

## Section 11.9

### SALVAGE OF MATERIALS

#### 11.9.1 Purpose

This procedure provides information on the delivery of excess or salvageable material to Department maintenance offices and the final estimate documentation requirements.

#### 11.9.2 Authority

[Sections 20.23\(3\) \(a\)](#) and [334.048\(3\)](#), *Florida Statutes (F.S.)*

#### 11.9.3 Excess Material

Excess material is when the Department has paid for new, unused material as part of a pay item, but it is not needed on the project in which it was paid (example: cutoff piling).

Contact the District Maintenance Office to verify the need for excess material prior to delivery.

#### 11.9.4 Salvageable Materials

Salvageable material is used material the Department has identified as reusable for future projects (examples: milled material or guardrail). When material has been identified by the Department as salvageable, the contract plans will provide the following:

- a) Delivery Location
- b) Contact Information for Delivery
- c) Description of material
- d) Quantity of material

Verify the need for salvageable material with the contact personnel identified in the plans prior to delivery.

### 11.9.5 Receipt of Goods from Vendor

When excess material is identified or material is salvaged from the project and material is approved for delivery to the specified Maintenance yard, a signed "**Receipt of Goods from Vendor**" must be submitted with the **Final Estimates Package**. This receipt is generated by the Maintenance yard after receipt of materials. Construction Engineering Inspection (CEI) staff must provide the receiving Maintenance yard with the following information for input into the **Materials and Supply Inventory (MSI)** system:

- Contractor's Federal Employee Identification Number (FEIN) – This is a 13-digit number located on the progress estimate followed by the Contractor's Company Name
- Salvageable Material Value for "New" materials not incorporated into the project due to a contract change. [See Attachment 11-9-1](#)

**Note:** For delivery to other yards (non-FDOT), check your contract or plans for requirements.

### 11.9.6 List of Attachments

Attachment 11.9-1 ..... Receipt for Goods from Vendor

## ATTACHMENT 11.9-1

### RECEIPT/INVOICE FOR EXCESS MATERIALS DELIVERED TO WAREHOUSE

FLORIDA DEPARTMENT OF TRANSPORTATION				
MSIB034	:	RECEIPT OF GOODS FROM VENDOR		5/1/17 10.55.24
TCKT	:	5/1/2/17	TYPE: REGULAR RECEIPT	5/1/17
WHSE	:			
VENDOR #	:			
NAME	:			
				.....TOTAL COST.....
				0.0000
COMM		DESCRIPTION	QTY RECVD	UM RE UNIT PRICE
RESERVED:	.000	AVAILABLE	.000	TOT ON HAND: .000
BACKORDER:	.000			WHSE ORDER: .000
RECEIVED BY:			VERIFIED BY:	
PF1-Menu, PF2-Verify, PF5-Receive, Pf6-Another, PF8- Another (same vend # & PO#)				

**Note:** The Material Supply & Inventory (MSI) Section within the State Office of Maintenance is responsible for this form. Once the information is entered into the system (mainframe) a form like page is created (as seen above) so that the person or office receiving the goods could sign for goods that will be delivered to the warehouse.