



2020 Local Systems Bureau Regional Spring Meeting

Change Orders - 101

Why Local Systems reviews your draft

- ✓ Change orders are **legal documents** that change your contract. It is important they are written correctly.
- ✓ Local Systems field staff have seen common errors during these reviews
- ✓ This presentation is a refresher for how to write a change order



- A **draft** of all change orders should be submitted (emailed) to your Local Systems Bureau Field Staff for review prior to uploading to Doc Express for signatures.
 - Federal-aid
 - Federal-aid SWAP
 - State Aid
 - FM
- If using Appia, the reviews could be accomplished by providing the Local Systems Bureau Field Staff read only access and notifying them that a draft change order is ready for their review.



- When using Doc Express, Form 831240dx should be used
 - Removes unnecessary “wet” signature page
 - All signatures will be applied electronically in Doc Express
- This form opens as a fillable .pdf
- After the draft reviews are complete, you must convert the form to a non-fillable .pdf before uploading to Doc Express or it will not open properly
- You can convert the fillable .pdf to a non-fillable .pdf in a couple of ways



Options for Converting the Fillable .Pdf to a Non-fillable .Pdf

1. Print hard copy of document and scan.
 - Some quality may be lost.
2. Print Electronically. No loss in quality.
 - Select Print
 - Choose Microsoft Print to PDF as your printer
 - Click the Print button
 - Choose file location
 - Add file name (name file different than the fillable .pdf file name)
 - Click Save
 - Converted file is ready to be uploaded to Doc Express



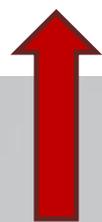


831240dx.pdf

Download

To view the full contents of this document, you need a later version of the PDF viewer. You can upgrade to the latest version of Adobe Reader from www.adobe.com/products/acrobat/readstep2.html

For further support, go to www.adobe.com/support/products/acrreader.html



This error will pop up in Doc Express when trying to open a fillable .pdf file.



CHANGE ORDER
For Local Public Agency Projects

No.: _____

Non-Substantiated:
Substantiated: Administering Office
Concurrence Date

Accounting ID No. (5-digit number): _____ Project Number: _____
Contract Work Type: _____ Local Public Agency: _____
Contractor: _____ Date Prepared: _____

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

B - Reason for change:



F - Items Included in contract:

Participating				For deductions enter as "0.00"		
Federal-aid	State-aid	Line Number	Item Description	Unit Price .xxx	Quantity .xxx	Amount .xxx
Add Row				Delete Row		TOTAL

G - Items not included in contract:

Participating				For deductions enter as "0.00"			
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xxx	Quantity .xxx	Amount .xxx

Signatures will be applied through DocExpress.

D - Justification for cost(s) (See I.M. 3.405, Attachment D, Chapter 2.3b, for acceptable justification):

E - Contract time adjustment: No Working Days added Working Days added: _____ Unknown at this time
Justification for selection:



The correct Change Order form will include this note for signatures

Accounting ID No.(5-digit number): _____

Change Order No.: _____

CHANGE ORDER
For Local Public Agency Projects

No.: _____

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

- Change Order No.
 - Starts at 1, then 2, 3, 4, etc.
 - Change Order numbers run sequentially by contract, not by project number (for tied contracts)
 - A contract should only have one Change Order #1, Change Order #2, etc.



CHANGE ORDER
For Local Public Agency Projects

No.: _____

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

- Substantial / Non-Substantial
 - See Local Systems I.M. 6.000, Attachment D, Chapter 2.36 for guidance, or contact your Regional Field Technician
 - https://www.iowadot.gov/local_systems/publications/im/6000d.pdf
 - Substantial change orders must have concurrence from the DOT Administering Bureau prior to the work being performed or the change implemented



Substantial Changes

- An extra work effort at contract unit prices, agreed unit prices, or force account methods that equals or exceeds a total cost of \$150,000. An extra work effort may include a single item or multiple items.
- Change Orders that include an overrun / underrun of an original contract item or overrun/underrun of group of items that are part of an extra work effort amounting to \$150,000 or more.



Substantial Changes

- Changes in limits of contract or scope of work.
- Changes Re-negotiation of a contract item's unit price.
- Changes to the Method of Measurement or Basis of Payment of a contract item or changes to price adjustment schedules for defective work detailed in the Iowa DOT Construction Manual.
- Value Engineering proposals in accordance with Article 1105.14 of the Standard Specifications.



Substantial Changes

- Modifications to the terms of a contract, such as changes in contract periods.
 - Change late start date, Change completion date, Change number of working days without adding or deleting work
 - A contract time extension (ie. adding working days for extra work) is a non-substantial change
- Adjustment in time of critical closure periods.



Non-Substantial Changes

- Price adjustments made to the contractor in accordance with prescribed guidelines in the Construction Manual and/or contract documents, such as (not all inclusive):
 - Changes in piling length
 - Jetting pile
 - Heating and protection of concrete
 - Price adjustments (plus or minus) for smoothness and pavement thickness, fuel adjustment
 - Price adjustments for liquidated damages
 - Price adjustments for rain damaged pavement



Non-Substantial Changes

- Lump sum agreements, force account, and agreed price settlements less than \$150,000.
- Change in contract quantity at contract unit price when variations from the estimated plan quantities not due to a plan or design change and do not equal or exceed \$150,000.



Non-Substantial Changes

- Deletion of a contract item that has a bid amount greater than \$50,000.
- Extensions of contract time.
- Other items for which the rate of pay is pre-established in the contract documents such as water for dust control or removal of anchor lugs.



CHANGE ORDER
For Local Public Agency Projects

No.: _____

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

- **Concurrence Date for Substantial Changes**
 - Concurrence needs to be in writing (email)
 - Concurrence date needs to be noted on the change order
 - If concurrence is not obtained prior, funding participation could be lost for the extra work
 - Non-Substantial change orders do not require prior approval



Accounting ID No. (5-digit number): 35564

Contract Work Type: Bridge & Approaches - PPCB

Contractor: United Contractors Inc. & Subsidiaries

Project Number: BRS-SWAP-C044(80)--FF-44

Local Public Agency: Henry County

Date Prepared: _____

County: HENRY

Project Engineer: HENRY COUNTY ENGINEER

Cost Center:

Object Code: 890

DBE Commitment: \$0.00

Contract Work Type: BRIDGE AND APPROACHES - PPCB

This agreement made and entered by and between the Contracting Authority,

BOARD OF SUPERVISORS OF HENRY COUNTY

and Contractor.

UNITED CONTRACTORS INC. AND SUBSIDIARIES

Vendor ID: UN059 City: JOHNSTON State: IA

Project Number: BRS-SWAP-C044(80)--FF-44

County: HENRY

Project Work Type: BRIDGE AND APPROACHES - PPCB

Accounting ID: 35564

Location: On W55 Over BNSF Rail Road

Route: W55

Non-Federal Aid - Predetermined Wages are not in Effect

The heading information can be found on the first few pages of the contract

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

- Section A – Description of Change to be Made
 - This section describes the what and how of the change
 - Most common changes
 - Increasing/decreasing an existing contract item's quantity
 - Adding new items to pay for extra work
 - Less common changes
 - Adjust existing specifications to new specifications
 - Example: New specification for structural concrete slump
 - Adjust contract start time (late start date)
 - Assess price adjustments or incentives/disincentives



- Increasing/Decreasing Existing Contract Items
 - Reference the line number on the contract
 - We no longer use the 7000 numbering system
 - Examples: 0020 Increase item for Excavation, Class 20.
0040 Decrease item for Reinforcing Steel.

Contract Line Number	Item Number Item Description	Item Quantity and Units	Unit Price		Bid Amount	
			Dollars	Cents	Dollars	Cents
0010	2401-6745625 REMOVAL OF EXISTING BRIDGE	LUMP SUM			100,000.00	
0020	2402-2720000 EXCAVATION, CLASS 20	292.000 CY	165.00		48,180.00	
0030	2403-0100010 STRUCTURAL CONCRETE (BRIDGE)	397.400 CY	875.00		347,725.00	
0040	2404-7775000 REINFORCING STEEL	9,214.000 LB	1.15		10,596.10	

Adding New Items to the Contract

1. Assign a new line number starting at 8001
2. Each new item will add sequential numbering
 - 8002, 8003, etc.
3. Special line numbers
 - 8998 Liquidated Damages
 - 8999 Stockpiled Materials
 - Examples: 8001 Add an item for Subdrain, Plastic Pipe, 4 In.
8002 Add an item for Subdrain Outlet, DR-304
8998 Add an item for Liquidated Damages



Adding New Items to the Contract

- When adding new items, verify the change order defines specifications and details for the work
- Most DOT item numbers (will be noted in Section G of the change order) will define this information
 - 2403-0100020 Structural Concrete (Bridge) refers to Article 2403 of the Standard Specifications
- Some DOT item numbers do not provide this information
 - 2599-9999005 Generic Item Code for EACH
 - 6100-2403020 Protection of Structural Concrete
 - Articles 2599 and 6100 do not exist in the Standard Specifications
 - In these cases, you need to write a specification for the work



Adding New Items to the Contract

- When providing the specification for extra work, note the five parts

XXXX.01 Description of work

XXXX.02 Material requirements

XXXX.03 Construction requirements

XXXX.04 Method of Measurement

XXXX.05 Basis of Payment

- You can also reference standard specifications

Examples: Perform work per Standard Specification 2102.

Material requirements per Standard Specification 2502.



Example 1 - Adding New Items to the Contract

8001 Add an item for Relocating Field Tile. Work involves exploratory excavation to locate existing tile, connect new tile, and outlet tile at right of way line. Materials and construction requirements per Standard Specification 2502 and Standard Road Plan DR-302. Method of Measurement: Item will not be measured separately for payment. Basis of Payment: Lump Sum. This payment is full compensation for all labor, equipment, and material needed to perform the work as specified.

Item Number/Description Used in Section G: 2599-9999010
Relocating Field Tile



Example 2 - Adding New Items to the Contract

8002 Add an item for Reclaimed Revetment, Class E. Work includes removal of revetment placed previously on the project, stockpiling the material, loading, hauling, and placement of the revetment at a new location on the project. Bank shaping, as necessary to place the revetment, is included in the cost. Place revetment per Standard Specification 2507.03. Method of Measurement: By weight (Tons) as determined by surveying the volume of revetment placed and converting the volume to Tons using a conversion factor of 105 pcf. Basis of Payment: Contract unit price per Ton. This payment is full compensation for bank shaping, stockpiling, loading, hauling, and placement of the reclaimed revetment.

Item Number/Description Used in Section G: 2599-9999020 Reclaimed Revetment, Class E



Example 3 - Adding New Items to the Contract

8003 Add an item for Protection of Structural Concrete. Perform work per Standard Specification 2403.03,F. Method of Measurement: By Volume (Cubic Yards). Basis of Payment: Per Standard Specification 2403.05,A.,4.

Item Number/Description Used in Section G: 6100-2403020
Protection of Structural Concrete



B - Reason for change:

- Section B – Reason for Change
 - Explain why the change is needed
 - You don't need to write a book, but you need to answer why
 - If you can still ask why the change is needed, more detail should be provided
 - These reasons are not sufficient
 - Engineer approved the change WHY?
 - Needed to remove more pavement WHY?
 - Soils needed to be removed WHY?
 - More work was needed WHY?



C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

- Section C – Settlement for Costs

- Generally, one of four settlements are used

- Contract Unit Price
- Agreed Unit Price
- Agreed Lump Sum
- Force Account

- Sometimes, these can be used

- Contract specified rate per day (liquidated damages)
- Specified rate per SY (PCC Pavement Cold Weather Protection)
- No cost change – mutual benefit (revise specification to newer version)



- Section D – Justification of Cost

- This is not asking for more justification of why the work needed to be performed.
 - That information is covered in Section B
- This is your justification for the amount you are paying for the extra work.
- How did you determine that the cost being paid is fair and reasonable?
- It needs to be an independent analysis of the cost, performed by the engineering staff.
- Stating ‘Contractor Invoice’ is not sufficient. Nor is agreed price.



Acceptable Justification of Costs

- There are several different ways to justify costs for extra work
 - Most common- compare cost to past bid prices using the Iowa DOT's Summary of Awarded Contract Prices
 - Found at <https://www.bidx.com/ia/main>
 - Choose Lettings on top menu bar
 - Choose a letting date
 - On right side of screen, under Downloads, you will see Awarded Contract Unit Prices – ENGLISH
 - This file will include the bid prices from that letting and the previous 11 lettings



◀ Letting of November 19, 2019 ▶

Letting ID: 19/11/19
 Cut-Off Time: 10:00:59 AM CDT

Proposal	Call Order	Project ID	Items	Amendments	Counties
04-C004-106 RCB CULVERT REPLACEMENT - TWIN BOX	001	191119 S3	28	0	APPANOOSE
07-C007-154 BRIDGE REPLACEMENT - PPCB	002	191119 S1	31	0	BLACK HAWK
10-C010-111 BRIDGE REPLACEMENT - PPCB	003	191119 S1	23	1	BUCHANAN
19-0187-064 BRIDGE DECK OVERLAY	005	191119 S2	32	1	CHICKASAW
20-C020-114 RCB CULVERT NEW - SINGLE BOX	006	191119 S3	26	0	CLARKE
22-0523-036 STRUCTURES (MISCELLANEOUS)	007	191119 S3	21	0	CLAYTON
31-C031-103	008	191119 S1	This proposal has been withdrawn This proposal/project has been WITHDRAWN from the letting due to funding issues. No new letting date has been set.		
31-0616-529 DECK JOINT REPAIR	009	191119 S4	7	0	DUBUQUE
33-C033-077 BRIDGE REPLACEMENT - PPCB	010	191119 S1	18	1	FAYETTE
38-1759-021 BRIDGE DECK OVERLAY	011	191119 S2	65	0	GRUNDY
50-1632-056	012	191119 S2	33	0	JASPER



The letting has ended.

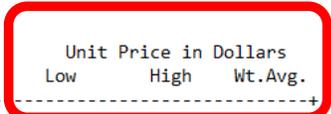
- Also Available**
- [Apparent Bids](#)
 - [Bid Summary](#)
 - [Plan Holders / Eligible Bidders](#)
 - [Questions and Answers](#)
 - [Bid Item Master File](#)
 - [DBE Directory Update](#)
 - [DOT Electronic Plans and Proposals](#)

- Downloads**
- [Annual Bid Bonds](#)
bidbond.pdf
 - [Awarded Contract Unit Prices - ENGLISH](#)
201812-201911_SumAwdE.txt
 - [DBE.BIN](#)
19novdbe.bin
 - [DBE Commitments](#)
191119_DBE_Commitments.pdf
 - [Iowa State Wage Rates](#)
PREDETERMIN...E IA19-81.0.pdf
 - [Low Bid Summary](#)
19Nov2019Awd.pdf
 - [Notice to Bidders](#)
191119NoticeToBidders.pdf
 - [Predetermined Unit Prices](#)
Predetermined...ting_112019.pdf
 - [Scott County Wage Rates](#)
Wage Rate Sco...nty IA19-1.6.pdf

E N G L I S H Units of Measurement

December 2018 thru November 2019

Item Code	Bid Item Description	Total Quantity	Total Cost -DOLLARS-	Unit Price in Dollars		
				Low	High	Wt.Avg.
2101-0850001	CLEARING AND GRUBBING	638.660 ACRE	2,594,184.77	420.00	100,000.00	4,061.92
2101-0850002	CLEARING AND GRUBBING	34,550.700 UNIT	930,985.29	9.00	660.00	26.95
2101-1001000	REMOVAL OF FLOOD DEBRIS	2.000 LS	46,200.00	17,200.00	29,000.00	23,100.00
2101-1001005	REMOVAL OF FLOOD DEBRIS	100.000 TON	43,000.00	250.00	1,000.00	430.00
2101-1001010	REMOVAL OF DEBRIS FROM WATERWAY AREAS	7.000 LS	173,050.00	10,000.00	40,000.00	24,721.43
2102-0425070	SPECIAL BACKFILL	473,778.036 TON	9,070,664.43	5.00	120.00	19.15
2102-0425071	SPECIAL BACKFILL	277,905.900 CY	8,024,948.34	20.70	100.00	28.88
2102-0425220	SPECIAL BACKFILL MATERIAL, PLACE ONLY	23,529.200 CY	150,675.20	5.50	18.75	6.40
2102-2200000	INTERCEPTING DITCHES AND FLUMES	2,590.000 LF	14,350.00	3.00	50.00	5.54
2102-2624980	CONTRACTOR FURNISHED SELECT TREATMENT	89,881.200 CY	1,555,729.46	10.80	19.30	17.31
2102-2625000	EMBANKMENT-IN-PLACE	184,837.800 CY	3,107,135.99	4.00	100.00	16.81
2102-2625001	EMBANKMENT-IN-PLACE, CONTRACTOR FURNISHED	955,759.000 CY	10,188,135.62	4.60	40.38	10.66
2102-2710070	EXCAVATION, CLASS 10, ROADWAY AND BORROW	3690609.800 CY	28,284,544.84	2.35	183.00	7.66
2102-2710080	EXCAVATION, CLASS 10, UNSUITABLE OR UNSTABLE MATERIAL	3,065.700 CY	40,932.65	6.00	42.00	13.35
2102-2710090	EXCAVATION, CLASS 10, WASTE	1160159.600 CY	8,444,343.17	2.00	50.00	7.28
2102-2712015	EXCAVATION, CLASS 12, BOULDERS OR ROCK FRAGMENTS	3,542.000 CY	155,512.58	5.00	500.00	43.91
2102-2712070	EXCAVATION, CLASS 12, ROADWAY AND BORROW	200,113.000 CY	1,196,731.70	0.50	12.00	5.98
2102-2713070	EXCAVATION, CLASS 13, ROADWAY AND BORROW	43,144.500 CY	617,068.29	2.95	130.00	14.30
2102-2713090	EXCAVATION, CLASS 13, WASTE	480,950.900 CY	5,241,847.36	0.50	75.00	10.90
2102-3240000	WATER FOR EMBANKMENT CONSTRUCTION	300.000 MGAL	3,000.00	10.00	10.00	10.00
2102-4560000	LOCATING TILE LINES	2,499.410 STA	204,017.53	40.00	235.00	81.63
2102-5020010	OBLITERATE OLD ROADBED	131.830 STA	100,601.81	400.00	1,000.00	763.12
2103-0000100	PRESPLITTING OF ROCK CUT	1,091.000 SY	28,002.91	0.01	35.00	25.67



Other Acceptable Justification of Costs

- Agreed price is comparable to Item xxxx (a similar item).
- Cost is justifiable based on Rental Rate Blue Book values and analysis is included in the project file.
- Individual costs have been agreed to based on certified payroll expenses, invoiced rental rate charges, and actual materials invoiced.



Other Acceptable Justification of Costs

- Per Standard Specifications
 - Cold weather heating/protection of structural concrete
 - Overexcavation of unsuitable materials
 - Welding Steel H Pile extensions
 - Lab/Field Voids for HMA



Other Acceptable Justification of Costs

- Other ways to justify a cost
 - Compare to a previous change order item for the same or similar work
 - Obtain quotes for the work from other contractors
 - Summary of cost analysis is attached
 - Engineer's estimate of labor, equipment and materials is attached



Contractor Markup

- The justification of cost should be evaluated **before** the prime contractor markup is applied to the subcontractor's proposed price.
- Prime Contractor Markups
 - Standard Specification 1109.03,B.,3
 - 10% on first \$50,000 with a \$100 minimum
 - 5% on the portion over \$50,000
 - Note the prime contractor markup applies to the extra work cost as part of your justification of cost
 - Prime contractor markups do not apply for extra work prices established by the specifications
 - PCC cold weather protection, overexcavation, etc.



E - Contract time adjustment:

No Working Days added

Working Days added: _____

Unknown at this time

Justification for selection:

- Section E – Contract time adjustment
 - All change orders need to address impacts to contract time
 - If contract time is added for extra work, a justification for the added time needs to be provided. Examples:
 - The added time is based upon the actual time needed to perform the extra work
 - The added time is based upon the Engineer’s estimate of time needed to perform the extra work
 - The added time is based upon the Iowa DOT Contracts & Specifications Bureau Suggested Daily Construction Rates



- Section E – Contract time adjustment (cont.)
 - If it is too difficult to determine how contract time may be impacted, check the box for “Unknown at this time”
 - If additional contract time is warranted after the extra work is complete, it can be added by a subsequent change order
 - You should review the extra work’s impact on the controlling item of work to determine if additional time is warranted
 - Is extra work the controlling operation? – warranted
 - Can extra work be performed independently from the controlling operation? – not warranted



F - Items included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx

- Section F – Items included in contract

- This section is used for increasing or decreasing existing contract item quantities (measured items) or values (lump sums)
- You need to place an "X" in the Federal-aid box for the cost to be Federal-aid eligible
- You need to place an "X" in the State-aid box for the cost to be Federal-Aid SWAP, Traffic Safety Fund, USTEP, CSTEP, or RISE eligible



The Line Number, Item Description, and Unit Price are taken from the Contract.

F - Items included in contract:

Participating		Line Number	Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid			Unit Price .xx	Quantity .xxx	

Line No.

Item Description

Unit Price

0080	2408-7800000 STRUCTURAL STEEL	3,378.000 LB	5.00	16,890.00
0090	2414-6424038 CONCRETE BARRIER RAIL, 3'-8"	402.000 LF	70.00	28,140.00



F - Items included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx

- The quantity is the **increase** or **decrease** in quantity, not the desired total quantity
- For Lump Sum item Increases/Decreases
 - Note: The unit price is ALWAYS \$1.00 and the quantity is the Dollar Value you are increasing or decreasing



G - Items not included in contract:

Participating					For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx

- Section G – Items not included in contract (New Items)
 - This section is used for adding new items
 - Similar to Section F, you need to place an “X” in the Federal-aid and/or State-aid boxes for the item to be eligible for those types of fund reimbursement



G - Items not included in contract:

Participating					For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx

- Section G – Items not included in contract (continued)
 - Change Number is the sequential 8000 line number noted in Section A, beginning with 8001
 - For contracts containing two or more projects, each project’s extra work items begin with 8001 and are numbered sequentially thereafter
 - Item Number is taken from the DOT’s item number listing





https://iowadot.gov/local_systems/Post-Letting-Resources

Scroll down to Download Inspection Worksheets (Excel Format)

Choose file titled Index

E010	E026	E042A	E131
E010A	E026A	E043	E132
E011	E027	E043A	E133
E011A	E027A	E100	E134
E012	E028	E101	E135
E012A	E028A	E102	E136
E013	E029	E103	E137
E013A	E029A	E104	E138
E014	E030	E105	E139

File Home Insert Page Layout Formulas Data Review View Help ACROBAT Search

Clipboard Alignment Number Styles Cells Editing

Normal A Normal En... Normal She... Normal Sh... Normal

Bad Good Calculation Check Cell

B48 GRANULAR SUBBASE

A B C D E F G H I J K L M N O P Q R S T V W X Y Z AA AB

Index to English Item Forms Current as of December 2019 Letting

12/17/2019

Items which are Plan Quantity for pay by specifications are in blue text
 Excavation items which may be Plan Quantity for pay by specifications in some uses but not in all cases are in orange text.

Item Code	Description	Units	Form		Support Forms	Meas/ Pay	Plan Quantity	
							N	Y
2101-0850001	CLEARING & GRUBBING	ACRE	E001	E103		STD	N	Y
2101-0850002	CLEARING & GRUBBING	UNIT	E001	E103		STD	N	Y
2101-1001000	REMOVAL OF FLOOD DEBRIS	LS	E005			PLAN	N	
2102-0425046	SELECTED BACKFILL	CY	E012	E108		STD	N	Y
2102-0425070	SPECIAL BACKFILL	TON	E007	E110		STD	N	
2102-0425071	SPECIAL BACKFILL	CY	E004	E110		STD	N	Y
2102-0425120	SPECIAL BACKFILL MATERIAL, PLACE ONLY	TON	E007	E110		STD	N	
2102-0425220	SPECIAL BACKFILL MATERIAL, PLACE ONLY	CY	E004	E110		STD	N	
2102-2200000	INTERCEPTING DITCHES AND FLUMES	LF	E001			STD	N	
2102-2624980	CONTRACTOR FURNISH SELECT TREATMENT	CY	E006	E110		STD	N	Y
2102-2625000	EMBANKMENT-IN-PLACE	CY	E006	E110		STD	N	
2102-2625001	EMBANKMENT-IN-PLACE, CONTRACTOR FURNISHED	CY	E006	E110		STD	N	Y
2102-2625010	EMBANKMENT-IN-PLACE, STOCKPILE	CY	E006			STD6	N	
2102-2710070	EXCAVATION CL 10, RDWY & BORROW	CY	E006	E110		STD	N	
2102-2710080	EXCAVATION CL 10, UNSTABLE MATL	CY	E006			STD	N	
2102-2710090	EXCAVATION CL 10, WASTE	CY	E006			STD	N	
2102-2712015	EXCAVATION CL 12, BOULDERS OR ROCK FRAG.	CY	E009			STD	N	
2102-2712070	EXCAVATION CL 12, RDWY & BORROW	CY	E006	E110		STD	N	
2102-2713070	EXCAVATION CL 13, RDWY & BORROW	CY	E006	E110		STD	N	
2102-2713090	EXCAVATION CL 13, WASTE	CY	E006			STD6	N	
2102-3240000	WATER FOR EMBANKMENT CONSTRUCTION	MGAL	E001			STD	N	
2102-4560000	LOCATING TILE LINES	STA	E001	E113		STD	N	
2102-4600000	CRUSHING OF CLASS 12 EXCAVATION	CY	E004			STD	N	
2102-5020010	OBLITERATE OLD ROADBED	STA	E001			PLAN	N	
2103-0000100	PRESPLITTING OF ROCK CUT	SY	E003			STD	N	
2104-2710020	EXCAVATION CL 10, CHANNEL	CY	E004			STD	N	
2104-2712020	EXCAVATION CL 12, CHANNEL	CY	E004			STD	N	
2104-2713020	EXCAVATION CL 13, CHANNEL	CY	E004			STD	N	
2105-8425005	TOPSOIL FURNISH & SPREAD	CY	E011	E110		STD6	N	
2105-8425011	TOPSOIL SPREAD	CY	E011	E110		STD	N	
2105-8425015	TOPSOIL STRIP SALVAGE & SPREAD	CY	E011	E110		STD	N	
2105-8425020	TOPSOIL STRIP & STOCKPILE	CY	E011			STD	N	
2107-0425020	COMPACTING BACKFILL ADJACENT TO BRIDGES, CULVERTS OR STRUCTURES	CY	E004			STD	N	Y
2107-0875000	COMPACTION W/MOISTURE & DENSITY CONTROL	CY	E008	E107	E108	STD	N	Y
2107-0875100	COMPACTION W/MOISTURE CONTROL	CY	E008	E107	E108	STD	N	Y
2107-0890000	COMPACT TRENCH BOTTOM	STA	E001			STD	N	
2107-3825025	GRANULAR MATL - BLANKETS & SUBDRAINS	CY	E004			STD	N	
2108-5025000	OVERHAUL	ST-Y	E010			STD	N	
2109-8225100	SUBGRADE SPECIAL COMPACTION OF	STA	E013	E107	E108	STD	N	Y
2109-9300100	CONSTR. OF NATURAL SUBGRADE FOR PAVT.	MILE	E001			PLAN	N	
2110-3825010	GRANULAR MATL	TON	E001	E110		STD	N	
2110-8200000	CONSTRUCTION OF SOIL AGG SUBBASE	MILE	E014			STD	N	

Find the item code that matches the work item you need to add. Verify that the Description defines the work, and the Unit matches how you are measuring the work.

G - Items not included in contract:

Participating					For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx

- The Item Description should match the description noted for the Item Code you are using.
 - When using a 2599 item code, you need to define the item description.
- The Unit Price and Quantity are self explanatory
 - For lump sum items, the unit price = \$1.00 and the quantity = the value of the lump sum.





Are there
any
questions?

