

2.37 GO SHEET (ZJ44)

The Go Sheet is published weekly to inform contractors about upcoming bid openings for CDOT construction projects. The Go Sheet consists of the following four reports:

1. Projects Advertised Revised this Week
2. Advertised Project Lettings
3. Projects to be Advertised within the next 90 days
4. Local Agency Projects

2.37.01 Accurate Advertisement Dates

Information populating the Go Sheet now comes from SAP instead of Trns*port. It is very important for Project Managers to update project information in SAP, including the Current Planned Ad Date, Scheduled Ad Date, the Project personnel, Budget, and Contract Type. Currently only the Region Business Office can update the Scheduled Ad Date, but in the near future Project Managers also will be able to maintain this date.

2.37.02 Ad Certainty

A required field called “Ad Certainty” is included on the Project Manager’s tab. The system will prompt you to choose one of three options (Green, Yellow, or Red) to indicate the likelihood of meeting the Scheduled Ad Date. Green indicates a 90 to 100 percent likelihood of meeting the Scheduled Ad Date, Yellow indicates 50 to 90%, and Red indicates less than 50%.

The Pre-bid Meeting Date and DBE Goal will also appear on the Go Sheet. The Project Manager will need to coordinate entering in the Pre-bid Meeting Date and DBE Goal. These fields are on the Award Tab in SAP, so the Project Manager will need to notify the Awards Officer to enter this information.

Finally, a system-generated email will be sent to Project Managers and Resident Engineers one week before the Project is added to the “Projects to be Advertised within the next 90 days” report to remind them to check Project Ad dates before projects appear on the report. If the project is not going to ad in the next 90 days it is important that you update the Scheduled Ad Date.

Users can generate the Go Sheet reports in SAP by using the transaction, ZJ44. In addition, the Go Sheet will continue to be available on CDOT’s external web page. Instructions will soon be available in SAP with tips for updating Ad Dates and Ad

Certainty fields, as well as for generating reports. The document below has instructions for generating the reports:



End User GoSheet
Instructions.docx