**Office of Materials Technology**

**Format and General Instructions**

**For Source of Supply Submittals**

1. Once a contractor receives the **“Notice of Award”**, sources of supply should be submitted.
2. Submittals should be addressed to:

Woodrow Hood

Division Chief

Maryland State Highway Administration

7450 Traffic Drive

Hanover, MD 21076

whood@sha.state.md.us; mcoble@sha.state.md.us;

1. Source of supply letters must come from the Prime Contractor only.
2. Submittals should include the SHA access permit number, job description and intended use of the material.
3. Format for source of supply letters:

|  |  |  |
| --- | --- | --- |
| **Material** | **Supplier** | **Manufacturer** |
| Specify (Seed, etc) | Name & Address | Name & Address |

 And use

Suppliers must be notified that the materials ordered are for a Maryland State Highway Administration project.

1. Specific Materials:
2. Portland Cement Concrete (PCC):  **Under separate cover letter**, submit SHA approved mix design number and indicate producer and plant location to be used as well as the use for the concrete, ex. Curb and gutter, sidewalk, etc..with each item. **Submittal must be sent to above address.**
3. Hot Mix Asphalt (HMA): **Under separate cover letter**, submit a SHA approved Job Mix Formula (JMF) for each HMA Mix Design.

**Submittal must be sent to above address.**

1. Graded Aggregate Base (GAB): **Under separate cover letter**, submit SHA approved mix design number and design information for each item. GAB orders must be called in 24 hrs in advance and informed that it is a SHA project. GAB plant must be given the SHA project number at the time of order and pick up.

**Submittal must be sent to above address.**

1. Stone (Rip-Rap, #57’s etc): Submit the quarry location the materials are coming from.
2. Permanent and Temporary Pavement Marking Materials: Must be submitted with **STR/PMM/SMM numbers** (found on Qualified Products List).
3. Geosynthetic materials: Must include **style number** from the NTPEP publication and 4A Certification in SOS Submittal.
4. Topsoil: Must be from an approved source and SOS Submittal. If proposed SOS is not on approved source list a 4A certification should be attached. This process can take upwards of 45 days from SOS Submittal to date of approval for use.
5. General:
	1. Source of supply must be submitted for **all** materials and must be **APPROVED PRIOR TO USE**. Materials subject to testing and must be tested to meet specifications prior to use on job.
	2. When approved (or denied) by Materials Engineer, a copy of your source letter will be returned with attached notations (notes 1-13), to indicate acceptance procedures.
	3. **ONLY ONCE SOURCE** is allowed for each material. If it becomes necessary to change a source later, submit a request for a source change at that time.
	4. Submittals from subcontractors must be accompanied by a cover letter from the prime contractor.
	5. Only one copy of the SOS is needed. Letter must be a signed and dated original. Emailed source of supply with electronic signature acceptable (mcoble@sha.state.md.us; whood@sha.state.md.us;)
6. **For Questions regarding source of supply submittals or monthly materials clearance submittals call Marvin Coble 443 572-5167**

**Source of Supply & Material Clearance**

**Tips for General Contractors**

* Use attached format
* Submit early
* Anticipate subcontractors needs
* Review as soon as you receive a “REVIEWED and NOTED” source of supply letter
* Give a copy to subcontractors
* Inform all vendors that materials are for a Maryland SHA Project and the type of acceptance documentation you will need as per your returned “REVIEWED and NOTED” source letter
* Have all necessary acceptance documentation delivered to the project when the material is delivered
* Remind all subcontractors to bring documents necessary for their materials when they arrive at the project
* Review “acceptance documents” from vendors and subs to be sure they meet the requirements for materials acceptance as per the source letter and Maryland Spec. TC1.02
* Review with the Project Engineer, on a regular basis, the materials status of your job

If you have any questions or need further guidance do not hesitate to contact me:

ME – Marvin Coble – mcoble@sha.state.md.us – (443)572-5167

**Qualified Products List**

**Tips and Guidance**

1. Go to the SHA webpage: [www.marylandroads.com](http://www.marylandroads.com)
2. Click the Business Center Tab
3. Click the Standards and Specifications Tab
4. Click the Qualified Products List Tab

The QPL is a working document that gets updated frequently. These materials are qualified to be submitted for use on Maryland State Highway Projects. There are no pre-approved materials.

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Serious Business

111 The Way it Should Be Way

Baltimore, Maryland 21061

February 1, 2010

Mr. Marvin Coble

Materials Engineer

Office of Materials Technology

7450 Traffic Drive

Hanover, Maryland 21076

RE: Project # – 09-AP-OL-011-10

 New Wal-Mart on Main Street

Dear Mr. Coble,

 We are submitting the following for your approval for the above referenced project.

|  |  |  |
| --- | --- | --- |
| **Material** | **Supplier** | **Manufacturer** |
| Specify (Seed, etc)And use | Name & Address | Name & Address |

Your approval is greatly appreciated.

Should you require any additional information please contact the undersigned at (123)555-5555

Very truly yours,

**John Doe**

John Doe

Project Manager

***SAMPLE SOURCE LETTER***