




MEMO

DATE: June 24, 2022

SUBJECT: Stored Materials

TO: District Executives
Assistant District Executives – Construction

FROM: Michael C. Keiser, P.E. 
Acting Deputy Secretary Highway Administration

In February 2022, a Transportation Quality Initiative (TQI) team consisting of Department, PA Turnpike, ACEC/PA and APC industry representatives was created to provide recommendations for consideration that could assist with material supply chain issues facing our construction industry. One of the TQI team's recommendations was increasing the opportunities for contractors to order and receive payment for stored materials before incorporation into the work. Below is what can occur on our Department construction projects to implement this recommendation:

- If the contractor identifies a contract item of work on the project that ECMS indicates "not eligible" for stored material prepayments that should be "eligible" according to Pub. 408, Section 110.06, the project team should contact John Burnett at (717) 787-7035 or joburnett@pa.gov or Michael Smeal at (717) 787-7034 or msmeal@pa.gov to update that contract item of work as "eligible" for stored material prepayments in ECMS.
- If the contractor submits a written request via PPCC to waive or reduce the 30-day minimum storage period for stored material prepayments, follow the guidance provided in the attached **ECMS Authorization Instructions – Section 110.06** to reduce the minimum storage period for stored material prepayments to 15-days.

If you have any questions or concerns, please contact Brent L. Trivelpiece, Chief, Construction Quality Assurance Division at 717-787-4794 or btrivelpie@pa.gov.

Attachments

cc: Pennsylvania Turnpike Commission
Federal Highway Administration Pennsylvania Division
Robert Latham, Associated Pennsylvania Constructors
Leeann Sherman, American Council of Engineering Companies of Pennsylvania

Melissa Batula, P.E., Secretary's Office
Jennie Louwerse, AICP, Multimodal Transportation
Jonathan Fleming, Highway Administration
Gavin Gray, P.E., Highway Administration
Daryl St. Clair, P.E., Highway Administration
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Highway Administration Bureau Directors
Highway Administration Division/Section Chiefs
Office of Chief Counsel
John Burnett, Bureau of Design and Delivery
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