

**ECMS AUTHORIZATION FOR CONTRACT WORK
PUB. 408 SECTION 110.06 – MATERIAL STORED OR ON HAND**

Procedure

- When creating the Authorization, indicate the type of work as Additional Work and enter zero in the Working Days and Calendar Days fields.
- The required **Scope of Work** statement should read:

This is to request your acceptance of a no cost amendment to the contract that will reduce the minimum storage period for stored material prepayments from 30-days to 15-days in Section 110.06(a). As a result, the Department hereby requests that the contract be amended to incorporate the new specification language.

- The entry in the **Description / Comments** field should read:

Please review the attached Specification, Section 110.06, and, by acknowledging this Authorization, indicate your concurrence with having the remainder of the project administered in accordance with the revised terms and conditions cited therein.

- Attach the Specification, Section 110.06 Material Stored or on Hand, cited above to the Authorization.
- Save the completed Authorization and use the 'Workflow' button to submit it to the Contractor.
- When the Authorization is acknowledged by the Contractor, update the Authorization status to "Accepted". Since the subject contract amendment will have no impact on contract items or item quantities, the processing of a follow-up Work Order will not be necessary.
- If a Contractor's questions or concerns cannot be addressed at the Project or District level, please contact Brent Trivelpiece, Chief, Construction Quality Assurance Division, by email at btrivelpie@pa.gov or by telephone at (717) 787-4794.
- For assistance with the Authorization procedure, please contact James Goodrich, Contract Management Section, by email at jagoodrich@pa.gov or by telephone at (570) 368-5603.