11/08.	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009
KS070001-WA4	MINIMUM WAGE RATE (AREA 4) REPLACED BY KS00000005 DATED 4/11/08.	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009

PROJECT KS ROLE for Area Project Manager User

- Construction ?
- Change Order
- Contract Administration
- Contract Claims
- Contract Permits
- Contract Progress ← Click "Contract Progress".
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Contracts Progress Overview

Contract Progress Overview

System Default

Either enter the contract number or click "Show first 10".

0 changed

Enter search criteria above to see results or [Show first 10](#)

Contracts Progress Overview

Contract Progress Overview

516012393 System Default Showing 1 of 1

Either click the contract number or click the row action button and click "Open".

Contract	Description	Prime ID	Prime Name	
516012393	GRADING, BRIDGE AND SURFACING	02234	KLAVER CONST CO INC	

- Actions
- Exclude from Search Results
- Open
- Views
- Approved DBE Commitments
- Attachments
- Contract Administration
- Contract Materials and Acceptance Actions
- Contract Price Adjustment Index
- Current DBE Commitments
- EOM Trucking
- General
- Items
- Links
- Payments
- Projects
- Subcontracts
- Tracked Issues
- Reports
- Contract Time Report
- Items with Unpaid Placed Quantities
- Outstanding Contract Item List Report
- Subcontract Listing

Contract Progress Summary

Contract: 516012393 - GRADING, BRIDGE AND SURFACING Save ?

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates
- Contractors
- Change Orders
- Contract Adjustments
- Item Adjustments
- Agency Views
- Mix Designs
- Progress Schedule
- Weekly Report Of Time Charges
- Force Accounts
- Stormwater Periods

Contract ID
516012393

Description*
GRADING, BRIDGE AND SURFACING

Up to 120 characters

Prime Contractor Id
02234

Prime Contractor Name
KLAVER CONST CO INC

Contract Status
Active

KDOT Contract Status

Contract Type
FST - FEDERAL/STATE

Spec Book
90

Unit System
English

Highway / Route

Location
GRADING, BRIDGE & SURFACING. LOCATION IS US-83: 0.44 M S OF

Project Manager

Specialist

Agency Project Engineer Name

Agency Delivery Engineer Name

Managing Office

Comments

Proposal ID
516012393

Federal Project Number
NHPP-A308(101)

State Project Number
U083-097 KA 3081-01

Federal Oversight
Yes

Local Oversight
No

OCR Required
No

DBE Pay Review Required
No

Local Project Engineer Name

Consultant Project Engineer Name

Project Engineer

Local Agency Office

DBE Certification Status
Not Certified

Record Source
Preconstruction

State Tied Contract #1

State Tied Contract #2

State Tied Contract #3

State Tied Contract #4

Contractor Reference Number

Contract Alternate Name 2

Click "Subcontracts".



On this page: Contract Subcontract

Subcontract Overview

Contract: 516012393 - GRADING, BRIDGE AND SURFACING
Prime Vendor: 02234 - KLAVER CONST CO INC

Total Calculated Subcontract Amount

665,075.50

Total Calculated Subcontract Item Extended Amount

93,714.00

Total Allowable Maximum Subcontract Percent

0.00

Total Allowable Maximum Subcontract Amount

0.00

Total Towards Maximum Subcontract Percent

0.00

Total Towards Maximum Subcontract Amount

0.00

DBE Goal Percent

5.50

Subcontract

Q [Type search criteria or press Enter] Advanced Showing 8 of 8

0 changed

Sub Num	Prnt Sub Num	Vendor	Short Name	Consent Date
0001		05712	ALPHA LAND SURVEYS, INC.	04/22/2016
0002		06612	CAHOJ EARTHMOVING	04/22/2016
0003		01798	RFB CONSTRUCTION COMPANY INC	04/25/2016
0004		02554	ROADSAFE TRAF SYSTEMS INC	04/22/2016
0005		01499	J & J CONTRACTORS INC	04/25/2016
0006		02446	MCCORMICK EXCAVATION & PAVING LLC	04/25/2016
0008		01549	BOB BERGKAMP CONST CO INC	
007		02006	KING CONST CO INC AND SUBS	

Click the Sub Number that you want to Superceed.

Subcontract Summary

Contract: 516012393 - GRADING, BRIDGE AND SURFACING

Prime Vendor: 02234 - KLAVER CONST CO INC

Subcontract: 007 Save

Subcontractor: 02006 - KING CONST CO INC AND SUBS

- Detail
- Items
- Trucking
- Truck Types

Subcontract Number*

Up to 30 characters

Q 02006
 KING CONST CO INC AND SUBS

Ready For Review Date

Area Office Review Date

Exclude Tier-1 Subcontract With Items From Threshold Calcs

Superseded Date

Consent Date

Subcontractor Affirmative Action Requirement
 FO - Federally-Aided Contract let outside of Home Town Plan Areas

Comments

Parent Subcontract Number

Total Calculated Items Total
 53,499.00

Total Subcontract Amount
 53,499.00

Total Sub Extended Amount
 31,470.00

DBE Certified
 No

DBE Commitment
 No

Trucker

Supplier

Broker

Enter the date of the Superceed.

NOTE: AWP does the math for the remaining Subcontract Amount and Percentage based on the paid amounts for each item that are on approved pay estimates.