

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
**CONSTRUCTION DIRECTIVE
MEMORANDUM**

GENERAL SUBJECT: <u>Form C-10 For Work Orders</u>	NUMBER: <u>CD-2007-10</u>
	DATE: <u>October 8, 2007</u>
SPECIFIC SUBJECT: <u>Completion of Form C-10</u>	SUPERSEDES: <u>CD-98-10</u>
	SUNSET/ EXPIRES: <u>October 8, 2012</u>

Original with signature on file in the office of the
Scheduling & Contract division

W. BYRON COBURN, JR., P.E.
STATE CONSTRUCTION ENGINEER

DIRECTED TO – DISTRICT ADMINISTRATORS

Attached is a revised Form C-10 to be used for work orders on all construction and maintenance contracts that are advertised, awarded, and executed through the Scheduling and Contract Division. All work orders started after the receipt of this memorandum must be documented on the attached revised Form C-10 dated 10-8-07.

When filling out this form please give attention to the following areas:

Contract ID No. blank should be filled in with the appropriate information as printed at the top of the cover of each contract, to include the letter preceding the numbers. This field is of particular importance since the Contract ID is always a unique, one time use identifier for a particular contract.

Please use and label additional sheets as instructed by the note near the top of the Form C-10.

Section III, Funding Source/Charge should be filled in with the appropriate charge information that the work order items will be charged to. In most cases, this will be the established charge source for the project. On contracts with multiples PCN(s), a detailed breakdown must be provided showing which PCN(s) to add or delete pay items to or from. If the work order is to be paid for in part or totally from sources other than State or Federal funds, the source and percentage of participation are to be shown there. If the contract has Federal funding and at any point in the processing of the work order the Department is informed by the FHWA that the work order will be non-participating (in whole or part), it is very important to document the funding breakdown in Item III (or elsewhere as part of the work order documentation package) and to ensure that the work order funding is correctly entered into Site Manager.

Section IV should be filled in with the current Fixed Date time limit for the contract as specified in the original contract or as modified by the most recent work order. Section V should be filled in with the Fixed Date time limit that will be in effect upon approval of the work order. If the work order does not change the Fixed Date time limit, then the dates in Section IV and V must be the same date. Both Sections IV and V must be filled in and should be filled in using the month/date/year format. The explanation for any requested time extension should be stated in Section II.

When filling in the estimate of proposed work, the Item Code column must be filled in. If possible, standard item codes should be used. If the item does not exist on the standard item code table,

then use an appropriate non-standard item code number or if no non-standard item appears to be useable, contact your District Contract Manager's office for guidance. Ensure you enter the correct item codes for the year and type of contract (metric or standard).

All pay items added by work order must be covered by appropriate specifications that include basis of payment and method of measurement. The Specification Number column must have the specification reference shown and the item description must have the exact, full title of each pay item filled in. If no specification(s) exists for an item (in the Road and Bridge Specifications, plans, or contract) then one should be written with sufficient detail especially with reference to measurement and payment, to cover the item and attached to the work order (use ATTD in Specification Number column). The State Specifications Engineer in the Scheduling & Contract Division is available to provide guidance in developing the specification if you need assistance.

The following statement is to be used on any bilateral work order that settles a Notice of Intent to File Claim. It may also be used on any other work order if mutually agreed upon by the Contractor and the Department:

“(Contractor's Name)” and VDOT agree that this work order fully resolves and settles all claims, demands, or damages of any kind relating to or from the work set forth in this Work Order, including but not limited to delay, impact, and acceleration.”

The attached Form C-10 has signature blocks for recommendations for approval by various parties. If recommendation for approval is applicable to a work order, these blocks should be signed by the appropriate person(s) in accordance with Department policy (see CD-2006-2).

Please note this form has only one signature block for VDOT approval. This block must be used to actually approve and execute the work order. The person signing must have approval authority in accordance with current Department policy (see CD-2006-2). It is imperative that only those persons with the proper authority level sign the work order approval signature block, since this legally obligates the Department to all terms and conditions set forth in the work order.

All signature blocks should remain on page 1 of the work order once it has been completed. If data or descriptions types in Sections I - VI push the signature block(s) onto a second page you should type “See Attachment #__” in that section and then enter the data or description on the Supplemental Attachment sheet(s).

All work order information must be typed, printed, or hand written with indelible ink. Any changes made to Work Order information must be agreed to and initialed by both the Contractor and the VDOT approver. Changes must be made by marking through the words to be deleted and then writing in the agreed upon change(s).

Please make copies of the attached Form C-10 as needed. For your convenience and use, Form C-10 is also available on VDOT's website.

Your cooperation in the proper use of this form is appreciated.

DAS\

cc: Commissioner
Deputy Commissioner
Commissioner's Staff
Division Administrators
District Construction Engineers
District Maintenance Engineers
District Materials Engineers
District Preliminary Engineering Managers
District Location and Design Engineers
District Civil Rights Managers
District Contract Administrators
Regional Operations Directors
Residency Administrators

Area Construction Engineers
Construction Managers
Project Inspectors
Federal Highway Administration
Office of the Attorney General
Virginia Department of Minority Business Enterprise
Virginia Transportation Construction Alliance
Old Dominion Highway Contractors Association
Virginia Asphalt Association
American Concrete Pavement Association
Virginia Ready-Mixed Concrete Association
Precast Concrete Association of Virginia
Division Library

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
WORK ORDER

Supplemental Attachment # _____

Contract ID. No.: _____ FHWA No.: _____ Work Order No.: _____

State Project No.: