

TO: CHIEF HIGHWAY ENGINEER
ALL H.Q. DIRECTORS: Prof. Services, Planning & Major Projects
ALL REGIONAL MANAGERS: Prof. Services, Planning & Operations

SUBJECT: MINISTRY SUPPLY OF ASPHALT MATERIALS

BENEFITS:

There are a number of well proven reasons why the Ministry benefits by supplying asphalt materials to Contractors on virtually all paving projects. These include better asphalt cement prices and contract prices. Due to recent market instability, Price Risk management has become important.

International affairs, seasonal demands and other factors all produce variability in asphalt prices which makes long term estimating difficult. Supply of asphalt through the Purchasing Commission and co-ordination by the Geotechnical and Materials Engineering Branch will insure that individual Project Managers will not become entangled in claims resulting from extreme asphalt price fluctuation.

CO-ORDINATION OF REQUISITIONS:

The Geotechnical and Materials Engineering Branch in Victoria has the mandate to co-ordinate and review the requisition of asphalt materials, for Regions and Headquarters. Where feasible, the Ministry ensures the best unit prices by block ordering of asphalt materials to supply two or more projects within a geographic area from a single supplier. In addition, requirements for new later projects, within a reasonable distance from the block can also be included.

In keeping with excellent past experience, all asphalt requirements will be supplied by the Ministry when the project size is such that more than approximately 50 tonnes of asphalt cement or 50,000 litres of primer is required. Even in cases of lesser quantity needed, it may be possible to co-ordinate supply with a nearby larger Ministry supplied project, to take advantage of a large-volume unit price.

REQUISITION OF ASPHALT MATERIALS:

The requisitioning of types and quantities of asphalt materials is a Regional/Major projects responsibility. The following procedures for the requisitioning of asphalt materials, on Ministry supplied projects are now in effect.

(1) Block Orders

As soon as each Regional annual program has been finalized, submit completed requisition forms for all asphalt materials requirements to the Geotechnical and Materials Engineering Branch in Victoria, for processing. The monthly quantities estimated to be used, the period of time in which they will be used during the fiscal year, the approximate location, delivery time, the project number, receiver of invoice (name, address and phone number) must be indicated for each project. When submitting block orders exercise caution to insure that asphalt cement with appropriate temperature susceptibility is chosen. The temperature susceptibility has a significant influence in performance with respect to rutting and thermal pavement cracking. Therefore block orders should be for asphalt materials to be used in zones having similar climatic characteristics. A chart, indicating climatic zones in the province is being prepared. For your information, a requisition form for a block order is attached.

(2) Single Project Orders

For single project orders, which are not suitable for block orders, or which take effect after the block orders are in place, requisitions for asphalt materials must be forwarded to the Geotechnical and Materials Engineering Branch in Victoria. The Geotechnical and Materials Branch

maintains a continuous record of crude oil/asphalt product price fluctuations and it will then be decided whether the new quantity can be added to an existing block or whether new individual quotes need be solicited. Forward the details of the order well in advance (5 weeks) of your project asphalt needs in the form of "Requisition to the Purchasing Commission". A typical requisition form for a single project is attached.

(3) Adjustment to Quantities/Emergency Purchase Orders

To adjust quantities (over/under 10%) from previous orders or to obtain an emergency purchase order (EPO) number from Ralph White (389-3329) or Wayne Peters (389-3320) of the Purchasing Commission directly.

To adjust quantities, submit to them a requisition describing the amendment, quoting the number of the purchase order to be amended. For an EPO, obtain directly from the suppliers, three quotations (to be confirmed in writing by the oil company) for the materials needed. With this information the Purchasing Commission will be able to issue an EPO number immediately. Notify the Geotechnical and Materials Engineering Branch of the EPO.

NOTE: This circular cancels Circular T-2-90 and revises Circular T-2-91. Please destroy these two circulars.

CONTACT:

D.R. Haughton, P. Eng.
Manager, Pavement Development and Design
Geotechnical & Materials Engineering Branch
387-7709



E.A. Lund, P. Eng.
Chief Highway Engineer

Attachments

- c.c. A.D.M. Highways Operations
- c.c. A.D.M. Planning & Major Projects
- c.c. All Regional Directors
- c.c. Purchasing Commission, Attn.: W. Peters, Purchasing Manager

(3) Adjustments to Quantities

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Describe the amendments and quote the number of the purchase order to be amended.

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TO: ASSISTANT CHIEF HIGHWAY ENGINEER
ALL H.Q. DIRECTORS: Prof. Services, Planning & Major Projects
ALL REGIONAL MANAGERS: Prof. Services, Planning & Operations
ALL DISTRICT HIGHWAYS MANAGERS

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Province of
British Columbia

Ministry of
Government
Management
Services
PURCHASING COMMISSION

REQUISITION TO THE PURCHASING COMMISSION

PLEASE TYPE OR PRINT NEATLY

PURCHASE ORDER NO.

REQUISITION NO.

396087 **C**

RESOURCE PERSON	PHONE
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OFFICE

DELIVER TO

Ministry/Contractor/Project#/Name

* REQUISITIONED IN ACCORDANCE WITH REQUISITIONING AUTHORITY DELEGATED BY THE DEPUTY MINISTER UNDER SECTION 6 OF THE PURCHASING COMMISSION ACT AND CERTIFIED THAT AN APPROPRIATION AND SUFFICIENT FUNDS ARE AVAILABLE.

INVOICE TO BE MAILED TO

Spending Authority
Address:

SIGNATURE	PRINT OR TYPE NAME
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CHARGE MINISTRY OF	DATE REQUIRED
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VOL.	DEPT.	RESPONSIBILITY	PAY CLASS CODE
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PROJECT	ACCOUNT NO.	OBJECT NO.
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NOTE: TO EXPEDITE PURCHASES AND ENSURE PROPER TYPE OF GOODS - SEE REVERSE

QUANTITY	DESCRIPTION	PURCHASING COMMISSION USE ONLY QUOTED UNIT PRICE	AMOUNT	COMMODITY OR PRODUCT CODE
+/- 10%	<u>Asphalt Products Meeting Requirement of General Specifications Section 311 "Asphalt Materials for Highway Use".</u>			
tonnes	AC- Asphalt Cement			
litres	RM-20, Asphalt Primer			
	<p><u>Delivery:</u> As and when required by Motor Transport Truck, F.O.B. the contractors plant site for AC and jobsite for liquid asphalt.</p> <p>(Project located on Hwy. from to (or Pit location, if known)</p> <p>Project work is expected to commence with completion by</p> <p>It is anticipated that approximately tonnes of AC- and litres of RM-20 will be required in the 1991 paving season.</p>			

NOTE: FILL IN ALL THE SHADED AREAS WITH THE APPROPRIATE INFORMATION.

* PURCHASING COMMISSION: DO NOT EXCEED TOTAL \$ _____ AUTHORIZED EXPENDITURE. (TAXES AND FREIGHT INCLUDED).

FOR PURCHASING COMMISSION USE ONLY



Province of
British Columbia

Ministry of
Government
Management
Services
PURCHASING COMMISSION

REQUISITION TO THE PURCHASING COMMISSION

PLEASE TYPE OR PRINT NEATLY

RESOURCE PERSON			PHONE	PURCHASE ORDER NO.		REQUISITION NO. 396087 C		
OFFICE			DELIVER TO As listed on Material Requirement Forms					
* REQUISITIONED IN ACCORDANCE WITH REQUISITIONING AUTHORITY DELEGATED BY THE DEPUTY MINISTER UNDER SECTION 6 OF THE PURCHASING COMMISSION ACT AND CERTIFIED THAT AN APPROPRIATION AND SUFFICIENT FUNDS ARE AVAILABLE.								
SIGNATURE				PRINT OR TYPE NAME				INVOICE TO BE MAILED TO As listed on Material Requirement Forms
CHARGE MINISTRY OF			DATE REQUIRED					
VOTE	DEPT	RESPONSIBILITY	PAY CLASS CODE	PROJECT Block	ACCOUNT NO.	OBJECT NO.		

NOTE: TO EXPEDITE PURCHASES AND ENSURE PROPER TYPE OF GOODS - SEE REVERSE

QUANTITY	DESCRIPTION	PURCHASING COMMISSION USE ONLY QUOTED UNIT PRICE	COMMISSION USE ONLY AMOUNT	COMMODITY OR PRODUCT CODE
-/- 10%	<p>ASPHALT PRODUCTS MEETING REQUIREMENTS OF GENERAL SPECIFICATIONS SECTION 311 "ASPHALT MATERIALS FOR HIGHWAY USE.</p> <p>Refer to the attached request for Proposal & Procurement</p>			

NOTE: FILL IN ALL THE SHADED AREAS WITH THE APPROPRIATE INFORMATION.

* PURCHASING COMMISSION: DO NOT EXCEED TOTAL \$ _____ AUTHORIZED EXPENDITURE. (TAXES AND FREIGHT INCLUDED).

FOR PURCHASING COMMISSION USE ONLY

Region: ck

ndel rm "A"

AC- ASPHALT MATERIALS REQUIREMENTS 1991/92
MONTHLY ANTICIPATED REQUIREMENTS

PROJECT NUMBER	LOCATION	TOTAL QUANTITY (TONNES)						
		MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT

#: From: [shaded]
To: [shaded]
Hwy #: Invoice To: [shaded]
Name: [shaded]
Address: [shaded]
Phone: [shaded]

Superseded
by T-7197

NOTE: FILL IN ALL THE SHADED AREAS WITH THE APPROPRIATE INFORMATION.

Region Block

Tender Form "A"

AC- ASPHALT MATERIALS REQUIREMENTS 1991/92
MONTHLY ANATICIPATED REQUIREMENTS

PROJECT NUMBER	LOCATION	TOTAL QUANTITY (TONNES)						
		MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT

Superseded
by T-7/197

RM-20 ASPHALT MATERIALS REQUIREMENTS 1991/92
MONTHLY ANTICIPATED REQUIREMENTS

PROJECT LOCATION TOTAL QUANTITY (TONNES)
NUMBER **RM-20**

MARCH APRIL MAY JUNE JULY AUG SEPT

#: [shaded] From: [shaded]
To: [shaded]
Hwy #: [shaded] Invoice To: [shaded]
Name: [shaded]
Address: [shaded]
Phone: [shaded]

Superseded
by T-7/97

NOTE: FILL IN ALL THE SHADED AREAS WITH THE APPROPRIATE INFORMATION.

Region Block:

Table Form "B"

RM-20 ASPHALT MATERIALS REQUIREMENTS 1991/92
MONTHLY ANATICIPATED REQUIREMENTS

PROJECT NUMBER	LOCATION	TOTAL QUANTITY (TONNES)						
		MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT

Superseded
by T-7/197

ASPHALT REQUISITIONS

When you are filling out your Requisitions could you please include the following information:

- 1.) List type of use:
 - Overlay
 - Recycle
 - In Place Surface Recycling
 - Others uses
- 2.) Provide a key map. This is important for the delivery of the asphalt.
- 3.) Attach a statement RE: Minimum Load Size.

Example:

Note: If bidders have minimum load size applying to their prices, this should be indicated in their quote.

Superseded
by T-7/197