

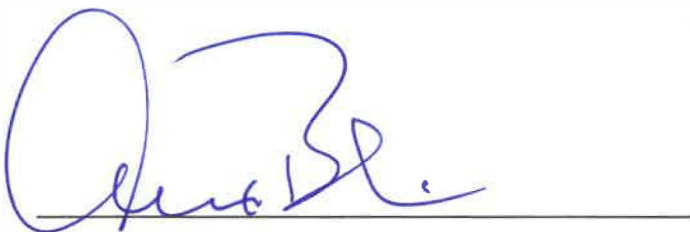
New Jersey Department of Transportation **CONSTRUCTION ADVISORY**

NUMBER: 50	Adjustment and Payment of “DOLLAR” Items	11/26/2024
CATEGORY: Payment		

“DOLLAR” items are initially established with a quantity of 1.00 so contractors can enter bid prices during project advertisement. The RE should not pay for “DOLLAR” items as a percentage of the original 1.00 quantity as this will often result in an inaccurate payment. In order to accurately process partial payments of “DOLLAR” items in Site Manager during construction, the quantities and bid prices must be switched via Change Order. This adjustment Change Order will delete the existing pay items and establish new pay items with a unit price of \$1.00/DOLL and quantities equal to the original bid prices. The RE is to issue this Change Order upon commencement of a project so that accurate payments can be made on the monthly estimates.

For projects where payment of “DOLLAR” items has already been made on a percentage basis, the RE is to first issue a Change Order to create the new pay items. On the next monthly Estimate, the RE will make payment on the new “DOLLAR” items up to the current completed quantity and reduce payment on the existing “DOLLAR” items to zero. After the Estimate is processed, the RE is to delete the original “DOLLAR” items in a subsequent Change Order.

Examples of “DOLLAR” items include, but are not limited to, PERFORMANCE BOND AND PAYMENT BOND and FUEL/ASPHALT/STEEL PRICE ADJUSTMENT. The [2020 Change Order Guide](#) has been updated to include standard wording and a change order example regarding the required adjustment of “DOLLAR” items.



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