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ENGINEERING INSTRUCTION

NEW YORK STATE DEPARTMENT OF TRANSPORTATION

SUBJECT: SPECIAL SPECIFICATIONS FORMAT

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The purpose of this instruction is to establish a uniform format for special specifications.

The format for special specifications used by New York State Department of Transportation contracts shall adhere to the following:

1. Special Specifications shall be prepared in a letter quality style or near letter quality (NLQ) if prepared on a dot-matrix printer.
2. The item number and full title shall appear at the top of each page. Keep titles as short as possible since there are less than 135 characters, including spaces, available for this in the Engineers Estimate Handling program.
3. The specification shall be formulated into five main parts;
 - A. DESCRIPTION
 - B. MATERIALS
 - C. CONSTRUCTION DETAILS
 - D. METHOD OF MEASUREMENT
 - E. BASIS OF PAYMENT
4. Each page shall be numbered and the total number of pages shall be indicated, ie, page x of y.
5. The date originally written plus all revision dates shall be indicated on the lower right hand corner of each sheet.

Prel.	Final
Design	Landscape
Mapping	R. H. Burke
RECEIVED	
Facilities Section Division	
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Circ.	File

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Exhibit A, attached to this instruction, breaks down the format into nine (9) parts. Following are brief comments of why special specifications should be prepared as indicated.

1. ITEM

The word "ITEM" shall appear and a minimum of 14 spaces shall be left for insertion of the pay item number. The pay item number itself can take up to 12 spaces including the decimal point.

Frequently little or no space is left for the pay item number. This causes a typist to retype the entire first line and contributes to the time it takes to process the specifications.

2. TITLE

The title should be descriptive of the type of work required but should be kept as short as possible. It seems that titles have been getting longer the past few years, almost to the point where the title and description are both the same. Below are a few suggestions to improve titles:

- A. The words "Furnish" and "Install" are not usually necessary in the title.
- B. The words "Furnish" and "Install" should be used only when one and not the other applies.
- C. Frequently the words "Furnishing" and "Installing" and "Relocating" are used. Do these imply something different than "Furnish", "Install" or "Relocate"?

3-7. Main Sections

- A. Each section should be included in the special specifications. If there are no requirements for a section, then say "None specified" or something similar. Then there should be no question that the section may have been inadvertently left out.
- B. A simplified format without the five parts is acceptable. That format should be used when the specification makes only a slight modification to the standard specification. The simplified format shall not be used to modify special specifications. (In reality this format does contain the five main sections since it references those in the Standard Specification Book). Two examples of this follow.

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Ex. 1. (Preferred Method)

ITEM 07603.0502 Round Corrugated Steel Pipe (2 2/3 x 1/2, 6 inch diameter, 16 gage) with End Plugs

All the provisions of Section 603 pertaining to Round Corrugated Steel Pipe shall apply and in addition the Contractor shall plug each end of the pipe with standard galvanized steel end plugs.

The cost of furnishing and installing the end plugs shall be included in the price bid for this item.

Ex. 2. ITEM 07603.0502 Round Corrugated Steel Pipe (2 2/3 x 1/2, 6 inch diameter, 16 gage) with End Plugs

The standard specifications for Item 603.0502 shall apply, and in addition the Contractor shall plug each end of the pipe with standard galvanized end plugs.

The cost of furnishing and installing the end plugs shall be included in the price bid for this item.

Example 1 refers to the provisions of Section 603 whereas example 2 refers to a pay item number. Since pay item numbers are more likely to change than section numbers, we prefer the first format. If section numbers were to change we would disapprove all the special specs in that section and assign them new pay item numbers in the new section. If the standard pay item number were to be deleted or changed, the specification might continue to be used inadvertently.

8. PAGE NUMBERS

Each page should be numbered and dated with the total number of pages comprising the specification indicated on each page. (e.g. 2 of 8).

Proposals occasionally contain specifications that are missing pages. This most frequently occurs when the basis of payment begins on one page and contains a few sentences or a short paragraph on the last page.

9. DATE

Placing a date on all pages of special specifications will allow us to do some new things in our addenda file.

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- A. For general use specs, this date will agree with the approval date in the addenda file. (Since specs are usually approved some time after they are written, we will use the date on the specification when it is written. However, if the author wishes a date in the future upon which the spec is to become effective, this may be indicated.)
- B. The current procedure is to assign a new pay item number to a special specification whenever it is changed, usually no matter how small the change is. Experience has demonstrated that this is the only way to be sure that the latest approved version is used.

With the date on the specification, however, we will be able to modify this practice.

For "general use" specifications that have very minor revisions we can simply add a revised date (i.e.): REV (DATE), under the original date and enter the new date into the addenda file.

For slightly revised "pin only" specifications, we can add a message in the addenda file to the fourth line ("A" Line) of the full description to use (DATE) version. This way the designer will know if he is using the latest version of the specification.

- C. A page not indicating the current date as shown in the Addenda File is automatically the wrong page and can be identified easily.

This instruction takes effect immediately.

EXHIBIT A

①
ITEM MIN. 14 SPACES ② TITLE

DESCRIPTION ③

MATERIALS ④

CONSTRUCTION DETAILS ⑤

METHOD OF MEASUREMENT ⑥

BASIS OF PAYMENT ⑦

⑧
PAGE X OF Y
EACH PAGE

DATE
⑨ FOR NEW OR REVISED SPECS,
DATE AGREES WITH ADDENDA
FILE