



OFFICE MEMORANDUM

MAINTENANCE MEMO
MM 2004-01

DATE: January 9, 2004

TO: Region Engineers

FROM: Calvin Roberts
Engineer of Maintenance

SUBJECT: State Trunkline Maintenance Contract – Salt Purchase

This memo is a reminder that it's time to request the bulk salt unit cost and volumes from each of the counties that do not purchase salt using the DMB purchasing process. In accordance with Appendix A of the State Trunkline Maintenance Contract, the counties are required to submit salt purchasing data to the Regions by January 31 of each year. Attached, is a sample letter that should be sent out by the Region to all their contract counties as soon as possible. You will receive via email a spreadsheet written in Quattro Pro, Excel and Lotus that should accompany the letter to assist in the collection of the required data. Also attached, is a table that provides the DMB's delivered unit costs and volumes by county, for (early and late deliveries) between August 1, 2002 and April 2003. The table also provides the single comparisons price for each of the counties. The Region will need this single comparison price for the approval or disapproval of a counties request to purchase salt outside the DMB purchasing process.

Please note that only the counties not currently purchasing salt from the DMB contract are required to submit their salt purchasing data.

If you have any questions, please contact me at 517-322-3333 or Gary Mayes at 517-322-3315.

Calvin Roberts
Engineer of Maintenance
(Signature on File)

Attachment

MDOT LETTERHEAD

Date

SAMPLE

To each County:

Dear:

If you plan to purchase bulk road salt outside of the Department of Management and Budget (DMB) process, then in accordance with Section 7 and Appendix A, paragraph E, of the State Trunkline Maintenance Contract those counties are required to report their salt purchase prices to the Region on or before January 31, 200X. This requirement only applies to those counties that purchase bulk salt and did not use the DMB process.

The report needs to contain the required information list below. For your convenience, we have enclosed a disk with a table written in Quattro Pro, Excel and Lotus to help you with the submittal of the report. The data needed to complete the report is for all bulk salt deliveries received between August 1, 200X and April 1, 200X. You are also required to provide verifiable documentation of all the bulk salt purchased. Please complete the following:

- **Storage Site Name**
- **Street Address**
- **Global Positioning System Coordinates (GPS)**
- **Delivered Unit Cost FOB** (report either single price or dual price when appropriate)
- **Delivered Volumes** (If you received a single price, report only the total volume)
- **Additional Cost/ton** (This may apply if you received salt deliveries at a central location and needed to transport the salt to the storage site.)

If you intend on making future salt purchases using the DMB Process please provide that confirmation to me. It's important to note, if we don't receive the requested information on or before January 31, 200X you will be required to purchase salt for next season using the DMB process.

The Michigan Department of Transportation (MDOT) will complete the remainder of the table and return the table to you with our recommendation before March 1, 200X.

If you have any questions, please contact your MDOT Maintenance Contract Administrator. Thank you.

Sincerely,

Region Engineer