

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII

SUBSECTION I

DATE:

CONSTRUCTION COMPLETION	STORAGE OF MATERIALS FROM COMPLETED OR TERMINATED CONSTRUCTION PROJECTS FOR USE ON FUTURE CONSTRUCTION PROJECTS	03/14/2023
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The purpose of this procedure is to outline the disposition of material(s) not incorporated into a Contract when it cannot be returned to the supplier by the Contractor. This typically occurs when a Contract is terminated or a change to the Contract no longer requires the material, and the material has been purchased by the Contractor and cannot be returned to the supplier.

The RE must determine if the material has enough worth for the Department to consider its storage at an NJDOT Facility. The RE must consider the following:

1. Use of the material on a subsequent Contract.
2. Monetary value of the material warrants storage.
3. Proximity of the storage location.
4. Ability of the location to fit the materials.
5. Ability to secure the materials from theft.
6. Etc..

Items of small value and bulk materials such as soil aggregates and topsoil should be excluded.

The RE will notify the Executive Director of Regional Operations with a list of specific materials that is being requested for storage at a NJDOT facility. This should be done at the earliest possible date, prior to Completion, so that any special handling or needs can be accomplished as part of the Contract, because TOSS may not be capable of picking up and moving the materials.

The Executive Director of Regional Operations will determine if it is feasible for the Department to store the material or not. The Executive Director of Regional Operations and the RE will be responsible for determining the measures needed to arrange pick up of material, ensure security, storage location, and methods of storage.

If storage is not feasible the RE will direct the Contractor to salvage the material. The RE will issue a change order to compensate the Department for the salvage value.

NOTE: Should materials to be stored be of a chemical nature (e.g., paints, coatings, asphaltic compounds, etc.) the Division of Environmental Resources, Environmental Services and Support Unit (ESSU), will be contacted at 609-963-2625, to determine how to store the materials in an environmentally acceptable manner or if the materials should be disposed of as hazardous waste by the Contractor.

Prior to turning over materials to a NJDOT designated storage facility, a joint inventory will be made by the Contractor's representative and the designee of the Executive Director of Regional Operations. The inventory will list the quantity and condition of each material. The contractor and the Executive Director of Regional Operations will both sign a concurrence to the inventory's accuracy. A copy of the inventory will be provided to the RE for the project records, the Project Manager (PM) and Executive Regional Manager (ERM).

In case of a terminated or defaulted Contract where the cooperation of the Contractor is not possible, the RE will prepare and sign a preliminary inventory. When the materials are then stored, a follow up inventory will be taken by the Executive Director of Regional Operations. Any discrepancies between the two will be corrected by the Executive Director of Regional Operations. The original final inventory will be maintained by the Executive Director of Regional Operations with a copy to the PM, ERM and the RE.

It is the responsibility of the PM and ERM to be aware of the stored material and to provide for its future use on a new Contract if possible. Prior to advertisement of the new Contract, the Project Manager should have contacted the Executive Director, Regional Operations to verify that the quantity and quality of the original inventory is consistent with the specifications of the new Contract.

After the new Contract is awarded, the established final inventory will be provided by the RE, to the Contractor that has been awarded the Contract for which the materials were intended. Verification of the inventory will be made by the Contractor's representative, the Executive Director of Regional Operations, and the RE. The Contractor will provide acceptance of the material on the form. Copies of this acceptance of the material will be provided to the Executive Director of Regional Operations, and the RE.