

Materials – Material Sourcing Letter

Recordkeeper Job Aid
Construction Division

Overview

Contractors must obtain materials that meet contract requirements. The contractor should also secure the Engineer's approval of the proposed source of materials before delivery.

The goal of this document is to provide general information and resources regarding the material sourcing letter for a project.

Resources

- *Construction Contract Administration Manual*, [Chapter 6, "Control of Materials"](#)
- TxDOT Standard Specifications, Article 6.1., "Source Control" (2014 and 2024 spec books)

Applications Used

- SiteManager
- ProjectWise

Knowledge Regarding Material Sourcing Letter

The material sourcing letter, available through SiteManager, is the method for a contractor to submit their proposed material selections for the project. Common tasks include the following.

Preconstruction Conference

After Contract Activation, generate the material sourcing letter using SiteManager and provide it to the contractor at least 7 days prior to the preconstruction conference. Request that the contractor bring the completed sourcing letter to the conference with known selections for all materials

Project staff and the contractor should discuss the material sourcing letter during the preconstruction conference within the materials agenda item.

Review of Material Sourcing Letter

Prior to work beginning, project staff should perform a complete review of the submitted material sourcing letter. Any unapproved materials sources or materials that do not meet contract requirements should be brought to the attention of the Engineer and contractor.

Materials should not be sourced in SiteManager until the source is verified at the time of delivery to the project and incorporated into the work.

Documentation in ProjectWise

Retain all documentation for the material sourcing letter within ProjectWise.

Change Orders and Material Sourcing Letter

Review any new bid items added by change order to determine if a new material sourcing letter should be generated or if a request should be made to the contractor for the source of the new bid items. Project staff and the Engineer should review responses. Retain all correspondence for the material sourcing letter within ProjectWise.


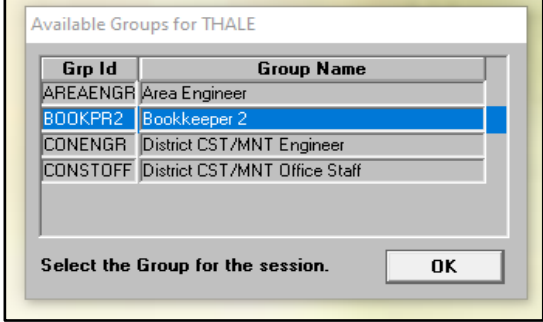
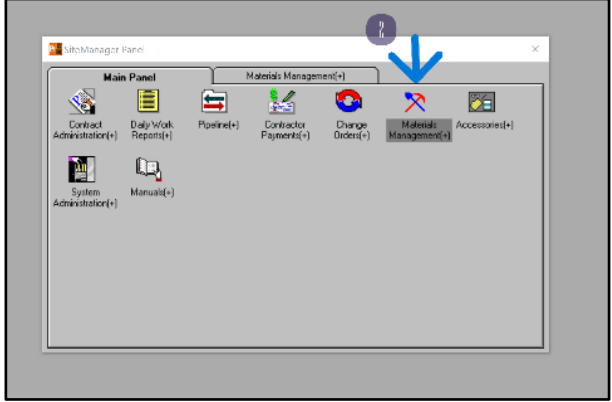
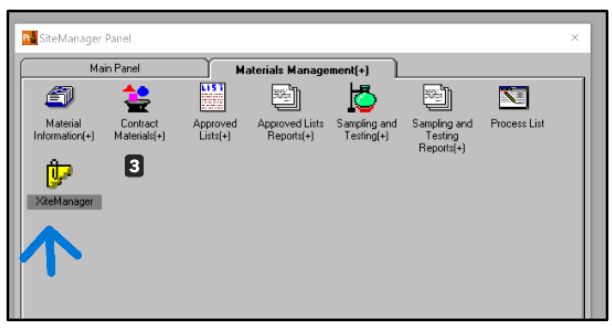
Best Practices

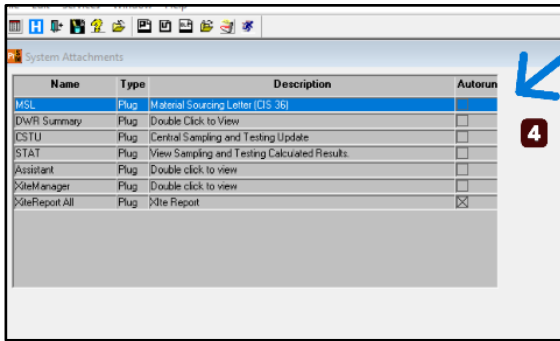
Send the original letter to the Prime contractor in Excel format. This allows the contractor to provide the information directly in the form.

Save a copy of the original blank letter for reference.

If change orders add materials to the contract, regenerate the material sourcing letter to capture new materials to be sourced.

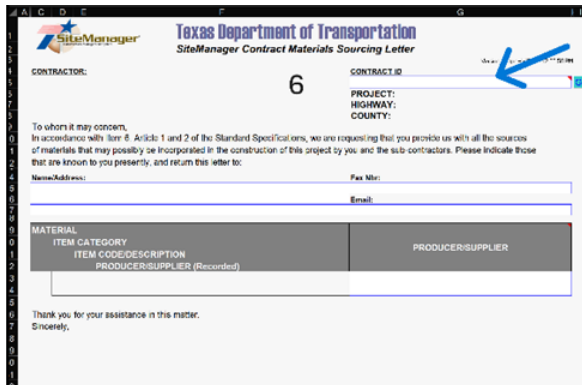
Table 1 – Material Sourcing Letter

Image	Steps
 	<ol style="list-style-type: none"> Log into the SiteManager application. <ol style="list-style-type: none"> Type your TxDOT user ID. Type your password. Click Logon. Choose the role, then click OK.
	<ol style="list-style-type: none"> On the Main Panel, click on Material Management.
	<ol style="list-style-type: none"> On the Material Management tab, choose Xcite Manager.



Name	Type	Description	Author
MSL	Plug	Material Sourcing Letter (CIS 36)	
DWR Summary	Plug	Double Click to View	
ISTU	Plug	Central Sampling and Testing Update	
STAT	Plug	View Sampling and Testing Calculated Results	
Assistant	Plug	Double click to view	
SiteManager	Plug	Double click to view	
SiteReport All	Plug	Site Report	

4. Choose MSL – Material Sourcing Letter (CIS36).



Texas Department of Transportation
SiteManager Contract Materials Sourcing Letter

CONTRACTOR: 6 CONTRACT ID: [Redacted]

PROJECT: [Redacted]
HIGHWAY: [Redacted]
COUNTY: [Redacted]

To whom it may concern,
In accordance with Item 6, Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources of materials that may possibly be incorporated in the construction of this project by you and the sub-contractors. Please indicate those that are known to you presently, and return this letter to:

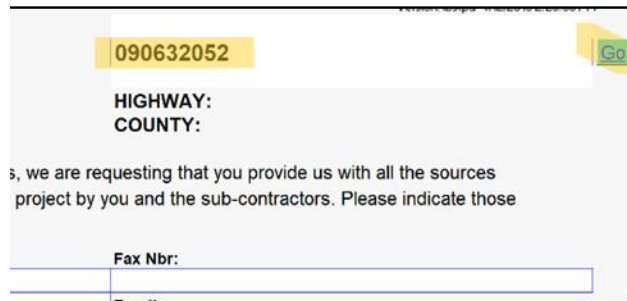
Name/Address: [Redacted] Fax Nbr: [Redacted]
Email: [Redacted]

MATERIAL	ITEM CATEGORY	ITEM CODE/DESCRIPTION	PRODUCER/SUPPLIER
		PRODUCER/SUPPLIER (Recorded)	

Thank you for your assistance in this matter.
Sincerely,

5. A blank material sourcing letter template opens in Excel.

Tip: The material sourcing letter may need to be opened from the taskbar on your device.



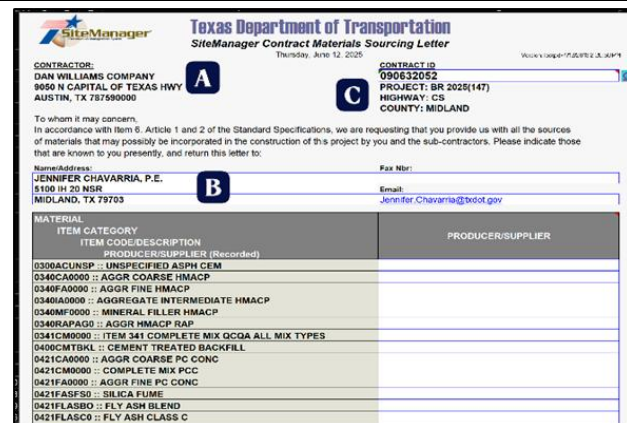
090632052

HIGHWAY:
COUNTY:

To whom it may concern,
In accordance with Item 6, Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources of materials that may possibly be incorporated in the construction of this project by you and the sub-contractors. Please indicate those that are known to you presently, and return this letter to:

Fax Nbr: [Redacted]

6. Enter the CSJ in the Contract ID field and select Go to populate the report.



Texas Department of Transportation
SiteManager Contract Materials Sourcing Letter

CONTRACTOR: DAN WILLIAMS COMPANY
9650 N CAPITAL OF TEXAS HWY
AUSTIN, TX 787590000

CONTRACT ID: 090632052
PROJECT: BR 2026(147)
HIGHWAY: CS
COUNTY: MIDLAND

To whom it may concern,
In accordance with Item 6, Article 1 and 2 of the Standard Specifications, we are requesting that you provide us with all the sources of materials that may possibly be incorporated in the construction of this project by you and the sub-contractors. Please indicate those that are known to you presently, and return this letter to:

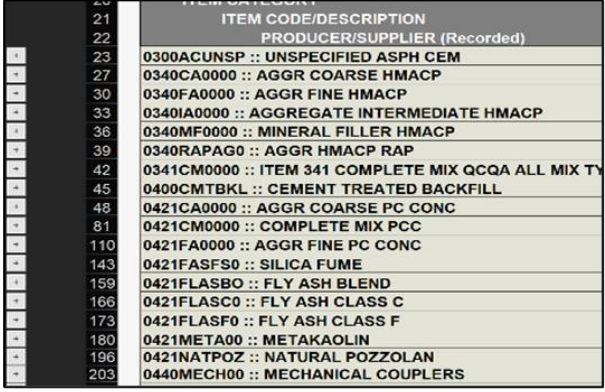


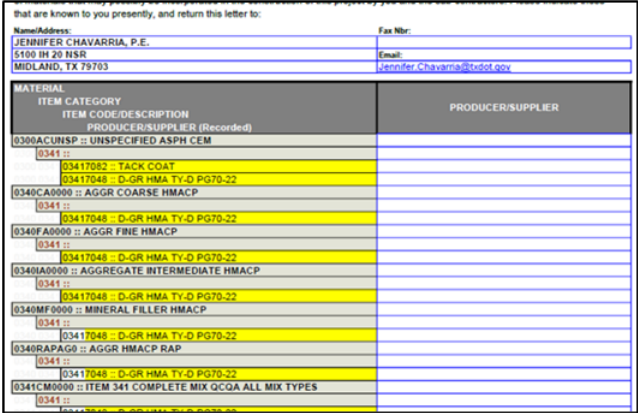
Name/Address: JENNIFER CHAVARRIA, P.E.
5100 IH 20 NSR
MIDLAND, TX 79703

Fax Nbr: [Redacted]
Email: Jennifer.Chavarría@txdot.gov

MATERIAL	ITEM CATEGORY	ITEM CODE/DESCRIPTION	PRODUCER/SUPPLIER
		PRODUCER/SUPPLIER (Recorded)	
0300ACUNSP		UNSPECIFIED ASPH CEM	
0340CA0000		AGGR COARSE HMA CP	
0340FA0000		AGGR FINE HMA CP	
0340IA0000		AGGR INTERMEDIATE HMA CP	
0340MF0000		MINERAL FILLER HMA CP	
0340RAPAG0		AGGR HMA CP RAP	
0341CM0000		ITEM 341 COMPLETE MIX CCQA ALL MIX TYPES	
0400CMTBKL		CEMENT TREATED BACKFILL	
0421CA0000		AGGR COARSE PC CONC	
0421CM0000		COMPLETE MIX PCC	
0421FA0000		AGGR FINE PC CONC	
0421FASF50		SILICA FUME	
0421FLASB0		FLY ASH BLEND	
0421FLASC0		FLY ASH CLASS C	

7. Review the material sourcing letter for the following information.

- Contractor information
- Name and address of the Area Engineer for the project
- Project information

	<p>8. Review the materials information included in the letter for expected materials for the project.</p>
	<p>9. For materials with multiple components, expand the spreadsheet by clicking on the plus sign in the left column to show additional cells.</p>
	<p>10. Save the blank material sourcing letter in either PDF or Excel format in the ProjectWise folder for the project.</p>
	<p>11. Send the blank letter to the Prime contractor at least 7 days prior to the preconstruction conference.</p>

