

HOW TO USE  
THE RECURRING SPECIAL PROVISIONS AND RECURRING PLAN DETAILS MENU  
AND  
THE UNIQUE SPECIAL PROVISIONS SUMMARY

All special provisions, both recurring and unique, that are to be included in a contract must be indicated on either the Recurring Special Provisions and Recurring Plan Details Menu or the Unique Special Provisions Summary sheet. There are three different procedures to follow based on the type of provision required.

**1. STANDARD RECURRING SPECIAL PROVISIONS AND RECURRING PLAN DETAILS.**

Standard Recurring Special Provisions and Recurring Plan Details are placed in a contract without any modification to the currently approved Department version. To indicate one of these items is to be included, place an "X" next to the item number in the box titled "Place In Contract" on the Recurring Special Provisions and Recurring Plan Details Menu. The approved version of the item for the contract letting date will be placed in the Contract Information Book by the Department. **Do not include a copy of a Standard Recurring Special Provision or Recurring Plan Detail with the submittal.**

**2. CONTRACT SPECIFIC RECURRING SPECIAL PROVISIONS.**

These Recurring Special Provisions, also called "fill-in-the-blank" special provisions, require some modification before they can be used in a contract. To indicate that one of these provisions is to be included in the contract, place an "X" next to the provision number in the box titled "Place In Contract" on the Recurring Special Provisions Menu. Note that there is already an "X" shown in the box titled "See Attachment". The submitter must download the approved version of the special provision from the Department's website and complete the fields that require further information. Care should be taken to ensure that the correct version for the letting date of the contract is used. **Include a copy of the Contract Specific Recurring Special Provision with the submittal.** The Department will place the Contract Specific Recurring Special Provision in the Contract Information Book.

**3. UNIQUE SPECIAL PROVISIONS.**

When a new specification is required for a specific contract because an existing specification or provision does not adequately cover the contract situation, a Unique Special Provision must be submitted. Use the Unique Special Provision Summary sheet to list each Unique Special Provision that is to be included in the contract. For each Unique Special Provision, enter the relevant section of the Standard Specifications, the title of the provision and the filename of the submitted word processing document. The section of the Standard Specifications entered should be that section that the special provision either directly modifies or the section that the provision would most likely be included in if it were a Standard Specification. **Include a copy of the Unique Special Provision with the submittal.** The Department will place the Unique Special Provision in the Contract Information Book.

Chapter 19 of the Indiana Design Manual provides guidance and procedures for writing Unique Special Provisions. Consultant designers should address questions about the use of special provisions to the Project Manager for the contract. Department personnel should direct questions to the Specifications Engineer in the Division of Construction Management.

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