



# Florida Department of Transportation

## Trns•port LAS

### User Guide

For

## Special Maintenance Contracts



JANUARY 2014



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## Introduction

This User Guide describes the procedures involved awarding special maintenance contracts in the Trns•port Letting and Award System (LAS).

When district let projects are ready to bid, they are passed by means of a change of the control group of the proposal and each attached project to district estimators and then to the District Contracts Administration Office. Some contracts will be processed completely in the maintenance organization. These are MOAs, POs, Contractual Services Contracts, and some emergency contracts. All contracts are transferred to SiteManager for administration of the work.

The special maintenance contracts referred to above may not require all of the steps of a competitively bid contract but many critical actions in the lifecycle of a contract award must still be performed. Specifically:

- ❖ In PES run a **Preliminary Detailed Estimate** to set fields for eventual transfer to SiteManager.
- ❖ In LAS each proposal must be **initialized**.
- ❖ In LAS every contract must have a **Bid Tab Edit** generated to set fields for transfer to SiteManager.
- ❖ In LAS every contract must have a **Bid Tab** or **Bid Tab Analysis** generated to set fields for transfer to SiteManager.

## The Advertisement phase

### Creating a Letting

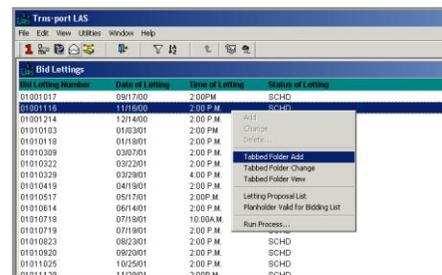
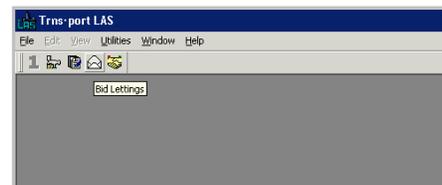
This Guide describes how this is done in Trns•port LAS, but Letting Headers may also be created in PES.

- Click the **Bid Lettings**  button on the button bar,

The Lettings List window will open. This window lists all letting records.

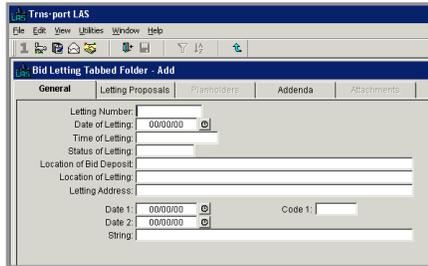
To create a new Letting,

- Rclick anywhere in the window.
- Click **Tabbed Folder Add**.



The next screen displays the Add Letting  
 This screen requires that only two fields  
**Letting Number** and **Date of Letting**.

Enter information for fields that are



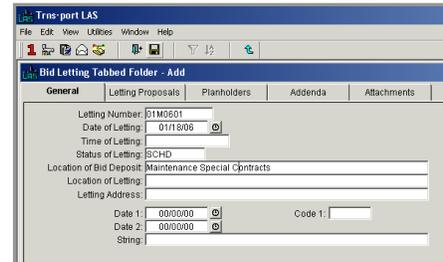
Detail window.  
 be completed,  
 appropriate.

**NOTE: Earlier practice has been to establish some special letting headers for Maintenance contracts and to use them for an extended period. This is not good practice as critical dates in SiteManager are compromised. The best plan is to always have the Date of Letting be a short time before the Award Date of the contract so that when both dates transfer to SiteManager they are in logical sequence.**

The **Letting Number** may be composed of any combination of up to eight numbers and letters. For regular lettings in the districts, allocate two positions for the district number, two for the year, two for the month, and two for the date, in the form of ##YYMMDD, where ## represents the district number.

If these special letting headers are in the form of ##MYMM, (District Number, **Maintenance**, Year, Month) one position is available if additional lettings are needed in the month.  
 ##MYMMA

This screen illustrates this numbering system for a District 1 letting for January 2006 (01M0601).



- At minimum enter the following information:

**Letting Number**    **Date of Letting** (Transfers to SiteManager)

- Click the "X" in the upper right corner of the Add Letting Detail window to save the record and close the window.

This prompt will appear.



- Click **Yes**.

## Attaching Proposals to Lettings

To attach proposals to a letting header:

- Open the **Lettings List** window
- Rclick the appropriate **Letting**.
- Click **Tabbed Folder Change**.

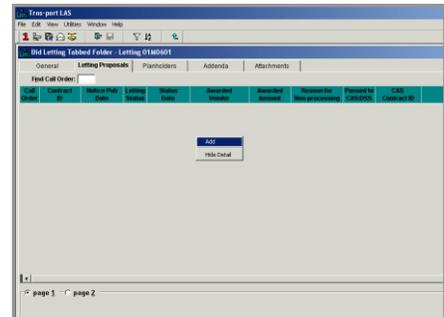
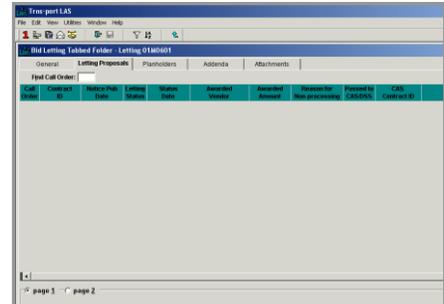
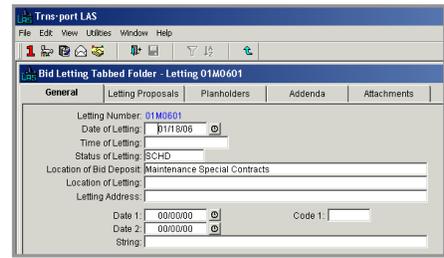
The Letting Tabbed Folder window will open.

- Click the **Letting Proposals** tab.

The Letting Proposals tab page 1 will open. The top part of the Letting Proposals tab may be blank like this one, or will contain a list of all the proposals associated with the letting. The bottom part of the Letting Proposals tab page contains detail information for the proposal highlighted in the list

To add a new proposal to the letting:

- Rclick the center of the screen.
- Click **Add**



The lower part of the screen will look like this.

- Complete the following fields on page 1.
- Letting Call Order** (System generated)



**Contract ID** Click the down arrow and a list window of all available proposals will open.

- Select the desired proposal.
- Click **OK**

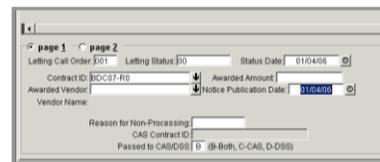


**Notice Publication Date** This date will transfer to SiteManager as the Advertised Date. Be sure that date sequences are in logical order.

**Letting Status**

**Status Date**

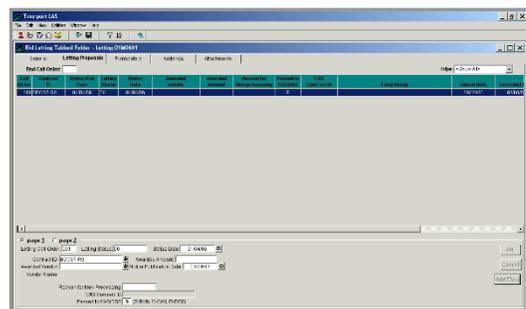
**Pass to CAS/DSS** Leave the default value of "B" until the contract is ready to transfer to SiteManager.



The results of these entries appear.

- Click **OK**.

The data will be copied to the row in the center of the window.



There is no data to be entered now on page 2.

- Click the **X** to close the tabbed folder
- Click **YES** at the confirmation message

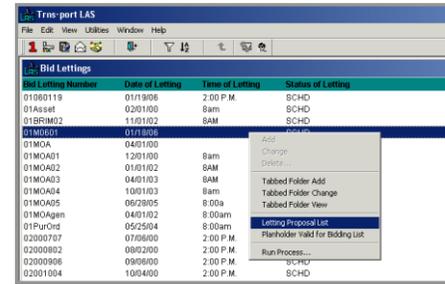


## Initializing Proposals

If project-level items are changed after the proposal is initialized, the proposal will have to be re-initialized to incorporate the changes.

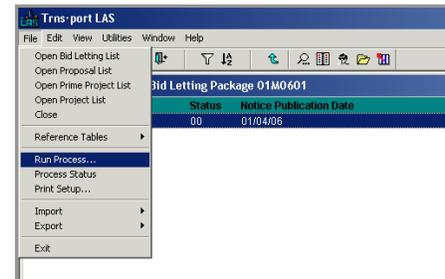
From the Lettings List window:

- Rclick the **Letting** that contains the proposal(s) to be initialized.
- Click **Letting Proposal List**.
- Rclick the **proposal(s)** to initialize.



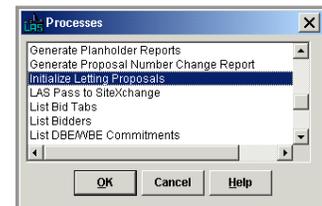
From the Menu Bar

- Click **File > Run Process**.
- or
- Click **Run Process** from the Mouse Button Menu



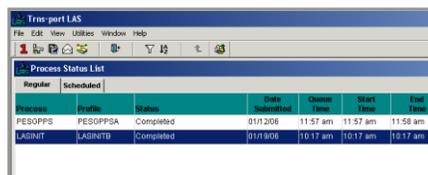
The Processes window will open.

- Click **Initialize Letting Proposals**.
- Click **OK**.
- Click **SUBMIT**.
- Click **OK** to acknowledge progress messages when they appear.



When the process is complete,

- Click **File > Process Status** from
- DblClick the process **LASINIT**



the Menu Bar that just ran.

There are two reports of interest. The first is **errors.txt**.

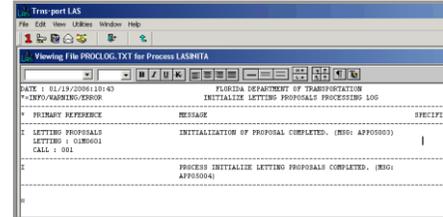
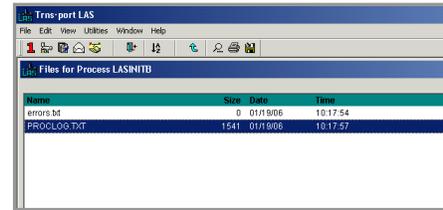
The file size of **errors.txt** should be zero. If it is not, open the file and correct the identified errors in the proposal.

Note that these are errors that the Trns•port system finds and not necessarily data errors.

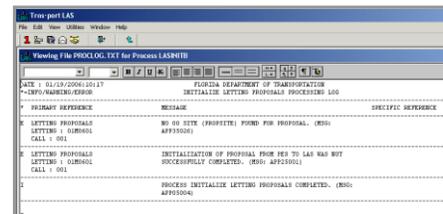
The second report of interest is **PROCLOG.TXT**.

- DblClick the file **PROCLOG.TXT**.

When you get a **PROCLOG.TXT** report with this message, you are ready to proceed.



This example illustrates a major error. The report shows that there is no data on the Site Tab. For this example, enter all necessary data in the Site tab in PES.



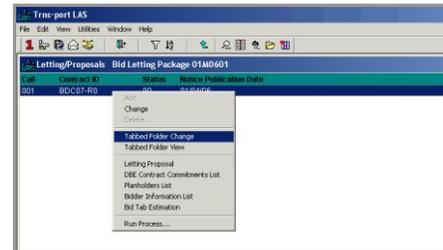
Always open and read the **PROCLOG.TXT** report and correct all errors before proceeding. Rerun the initialization process.

## The Bid Phase

### Identifying the Awardee

At the particular proposal on the Letting Header,

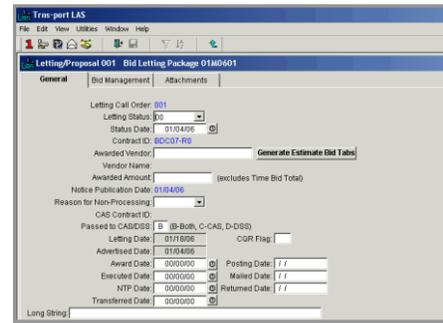
- Rclick **Tabbed Folder Change**.



This tabbed folder will open and show the information entered to date.

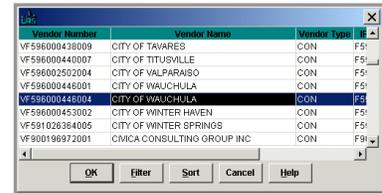
To identify the entity to receive the MMOA,

- Click the **Generate Estimate Bid Tabs** button.



The Vendor list window will open. Note that buttons are available to filter and sort this list. In this example, the list was sorted on *Vendor Name*.

- Highlight the **desired entity**, taking care that the Vendor Number is correct.
- Click **OK**.



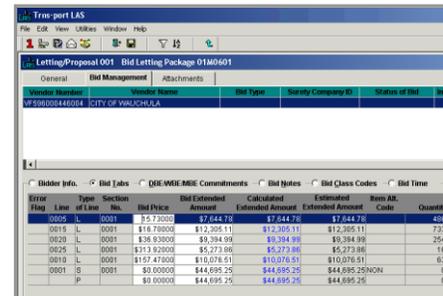
### Bid Tab Detail

It will not appear that anything has changed.

- Click the **Bid Management** tab and then
- Click the **Bid Tabs** radio button.

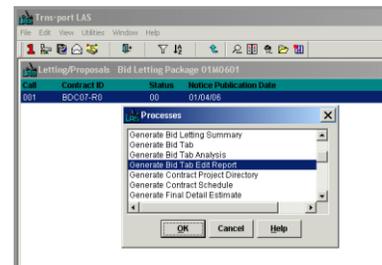
The selected vendor now appears as a “bidder” with bid tab detail completed.

- Save and close the tabbed folder.



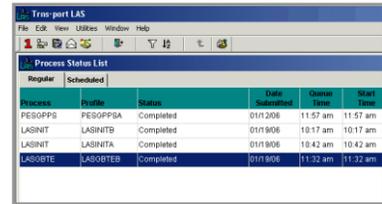
### Bid Tab Edit Report

From the process list window run the process **Generate Bid Tab Edit Report**.



At the Process Status list window,

- DblClick the process.



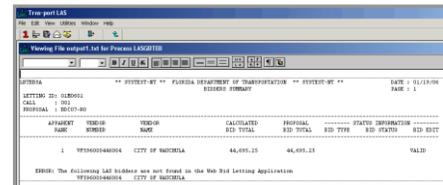
Regular	Scheduled	Process	Profile	Status	Date Submitted	Generate Time	Start Time	End Time
		PEGOPPS	PEGOPPSA	Completed	01/12/08	11:57 am	11:57 am	
		LASINIT	LASINITB	Completed	01/19/08	10:17 am	10:17 am	
		LASINIT	LASINITA	Completed	01/19/08	10:42 am	10:42 am	
		LASOITE	LASOITEB	Completed	01/19/08	11:32 am	11:32 am	

- DblClick the file **output1.txt**.



File Name	Size	Date	Time
output1.txt	1145	01/19/08	11:33:35
PROCL00.TXT	1216	01/19/08	11:33:37

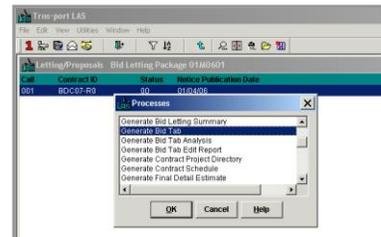
If this bid was on a competitively bid contract, the error noted here would be a real factor. For this MMOA, it can be ignored. Note the message “Valid”



PROJECT ID	YEAR	BINDER	BIDS	BID TOTAL	BIDDING	BID TOTAL	BID TYPE	BID STATUS	BID DATE
1	YF3900048004	CITY OF MIAMI	44,491.25	44,491.25				VALID	

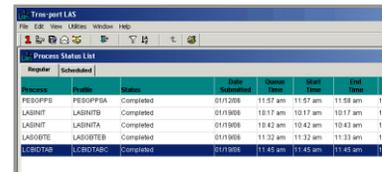
## The Bid Tab Report

Return to the proposal list window and run the **Generate Bid Tab** process



At the Process Status list window,

- DblClick the process.

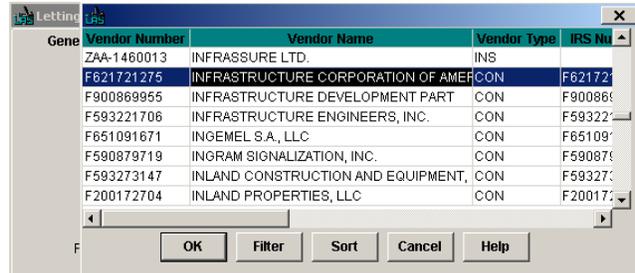


Regular	Scheduled	Process	Profile	Status	Date Submitted	Generate Time	Start Time	End Time
		PEGOPPS	PEGOPPSA	Completed	01/12/08	11:57 am	11:58 am	
		LASINIT	LASINITB	Completed	01/19/08	10:17 am	10:17 am	
		LASINIT	LASINITA	Completed	01/19/08	10:42 am	10:42 am	
		LASOITE	LASOITEB	Completed	01/19/08	11:32 am	11:33 am	
		LCBOTAB	LCBOTAB	Completed	01/19/08	11:45 am	11:45 am	



- Click the **Generate Estimate Bid Tabs** button.

The Vendor list window will open. Note the filter and sort options available for this list. In this example, the list was sorted on *Vendor Name*.



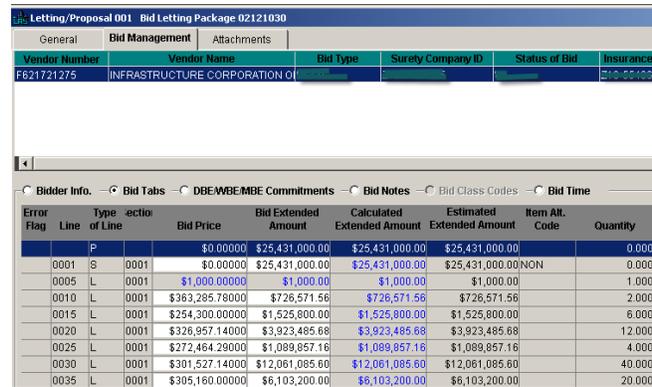
- Highlight the **appropriate Contractor**, taking care that the Vendor Number is correct.

- Click OK.

### Bid Tab Detail for Lump Sum

At this time changes will not be obvious on the Bid Tab.

- Click the **Bid Management** tab.
- Then click the **Bid Tabs** radio button.



The selected vendor will now appear as a “bidder” with bid tab detail.

- **Enter the Bid Prices for each Periodic Payments of Lump Sum pay item according to the Payment schedule in the Project Scope. The Overall Total of the Periodic Payments should match the selected Vendor’s Price Proposal Amount not including the “Do Not Bid” items.**
- **The Awarded Amount Total of the contract shall equal the selected Vendor’s Price Proposal amount plus the “Do Not Bid” amounts.**
- Save and close the tabbed folder.

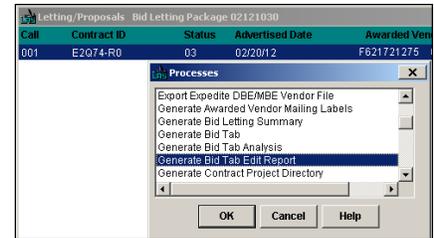
The Technical Analysis/Posting Notice spreadsheet will list **all** Proposers that submitted price/technical Proposals as well as the Technical Analysis containing the scoring for **all** proposals as well as identifying the successful Contractor. This Document will also contain the required “Posting” language, and will be utilized for that purpose. The District Contracts Office will prepare the Document for posting.

A copy of the posted document shall be uploaded to the Attachment screen in LAS for the subject Proposal and this fact should be noted in the Comments section of the LAS General screen for that Proposal.

Posting of this documentation and the comment is imperative, since the LAS reports will only identify the winning bidder.

## Bid Tab Edit Report for Lump Sum

From the process list window run the **Generate Bid Tab Edit Report**.



At the Process Status list window,

- DblClick the process.

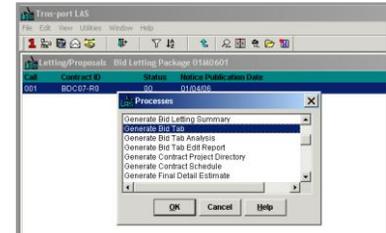
Process	Profile	Status	Date Submitted	Open Time	Start Time
PESOPPS	PESOPPSA	Completed	01/13/08	11:57 am	11:57 am
LASNET	LASNETB	Completed	01/13/08	10:17 am	10:17 am
LASNET	LASNETA	Completed	01/13/08	10:42 am	10:42 am
LASORTE	LASORTEB	Completed	01/13/08	11:32 am	11:32 am

- DblClick the file **output1.txt** and review for errors.

File	Size	Date	Time
output1.txt	1146	01/13/08	11:33:28
PROCL00.TXT	1216	01/13/08	11:33:37

## The Bid Tab Report for Lump Sum

Return to the proposal list window and run the **Generate Bid Tab** process



At the Process Status list window,

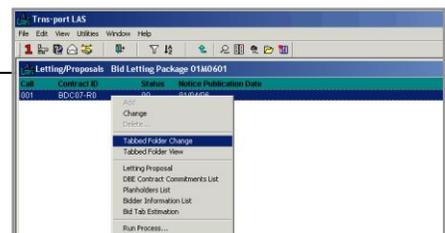
- DblClick the process.

Process	Profile	Status	Date Submitted	Open Time	Start Time	End Time
PESOPPS	PESOPPSA	Completed	01/13/08	11:57 am	11:57 am	11:58 am
LASNET	LASNETB	Completed	01/13/08	10:17 am	10:17 am	10:17 am
LASNET	LASNETA	Completed	01/13/08	10:42 am	10:42 am	10:43 am
LASORTE	LASORTEB	Completed	01/13/08	11:32 am	11:32 am	11:33 am
PROCL00	PROCL00B	Completed	01/13/08	11:43 am	11:43 am	11:43 am

- DblClick the .txt file that contains the Proposal ID.

Review the report for errors.

When everything appears correct, close all reports and return to the proposal list window. While it is important that these two processes have indicated no errors, it is equally important that they have set the fields for transfer to Site Manager.



**Follow the steps listed in this Guide for the Award Phase, Executing the Contract and Transferring the Contract to Site Manager.**

## The Award Phase

At the particular proposal on the Letting Header,

- Rclick **Tabbed Folder Change**.

- Rclick **the Bid Management** tab

Enter information in the following fields:

- **Bid Type** enter RESP.
- **Surety Company ID** enter the appropriate vendor. For award to a county or city where a surety is not required enter A000000000.
- **Status of Bid** enter W.
- **Insurance Company ID** enter the appropriate vendor. For award to a county or city where a surety is not required enter A000000001.
- Click the **Save**  icon to save the data.

Return to the Tabbed Folder Change from the letting proposal list window. The General Tab will appear similar to this one, with most fields blank.

- Click "02" in the **Letting Status** field.
- Enter the **AWARDED** date in the **Status Date** field.
- Click the **Awarded Vendor** field at the down arrow (if it was not filled by the Bid Tab Analysis process)
- Click the **City of Wauchula**
- Enter the **Awarded Amount** if it does not fill automatically.
- Enter the date in the **Awarded Date** field.
- You may use the optional field **Mailed Date** to indicate the date of mailing the award documents to the vendor. Note the format of this field is mmddyyyy.
- Click the **Save**  icon to save the data.
- Close the tabbed folder.

The contract is now ready to be marked as executed and transferred to SiteManager.

## Executing the Contract

Reopen the tabbed folder

- In the **Letting Status** field change the value to 03.
- In the optional **Returned Date** field you may enter the date the executed contract documents were returned.
- In the **Executed Date** field enter the appropriate date.
- Save and close the folder.

Trns•port LAS

Letting/Proposal 004 Bid Letting Package 05130702

General Bid Management Attachments

Letting Call Order: 004  
Letting Status: 03  
Status Date: 07/22/13  
Contract ID: E5R93

Awarded Vendor: F592992809 Vendor Seq: 002  
Vendor Name: PAVE-RITE, INC.  
Awarded Amount: \$143,890.00 (excludes Time Bid Total)  
Reason for Non-Processing:

CAS Contract ID:  
Passed to CAS/DSS:  (B-Both, C-CAS, D-DSS) LIMS Flag:

Letting Date: 07/02/13  
Advised Date: 06/03/13  
Award Date: 07/22/13  
Executed Date: 08/09/13  
NTP Date: 00/00/00  
Transferred Date: 08/12/13

Posting Date: 07/16/2013  
Mailed Date: 07/23/2013  
Returned Date: 07/29/2013

Comments:

## Transfer the Contract to SiteManager

When the contract is ready to transfer to SiteManager,

- ❖ Verify that the **Generate Preliminary Detail Estimate, Generate Bid Tab Edit, and Generate Bid Tab** or **Generate Bid Tan Analysis** processes were run at their proper times. These processes set certain fields for transfer to DSS and SiteManager.

Trns•port LAS

Letting/Proposal 004 Bid Letting Package CT130731

General Bid Management Attachments

Letting Call Order: 004  
Letting Status: 01  
Status Date: 07/31/13  
Contract ID: T2472

Awarded Vendor: F590594298 Vendor Seq: 007 **Generate Estimate Bid Tabs**  
Vendor Name: HUBBARD CONSTRUCTION COMPANY  
Awarded Amount: \$7,300,000.00 (excludes Time Bid Total)  
Reason for Non-Processing:

CAS Contract ID:  
Passed to CAS/DSS:  (B-Both, C-CAS, D-DSS) LIMS Flag:

Letting Date: 07/31/13  
Advised Date: 06/28/13  
Award Date: 00/00/00  
Executed Date: 00/00/00  
NTP Date: 00/00/00  
Transferred Date: 00/00/00

Posting Date: / /  
Mailed Date: / /  
Returned Date: / /

Comments:

At the **General** tab of the letting proposal verify that:

- The **Letting Status** is 03.
- The **Status Date** is the **AWARDED** date.
- The **Awarded Vendor** is correct.
- The **Awarded Amount** is correct.
- The **Executed Date** field is properly filled.

Set the following:

- In the **Pass to CAS/DSS** field blank the letter **B**.
- Save and close the tabbed folder.

The contract will be transferred to SiteManager and DSS in the nightly transfer

## Managing Vendors

Every vendor who is a potential bidder must be in the Trns•port Master Vendor file.

Additionally every vendor who is a sub-contractor must be in the Trns•port Master Vendor file.

The Trns•port Vendor Interface will pull vendor information from three general sources. The first is the Department’s contractor prequalification program. The second is MyFlorida Market Place or Spurs, and the third is the Division of Corporations at the Department of State.

For most construction and maintenance contractors the Vendor Numbers have a leading letter F in the Trns•port system. The F indicates a company that is using a Federal Employer Identification Number (FEIN). These numbers are issued by the U. S. Internal Revenue Service. The S indicates a company that is using a Social Security Number as its Tax Identification number. These companies are often organized as either Sole Proprietorships or Limited Liability Corporations (LLC).

Insurance providers are identified with a leading Z.

The numeric portion of the Vendor Number is nine positions for the Tax Identification Number.

### The Trns•port Vendor Interface

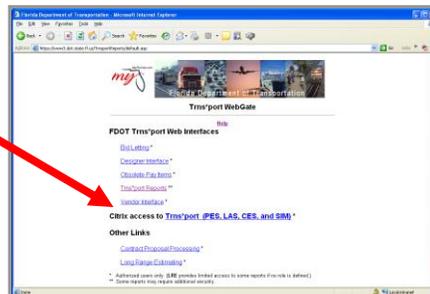
To execute the Vendor Interface, go to the **Trns•port Webgate**.

- Enter your **UserId**
- Enter your **password**
- Click **Submit**.



Note that this password is your mainframe password.

- Click **Vendor Interface**.



The vendor Interface will open.

### Refreshing Vendor Data

To get data from MyFlorida Marketplace, Spurs, or the Department’s prequalification system use a 13 digit number with a leading F or S, nine digits for the Tax Identification Number and three digits for

Uncheck the vendors that you do not want to process on SUBMIT. When all entries complete, press the SUBMIT button to process the vendors listed.

**Vendor List for Processing**  
Number of Vendors Selected : 1

Vendor Number	Vendor Name	Vendor Type
Select: <a href="#">All</a> , <a href="#">None</a>		
<input checked="" type="checkbox"/> F590594298	HUBBARD CONSTRUCTION COMPANY	CON

Submit Reset

**FLORIDA DEPARTMENT OF TRANSPORTATION**  
For support please contact: [Service Desk](#)

the appropriate sequence number. In this example F593014108 was entered.

- Click **Enter**.

Enter another vendor number. In this example F591925201 was entered

- Click **Enter**.

You may do this multiple times. When all desired vendor numbers have been entered,

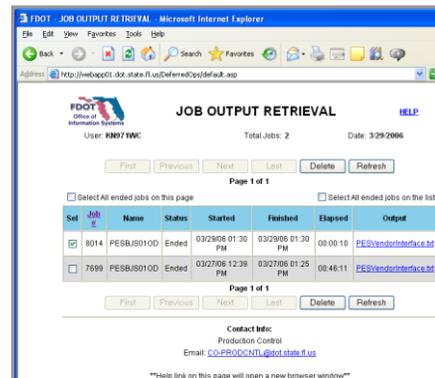
- Click **Submit**,

and a process will commence.

A new window will open identifying the batch process initiated and the job number to track. In this example, the Job Number is 8014.

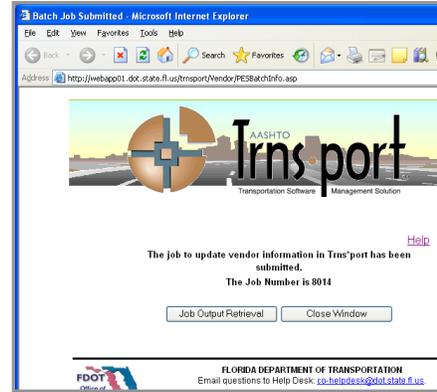
Click **Job Output Retrieval**

A new window will open showing all jobs available for your UserId. In this example there are two.



To see the report,

- Click the **link** at the report title.



In this case two vendors were successfully refreshed.

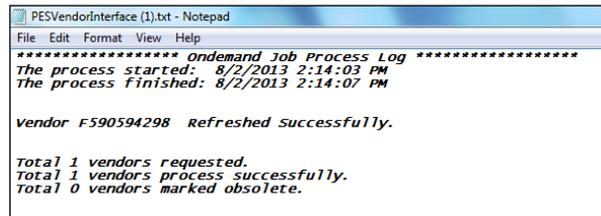
- Close the window by clicking the **X** in the top right corner of the window (not seen in this screen shot).

To delete completed reports

- Click the appropriate box in the **Sel** column.
- Click **Delete**

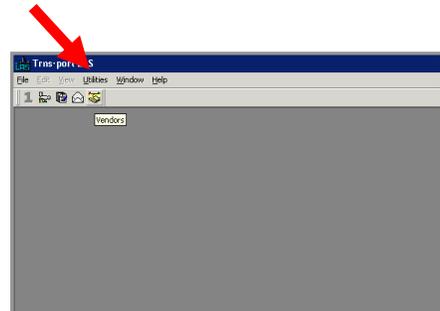
You will be returned to this screen showing the vendors that were ready to process. Close the window by

- Clicking the **X** in the top right corner of the Window.



## New Vendors

From time to time new vendors will be added to Trns•port that do not preexist in other systems. These can now be retrieved by entering the appropriate **F** or **S** prefix and the nine digit tax ID but not entering a sequence number at the vendor number entry screen above. This entry will pull data from the records of the Division of Corporations in the Department of State. Verify the appropriate number of the Division of Corporation records before you start.



## Entering Vendor data directly into Trns•port

There will be times when a vendor that is not in Trns•port or the Department's Vendor File needs to be added to Trns•port. Certain individuals in the Central office and in District Contracts Administration Offices have security authority to enter information into Trns•port in the following manner:

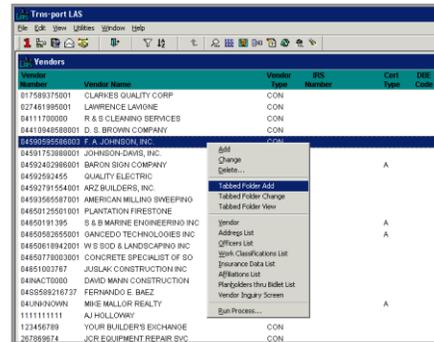
From the Tool Bar,

- Click the **Vendor** icon. 

Or

From the Menu Bar,

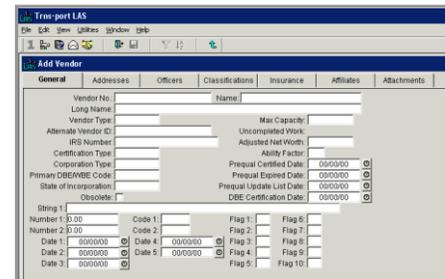
- Click **Edit > Reference Tables > Vendor List**.
- Rclick anywhere in the master Vendor list
- Click **Tabbed Folder Add**.



The General Tab of the Vendor Information Detail window will be displayed.

If the vendor has a current Federal Employee Identity (FEIN) number, use it by adding a prefix of F to assign it as a Vendor ID.

If the vendor does not have a current FEIN number, he or she needs to provide you with the Social Security Number under which he or she files Federal Tax returns. With the SSN, add a prefix of S.



- ❖ **Warning.** If a planholder is entered directly into Trns•Port there is a risk that overnight processing will mark the vendor as **obsolete**. This will occur if the vendor fails to register in the MyFlorida Market Place. This registration is required by State procedures.

Enter the following minimum number of fields:

**Vendor No.** Enter F or S as discussed above and then the numerical number of the FEIN or Social Security Number.

**Name** The vendor name (short description).

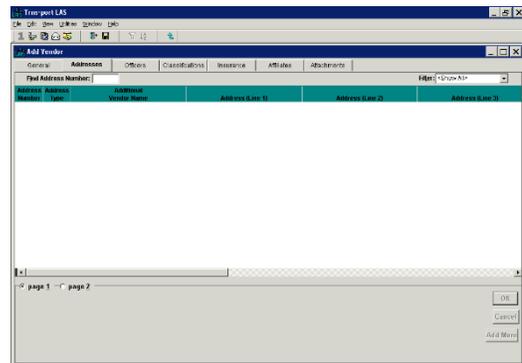
**Long Name** The vendor name (long description).

**Vendor Type** A value, which must be selected from the attached VENDTYP code table, which indicates the type of vendor. Choose CON.

**IRS Number** The Federal Employer Identification (FEI) number assigned to the vendor by the IRS or the vendor's Social Security Number.

When you have completed the minimum data,

- Click **OK** to accept the Vendor data.  
Or
- Click **Add More** to add another vendor.  
Or
- Click **Cancel** to exit.



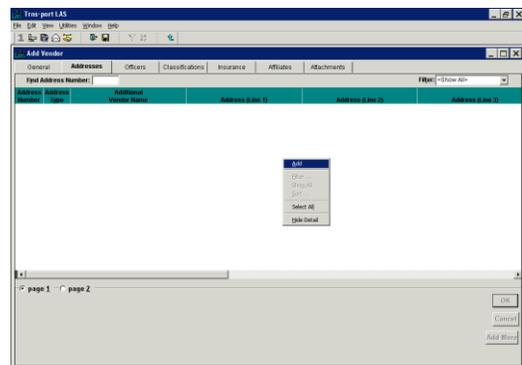
### Adding Vendor Addresses

To add vendor address information,

- Click the **Addresses** tab of the Tabbed Folder.

A blank screen will open.

- Rclick **Add**.
- On Page 1 fill the following fields:



**Address Seq. No.** Address Sequence numbers will be used as follows. Sequence Number 01 is to be used as the Home Office address, Sequence Number 02 is to be used as a mailing address, and Address Sequence Number 03 will be used for Bidding Address.

If a district needs to add an Address to an existing vendor, or add a new vendor, use Address Sequence Number 04 and higher.

**Address Type** A value, which must be selected from the ADDRTYP code table, that indicates the type of address for the vendor (e.g., billing or shipping).

**Address** The vendor's address.

**City** The vendor's city.

**State** The vendor's state.

**ZIP Code** The vendor's zip code.

**Phone** The vendor's phone number.

- Click the Page 2 radio button when completed.
- On Page 2 enter the Fax number

**Fax Number** The Vendor's FAX number in the filed labeled Long String.

These two screens illustrate a new address for a vendor with the use of the OTSH code for address type. The Central Contracts Administration Office will enter all vendors into the Department vendor database for pre-qualified contractors. A file refresh program will update the Trns•port vendor database each night. If the District Office needs to have the database refreshed sooner, it can run the Trns•port Vendor Interface (TVI) program and update the vendor database on demand.

