

# EEBACS USER GUIDE 1.0

## Appendix E: Amendments

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UPDATED: 11.03.2011

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## E.1 Amendments.



The Amendments Tab creates an amendment and supporting documentation. Acquisition user roles can add, edit, delete, and issue Amendments in EEBACS. Some Design user roles will be able to update estimates in the Acquisition module for contract amendment purposes.

There are two types of amendments:

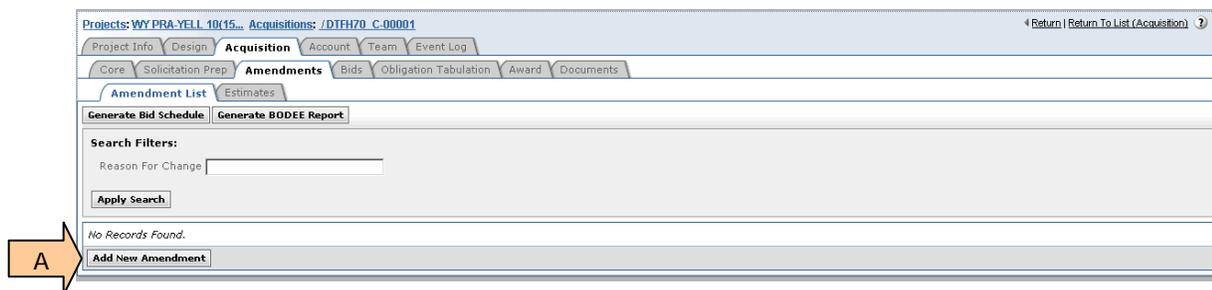
1. **Administrative Amendments (Non Pay Item)** – Non pay item amendments will be inputted to the program to maintain amendment number order. This type of amendment may result because of changes in Davis – Bacon Wage rates, Special Contract Requirements (SCRs), plans, or a road user fee at the “Bid Summary Groupings” page.
2. **Pay Item Amendments** – Pay item amendments change the Bid Schedule or Summary of Quantities. They may include adding, deleting, or modifying a pay item or a component of a pay item such as quantity. Depending on your Division’s practices, pay item amendments may be developed in whole or part by the Design or Acquisition Section.

### E.1.1 Amendment List.

The Amendment List tab allows the user to create, issue, and undo an amendment. Generally, only Acquisition staff has the authority to create, issue, undo, and delete amendments; while Design staff has authority to edit a Pay Item amendment. Contact your Acquisition staff if you need assistance.

#### E.1.1.1 Add New Amendment.

- A. Select the “Add New Amendment” icon;



As amendments are added, a list is developed. Note that only the most recent amendment (that has not been issued) can be edited.

Projects: PRA YELL 10(15) G... Return | Return To List (Acquisition)

Project Info Design **Acquisition** Account Team Event Log

Core Solicitation Prep **Amendments** Bids Obligation Tabulation Award Documents

Amendment List Estimates

**Search Filters:**  
Reason For Change

Items 1-2 of 2

	Amendment Number ▼	Issued	Pay Item Amendment?	Amendment Date ▼
	A001	✓	✓	Jun 23, 2009
	A002	✗	✗	Jun 23, 2009

Items 1-2 of 2

- B. Enter Amendment Number (make sure the number reflects your Division's nomenclature);
- C. Enter date of the amendment;
- D. Select the Yes or No radio button depending on the type of amendment. Examples of a non pay item amendment type would be changes due to Davis – Bacon Wage Rate updates, specification changes, or plan changes that did not effect quantity;
- E. Insert a description of what changes can be found in the amendment; and
- F. Select the "Save" icon for pay item type of amendments in order to modify the estimate or "Save & Close" icon to exit the screen.

Projects: WY PRA-YELL 10(15)... Acquisitions: /DTFH70 C-00001

Project Info Design **Acquisition** Account Team Event Log

Core Solicitation Prep **Amendments** Bids Obligation Tabulation Award Documents

**Add New Amendment**

Amendment Number\*:  ← B

Amendment Date\*:    ← C

Pay Item Amendment?:  yes  no ← D

Reason\*:  ← E

← F

### E.1.1.2 Issuing an Amendment.

If a pay item amendment is required, the user must complete an estimate (see Chapter 3.7.3 Estimates). Make sure the “complete” button is toggled “Yes”.

Projects: PRA YELL 10(15) G... Acquisitions: /DTFH70-C-00007 Amendments: A001 Estimates

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Amendment List Estimates

Estimate Schedules Column Headers Pay Items Construction Estimates

Save & Close Save Cancel Cancel & Close

Estimate

Milestone Name\*: Amendment A001

Description:

Check Spelling

Complete?\*:  yes  no

Review Date\*: 2009-06-22 Select Clear

Save & Close Save Cancel Cancel & Close

Once data has been input for either the pay item or non-pay item amendment:

- A. Select the “Amendment Issued” button.

#### Pay Item Amendment example

Projects: PRA YELL 10(15) G... Acquisitions: /DTFH70-C-00007 Amendments

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Core Estimate

Save & Close Save Delete Cancel Cancel & Close Amendment Issued \* indicates a required field

Add New Amendment

Amendment Number\*: A001

Amendment Date\*: 2009-06-19 Select Clear

Pay Item  
Amendment\*: yes

Reason\*: Increases quantity for item 15201-0000 due to added survey at parking area.

Amendments:

Amend Pay Items

Action  
Modify  
Modify Pay Items

Pay Item

Pay Item #: 15201-0000  
Pay Item Description (US Customary): CONSTRUCTION SURVEY AND STAKING  
Pay Item Type: N  
Pay Unit (U.S. Units): LPSM

Supplemental Description:  
CONSTRUCTION SURVEY AND STAKING

Line Item Numbers:  
0020  
A 0020  
Pay Item Type:  
N

Unit Prices:  
\$250,000.00  
Unit Price (Old):  
\$200,000.00  
Total Price:  
\$250,000.00  
Total Price (Old):  
\$200,000.00

Save & Close Save Delete Cancel Cancel & Close Amendment Issued

Non- Pay Item Amendment example:

Projects: PRA YELL 10(15) G... Acquisitions: /DTFH70-C-00007 Amendments

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Save & Close Save Delete Cancel Cancel & Close Amendment Issued A

**Add New Amendment**

Amendment Number\*: A002

Amendment Date\*: 2009-06-22 Select Clear

Pay Item Amendment?: no

Reason\*: Davis - Bacon Wage Rate changes.

Save & Close Save Delete Cancel Cancel & Close Amendment Issued A

Once the amendment has been issued, the “Issued” column will be checked under the “Amendment List” tab

Projects: PRA YELL 10(15) G... Acquisitions: /DTFH70-C-00007 Return | Return To List (Acquisition) ?

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Amendment List Estimates

Search Filters:  
Reason For Change   
Apply Search

Amendment Number	Issued	Pay Item Amendment?	Amendment Date
A001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jun 19, 2009

**E.1.1.3 Undo Amendment Issued.**

“Undo amendment issued” can only be performed by Acquisition staff. Undoing an amendment allows the amendment to be edited or deleted.

- A Select the “Undo Amendment Issued” button.

Example of a non-pay item amendment:

Projects: PRA YELL 10(15) G... Acquisitions: /DTFH70-C-00007 Amendments

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Cancel Undo Amendment Issued A

**Add New Amendment**

Amendment Number: A002

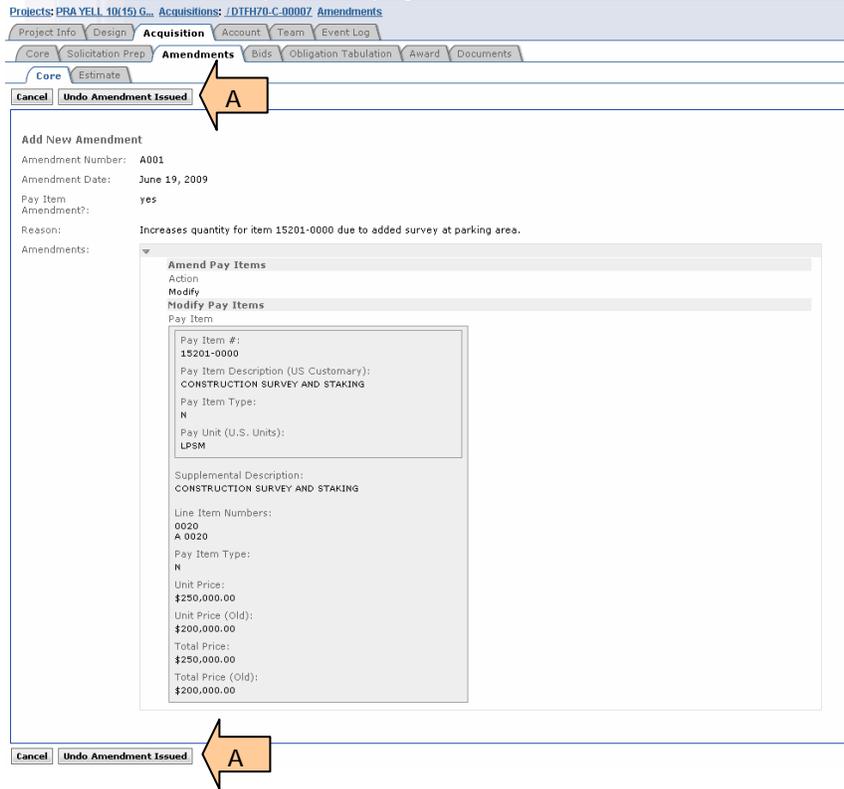
Amendment Date: June 22, 2009

Pay Item Amendment?: no

Reason: Davis - Bacon Wage Rate changes.

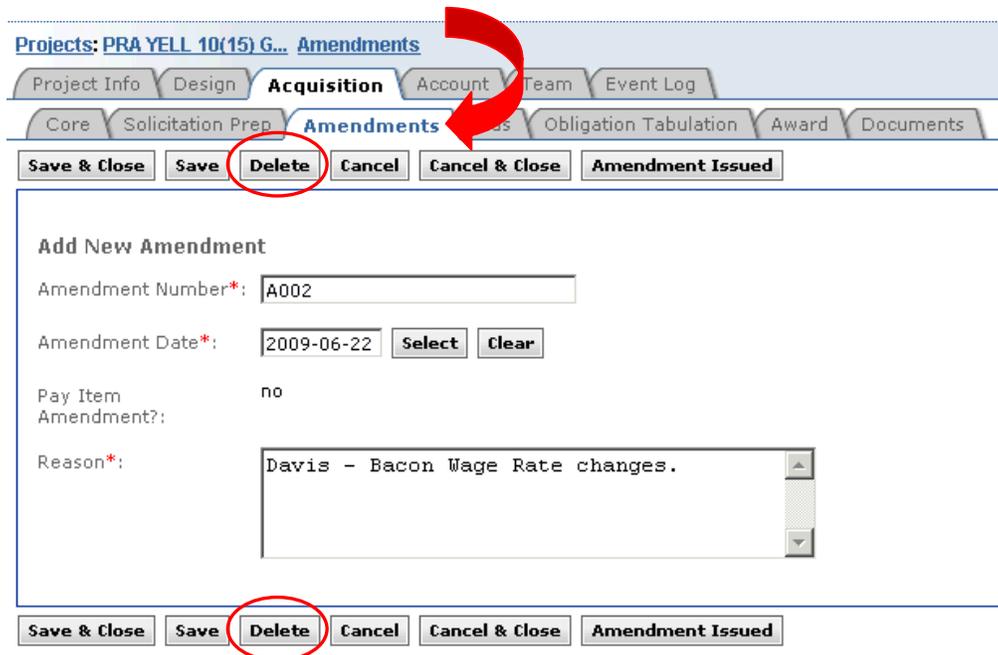
Cancel Undo Amendment Issued A

Example of a pay item amendment:



**E.1.1.4 Deleting an Amendment.**

An amendment may be deleted through the "Amendment" tab. Amendments deleted cannot be retrieved (including estimates developed under the amendment).



## E.1.2 Estimates (for Amendments).

The “Estimates” tab appears only when the Pay Item Amendment is toggled “Yes”. The Acquisition “Estimate” tab is very similar to the Design module “Estimate” tab. The tab opens sub tabs to allow access to the Schedules, Column Headers, Pay Items (including the Master Pay Item Table), and Construction Estimate (including report generation for the Bid Schedule and Summary of Quantities).

Note: Since an Amendment estimate tracks the changes with strikeout and Amendment numbers; if an error is made, accepted, or saved when modifying an estimate the Amendment will most like need to be deleted and re-inputted (there is no undo command).

- Text in the “Description” field is forwarded from previous estimate. Delete the text and substitute with appropriate text explaining the estimate change;
- In order to edit the estimate to make changes select the “No” radio button. To issued an amendment with an estimate the radio button must be toggled “Yes”; and
- Select “Save” icon to continue.

Projects: WY PRA-YELL 10/15... Acquisitions: /DTFH70 C-00001 Amendments: A001 Estimates

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Amendment List Estimates

Estimate Schedules Column Headers Pay Items Construction Estimates

Save & Close Save Cancel Cancel & Close

**Estimate**

Milestone Name\*: Amendment A001

Description: Adjustment in quantity for pay item  
20401-0000.

Check Spelling

Complete?\*:  yes  no

Save & Close Save Cancel Cancel & Close

A full description of how to make changes to an estimate can be found in the Design Module Section.

For an explanation of common amendment changes continue to read the following:

The “Schedules” tab allows the user to modify schedule information (Schedule type, description, termini, CPM days, lane miles, etc.). The “Column Headers” tab allows the user to manipulate the column heading for the Summary of Quantity report. Generally if it is a simple pay item manipulation a user does not have to access these tabs.

Most commonly used tabs will be the “Pay Items” and “Construction Estimates” tabs.

### E.1.2.1 Project Pay Items.

The “Project Pay Items” tab allows the user to modify, add, or delete pay items in a schedule.

When a project has multiple schedules it is some times easier to use the “search filter” to view only the pay items in the schedule to be modified. This can be done by selecting the desired schedule in the “Search Filters” box and selecting “Apply Search”.

If a pay item is shared between multiple schedules and the pay item is to be modified in only one schedule, remember to remove the link. See the Design module for further information.

Note: DO NOT add a “unit price” to pay item 15101-0000 Mobilization. This is a calculated value that is computed when updating the Construction Estimate.

- A. Select the edit icon to access the pay item.

Projects: WY/PRA/YELL\_10(15... Acquisitions: /DTFH70\_C-00001 Amendments: A001 Estimates: Amendment A001

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Amendment List Estimates

Estimate Schedules Column Headers Pay Items Construction Estimates

Project Pay Items Add Master Pay Item Advanced Search

**Search Filters:**

Keywords  Total Price

Schedule  A Complete  yes  no

Unit Price

**Apply Search**

Add Master Pay Items		Items 1-20 of 21									
		Line Item Number	Pay Item #	Sched	Pay Item Type	Pay Item Description (US Customary)	Units	Unit Price	Quantity	Total Price	Comp.
<input type="checkbox"/>		A0010	15101-0000	A	N	MOBILIZATION	LPSM	\$226,850.00	ALL	\$226,850.00	yes
<input type="checkbox"/>		A0020	15201-0000	A	N	CONSTRUCTION SURVEY AND STAKING	LPSM	\$240,000.00	ALL	\$240,000.00	yes
<input type="checkbox"/>		A0030	15301-0010	A	N	CONTRACTOR QUALITY CONTROL AND ASSURANCE	LPSM	\$100,000.00	ALL	\$100,000.00	yes
<input type="checkbox"/>		A0040	15401-0000	A	N	CONTRACTOR TESTING	LPSM	\$50,000.00	ALL	\$50,000.00	yes
<input type="checkbox"/>		A0050	15501-0000	A	N	CONSTRUCTION SCHEDULE	LPSM	\$30,000.00	ALL	\$30,000.00	yes
<input type="checkbox"/>		A0060	15705-0100	A	N	SOIL EROSION CONTROL, SILT FENCE	LNFT	\$5.00	3,000	\$15,000.00	yes
<input type="checkbox"/>		A0070	15705-0500	A	N	SOIL EROSION CONTROL, TEMPORARY CULVERT PIPE	LNFT	\$60.00	500	\$30,000.00	yes
<input type="checkbox"/>		A0080	20101-0000	A	N	CLEARING AND GRUBBING	ACRE	\$3,000.00	10.0	\$30,000.00	yes
<input type="checkbox"/>		A0090	20220-1000	A	N	REMOVAL, INDIVIDUAL TREE	EACH	\$1,500.00	20	\$30,000.00	yes
<input type="checkbox"/>		A0100	20401-0000	A	N	ROADWAY EXCAVATION	CUYD	\$8.50	40,000	\$340,000.00	yes
<input type="checkbox"/>		A0110	30101-2000	A	NM	AGGREGATE BASE GRADING D	TON	\$22.00	20,000	\$440,000.00	yes
<input type="checkbox"/>		A0120	30101-2000	A	QM	AGGREGATE BASE GRADING D (Quality)	Q_TON	\$1.10	20,000	\$22,000.00	yes

### E.1.2.2 Pay Items.

The "Pay Item" tab allows the user to add, delete or modify a pay item. The following are some of the most common pay item actions when developing an amendment.

**To revise a quantity:**

- B. Input the revised quantity (45,000 cu yds). Some pay items may require quantity splits to multiple accounts;
- C. Include any pertinent remarks as to why the change was required; and
- D. Select "Save" or "Save and Close".

Projects: WY PRA-YELL 10(15... Acquisitions: /DTFH70 C-00001 Amendments: A001 Estimates: Amendment A001 Design Pay Items

Project Info Design **Acquisition** Account Team Event Log

Core Solicitation Prep **Amendments** Bids Obligation Tabulation Award Documents

Amendment List **Estimates**

Estimate Schedules Column Headers **Pay Items** Construction Estimates

Save & Close Save Delete Cancel Cancel & Close Save & Previous Save & Next View Previous View Next \* indicates a required field

Pay Item #: 20401-0000 Pay Item Description: ROADWAY EXCAVATION  
Pay Item Type: N Pay Unit (U.S. Units): CUYD

**Design Pay Item**

Supplemental Description:

Line Item Numbers\*: Schedule Line Item Number  
A 0100

Pay Item Type\*: N

Contract Quantity\*:  yes  no

Bid Decimal\*: 0

**Column Headings & Accounts**

Column Heading: D:Plan & Profile

Column Headings	CONSTR Account*	Quantity*	Price
D:Plan & Profile	CON01 PRA Funds	45000	
<b>Column Heading Total:</b>		45,000	

Column Headings	Quantity	Price
Plan & Profile	45,000	\$382,500.00
Accounts		
CON01	45,000	\$382,500.00

Unit Price: 8.50

Remarks: cu yds going to waste.  
Amendment A001 increases the quantity by 5,000 cu yds due to design change.  
(maximum characters: 4000) 3829 remaining.

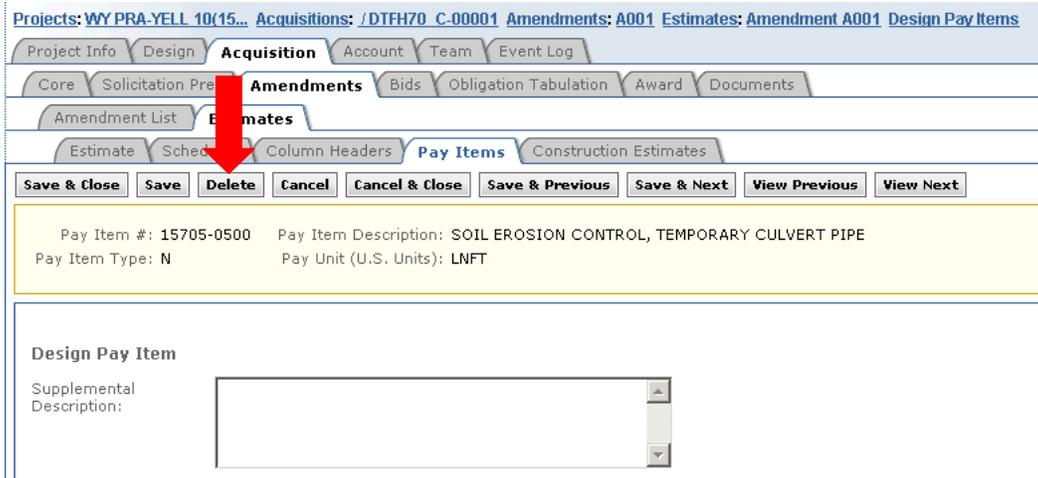
Quantity: 45,000  
Total Price: \$382,500.00

Summary of Quantity Remarks:  
(maximum characters: 4000) 4000 remaining.

Save & Close Save Delete Cancel Cancel & Close Save & Previous Save & Next View Previous View Next

**To delete a pay item:**

Select the pay item from the pay item table and select the “Delete” icon. A challenge statement will ask the user to confirm the action.

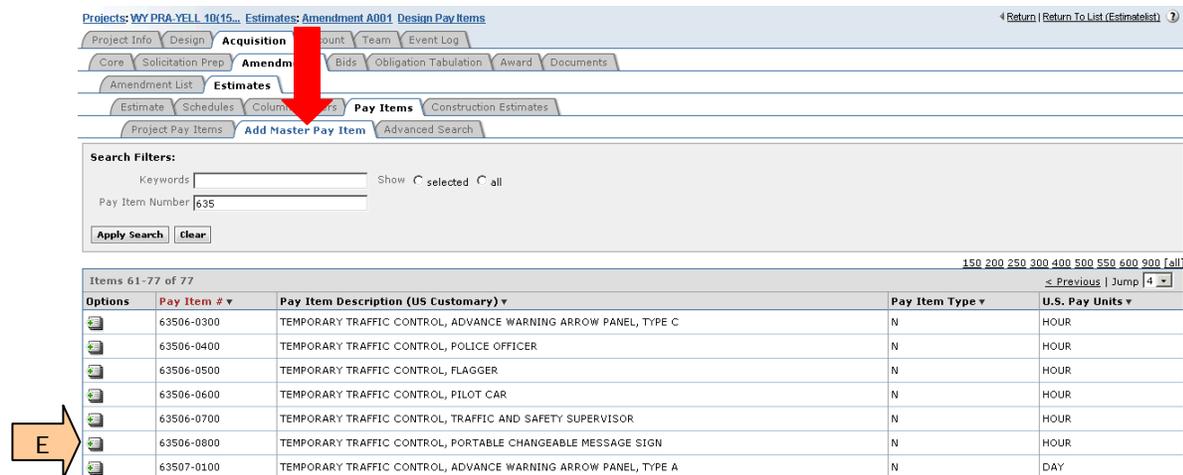


Note that in the pay item table, deleted pay items are struck out.

Line Item Number	Pay Item #	Sched	Pay Item Type	Pay Item Description (US Customary)	Units	Unit Price	Quantity	Total Price	Comp.
A0010	15101-0000	A	N	MOBILIZATION	LPSM	\$226,850.00	ALL	\$226,850.00	yes
A0020	15201-0000	A	N	CONSTRUCTION SURVEY AND STAKING	LPSM	\$240,000.00	ALL	\$240,000.00	yes
A0030	15301-0010	A	N	CONTRACTOR QUALITY CONTROL AND ASSURANCE	LPSM	\$100,000.00	ALL	\$100,000.00	yes
A0040	15401-0000	A	N	CONTRACTOR TESTING	LPSM	\$50,000.00	ALL	\$50,000.00	yes
A0050	15501-0000	A	N	CONSTRUCTION SCHEDULE	LPSM	\$30,000.00	ALL	\$30,000.00	yes
A0060	15705-0100	A	N	SOIL EROSION CONTROL, SILT FENCE	LNFT	\$5.00	3,000	\$15,000.00	yes
A0070	15705-0500	A	N	SOIL EROSION CONTROL, TEMPORARY CULVERT PIPE	LNFT	<del>\$60.00</del>	500	<del>\$30,000.00</del>	yes
A0080	20101-0000	A	N	CLEARING AND GRUBBING	ACRE	\$3,000.00	10.0	\$30,000.00	yes

**To add a new pay item to the schedule, go to the “Master Pay Item” tab.**

E. Find the desired pay item and select the “add” icon.



- F. Before editing the added pay item, select the “Project Pay Item” to determine the line item number (this added item is between A0200 and A0210).

The screenshot shows the 'Project Pay Items' section of the software. A red arrow points to the 'Project Pay Items' tab. Below the search filters, there is a table with the following data:

Line Item Number	Pay Item #	Sched	Pay Item Type	Pay Item Description (US Customary)	Units	Unit Price	Quantity	Total Price	Comp.
63506-0800	99901-0000	A	N	TEMPORARY TRAFFIC CONTROL, PORTABLE CHANGEABLE MESSAGE SIGN	HOUR	\$0.00	0	\$0.00	no
A0210			DI	PARTNERING	LPSM	\$5,000.00	ALL	\$5,000.00	yes

- G. Select the “edit” icon to access the pay item.

The screenshot shows a search for pay item number 635. The search results table is as follows:

Options	Pay Item #	Pay Item Description (US Customary)	Pay Item Type	U.S. Pay Units
	63506-0300	TEMPORARY TRAFFIC CONTROL, ADVANCE WARNING ARROW PANEL, TYPE C	N	HOUR
	63506-0400	TEMPORARY TRAFFIC CONTROL, POLICE OFFICER	N	HOUR
	63506-0500	TEMPORARY TRAFFIC CONTROL, FLAGGER	N	HOUR
	63506-0600	TEMPORARY TRAFFIC CONTROL, PILOT CAR	N	HOUR
	63506-0700	TEMPORARY TRAFFIC CONTROL, TRAFFIC AND SAFETY SUPERVISOR	N	HOUR
	<b>63506-0800</b>	<b>TEMPORARY TRAFFIC CONTROL, PORTABLE CHANGEABLE MESSAGE SIGN</b>	N	<b>HOUR</b>
	63507-0100	TEMPORARY TRAFFIC CONTROL, ADVANCE WARNING ARROW PANEL, TYPE A	N	DAY

- H. Select the schedule in which the pay item will be added;
- I. Input the four digit line item number
- J. Modify the "Pay Item Type", determine if the item is to be a "Contract Quantity", and change the bid decimal if necessary;
- K. Select the "Column Heading" from the pick-list;
- L. Input the quantity and account (the quantity may have to be split if more than one account number is present);
- M. Input the "Unit Price". This may be achieved by using either the BHUP method, CBUP method, or simply inputting and a value;
- N. Input a reason for adding the pay item;
- O. Select the appropriate icon to exit the screen.

Projects: WY PRA-YELL 10/15... Estimates: Amendment A001 Design Pay Items

Project Info Design Acquisition Account Team Event Log

Core Solicitation Prep Amendments Bids Obligation Tabulation Award Documents

Amendment List Estimates

Estimate Schedules Column Headers Pay Items Construction Estimates

**!** This item has not yet been completed. Please edit and save to complete

Save & Close Save Delete Cancel Cancel & Close Save & Previous Save & Next View Previous View Next \* indicates a required field

Pay Item #: 63506-0800 Pay Item Description: TEMPORARY TRAFFIC CONTROL, PORTABLE CHANGEABLE MESSAGE SIGN  
Pay Item Type: N Pay Unit (U.S. Units): HOUR

**Design Pay Item**

Supplemental Description:

Line Item Numbers: Schedule: [A] Line Item Number: [0205]

Pay Item Type\*: [N]

Contract Quantity\*:  yes  no

Bid Decimal\*: [0]

**Column Headings & Accounts**

Column Heading: [F:Temporary Traffic Control]

CONSTR Account\*: Quantity\*: [10000] Account\*: [COND1 PRA Funds]

Add Account

Column Heading Total: 10,000

Add Column Heading

Unit Price: [50] BHUP CBUP

Remarks: [Added by Amendment A001 at NPS request.]

(maximum characters: 4000) 3961 remaining.

Quantity: 10,000

Total Price: \$500,000.00

Summary of Quantity Remarks:

(maximum characters: 4000) 4000 remaining.

Save & Close Save Delete Cancel Cancel & Close Save & Previous Save & Next View Previous View Next

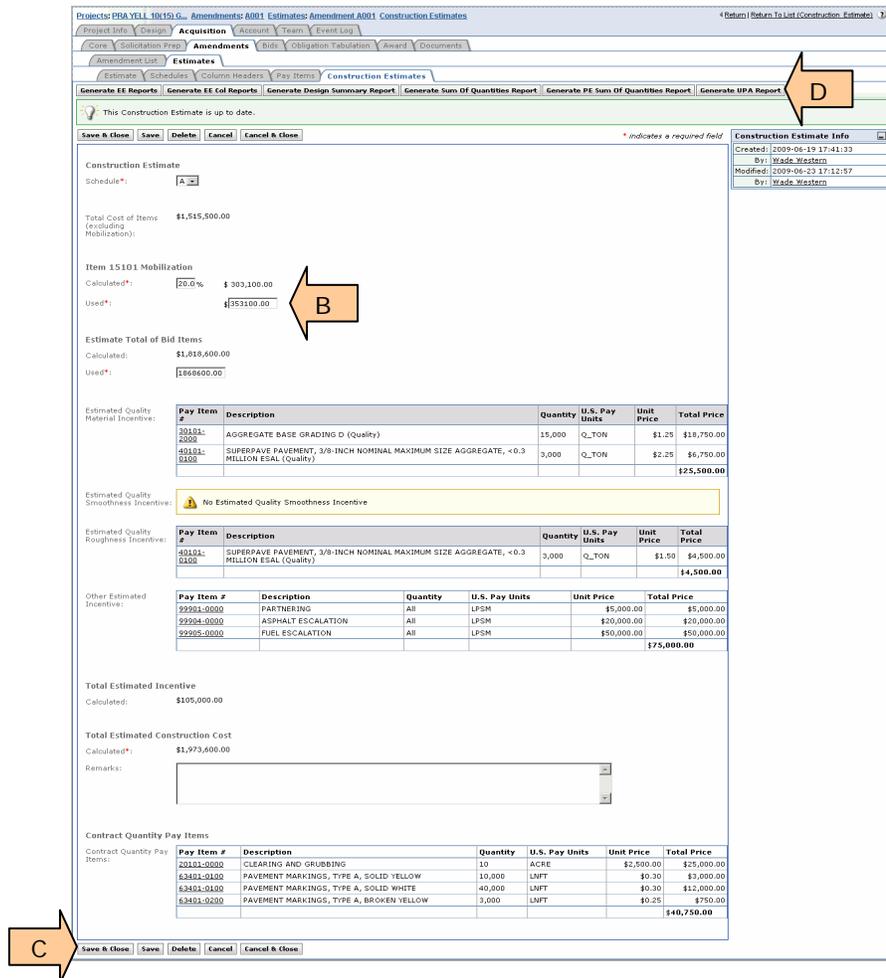
### E.1.2.3 Construction Estimates.

The "Construction Estimates" tab allows the user to modify the unit price for mobilization by either percentage or a user selected value. It also allows the user to round the estimated total of the bid items (which effects the mobilization price) and provides a summary of all incentive and contract quantity items. The construction estimate must be updated (or saved) each time a modification is made to a pay item and a new bid item total is required.

- A. Select "Edit" icon to update the estimate for a particular schedule.



- B. If necessary, adjust the mobilization price;
- C. Select "Save" or "Save and Close" to update the estimate; and
- D. Print the appropriate reports.



### E.1.2.4 Reports.

Acquisition users may regenerate the Bid Schedule and BODEE reports by selecting the "Core" tab.

The Bid Schedule may be regenerated in either Adobe Acrobat (PDF) or Microsoft Excel format. The BODEE may be regenerated only in Adobe Acrobat (PDF) format.

The screenshot shows the EEBACS software interface for project WY PRA-YELL 10(15). The 'Core' tab is selected in the top navigation bar. The left sidebar shows 'General Info' with details like Solicitation Number (DTFH70\_C-00001) and Competition Information (Full). The main content area is divided into several report sections:

- Acquisition Info:** Shows creation and modification dates and users (Wade Johnson, Wade Western).
- Project:** A table of project details including Project Name (Grand Loop Road), Project Description, Federal Lands Division, and Funding Source(s) (PRA).
- Bid Schedule:** Offers two options: 'Bid Schedule (PDF)' and 'Bid Schedule (Excel)', with a 'Regenerate Bid Schedule' button.
- BODEE Report:** Offers 'BODEE (PDF)' with a 'Regenerate BODEE Report' button.
- Obligation Tabulation Summaries:** Includes a 'Regenerate Obligation Tabulation Summaries' button.
- Bid Tabulation Report:** Includes a 'Regenerate Bid Tabulation Report' button.

Red arrows in the image highlight the 'Core' tab and the 'Regenerate' buttons for the Bid Schedule, BODEE Report, Obligation Tabulation Summaries, and Bid Tabulation Report.

**Example of Bid Schedule Report.**

The Bid Schedule Report should reflect changes made in the amendment. Below are examples of:

- A. A Deleted pay item;
- B. A change in quantity for a pay item; and
- C. An added pay item.

Amendment	Item No.	Pay Item No.	Description	Quantity	Unit	Unit Price	Amount	
	A0010	15101-0000	MOBILIZATION	ALL	LPSM	\$ __LPSM__	\$ _____	
	A0020	15201-0000	CONSTRUCTION SURVEY AND STAKING	ALL	LPSM	\$ __LPSM__	\$ _____	
	A0030	15301-0010	CONTRACTOR QUALITY CONTROL AND ASSURANCE	ALL	LPSM	\$ __LPSM__	\$ _____	
	A0040	15401-0000	CONTRACTOR TESTING	ALL	LPSM	\$ __LPSM__	\$ _____	
	A0050	15501-0000	CONSTRUCTION SCHEDULE	ALL	LPSM	\$ __LPSM__	\$ _____	
	A0060	15705-0100	SOIL EROSION CONTROL, SILT FENCE	3000	LNFT	\$ _____	\$ _____	
	A001	<del>A0070</del>	<del>SOIL EROSION CONTROL, TEMPORARY CULVERT PIPE</del>	<del>-500</del>	<del>LNFT</del>	<del>-\$ _____</del>	<del>-\$ _____</del>	
	A0080	20101-0000	CLEARING AND GRUBBING	10	ACRE	\$ _____	\$ _____	
	A0090	20220-1000	REMOVAL, INDIVIDUAL TREE	20	EACH	\$ _____	\$ _____	
	A001	A0100	ROADWAY EXCAVATION	45000	CUYD	\$ _____	\$ _____	
	A0110	30101-2000	AGGREGATE BASE GRADING D	20000	TON	\$ _____	\$ _____	
	A0130	40101-0100	SUPERPAVE PAVEMENT, 3/8-INCH NOMINAL MAXIMUM SIZE AGGREGATE, -0.3 MILLION ESAL	10000	TON	\$ _____	\$ _____	
	A001	A0205	63506-0800	TEMPORARY TRAFFIC CONTROL, PORTABLE CHANGEABLE MESSAGE SIGN	10000	HOUR	\$ _____	\$ _____