

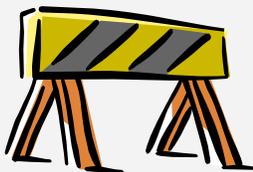
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BJO:MA

Procedure for Establishing a Modified Original Work Item in FieldManager

A recent review of construction project files revealed improper establishment of "modified original" work items on contract modifications.

Use a modified original **only** in the event that a work item appearing on the original contract needs to be established in another project or category within the same contract.

You **must** use the following original work item information:

- Item code
- Item description
- Bid unit price

The following comment **must** be added to the contract modification – New Items – Reason field: "**The item code, item description and unit price for this modified original have been verified against the original contract item and are correct.**"

One original work item may be used multiple times to establish multiple modified original items. Modified original items are not extra work or adjustments.

Extras and adjustments are excluded from this procedure, as they must be established as extra and adjustments to other projects and categories within the respective contract.

Please share this construction advisory with local agencies and consultants within your jurisdiction, as well as your TSC staff.