



Read Me: Unit Code Download & Post-Ad Guidelines for Design Consultants

**Special Reminders:**

This database lists all Unit Codes that exist in CapEx. They are not all Standard Items. Standard Items are listed as “Standard” under the column marked source. Use of any other code shall require approval from the Project Engineer.

Please make sure all electronic CapEx submissions are submitted in accordance with the Manual for Unit Codes. In particular, do not submit quantities containing decimal places, and do not use any formulas in the cells. Save Unit Code.mdb directly onto your hard drive or server before running. Enable Macros to run the application.

Packet Contents:

- **Unit Code.mdb (6/25/18)** – Database application for Unit Codes, to be opened with Microsoft Access.
- **Sample Spreadsheets for Phase Submissions (folder)** – Contains excel spreadsheet sample submissions as described in the Manual for Unit Codes and required by the Procedures Manual.
- **Sample Spreadsheets for Unit Code.mdb Users (folder)** – Contains excel spreadsheet samples as described in Section 3 of the Manual for Unit Codes.
- ~~**Post-Ad Guidelines for Design Consultants (folder)** – Contains Authority’s policy and procedures regarding answering bidder questions in CapEx, and the issuing of Addenda.~~
- **Refer to “Sample Addendum Files” found under the 2016 Standard Specifications webpage.**
- **For Addenda and Bid Question guidelines, refer to Sections DCP004 and DCP005 of the “CapEx & Specifications Guidelines” found under the 2016 Standard Specifications webpage.**
- **NJTA Revised Units** – Contains excel spreadsheet listing revised unit abbreviations. For reference purposes only.

**General Note: All NO-BID item unit codes end with the suffix “0B”, as shown below:**

Unit Code	Item Description	Unit
1HFP0B	Fuel Price Adjustment (NO-BID)	L.S.

List of Changes:

- **(11/6/17) “Post-Ad Guidelines for Design Consultants” packet removed. Reference to appropriate addenda and bid question guidelines added above.**
- (2/24/14) “NJTA Guidelines for Contractor Q&A” was updated to clarify responses for questions received after the deadline.
- (1/15/14) NO-BID item descriptions no longer contain further detail in parentheses, stating the contract-specific NO-BID unit price. All proposed NO-BID items now contain the text “(NO-BID)” following each description. Select contract name “Transform” in Unit Code.mdb to view the current list of NO-BID items. Request a new code be issued if a proposed item is not listed.
- (6/20/13) Item Units have been revised in CapEx. Please see attached spreadsheet entitled “NJTA Revised Units” for reference purposes only. Current Phase D submission of CapEx upload file to remain as currently outlined in the procedures manual.
- (1/31/13) The Post-Ad Guidelines for Design Consultants have been updated to reflect new submission procedures related to NJTA’s implementation of BidX. See the latest Procedures Manual update for more information.

- (9/23/11) A folder titled "Post-Ad Guidelines for Design Consultants" has been included in the download packet. Code font has been changed to a TrueType font (Consolas) due to incompatibility issues with the previous change.
- (11/29/11) Pay Items related to Acid-Producing Soil no longer contain a DO NOT USE tag, pending a DCA which will make these acceptable for use.
- (8/4/11) Codes as seen in the Print/View/Search form have had their font changed to more easily differentiate zeroes and letter Os.
- (7/8/11) Many Division 800 items have been placed on the Do Not Use List, in anticipation of a Division 800 Spec DCA. Contracts that have not submitted Phase C (95%) as of 7/8/11 are strongly encouraged to avoid all Division 800 Do Not Use items.
- (11/10) Revised Manual for Unit Codes.
- (10/21/10) Format Changes.
- (9/20/10) Format Changes.
- (4/10) Revised Manual for Unit Codes.
- (9/14/09) OPTIONAL - The known and requested codes can now be submitted in one combined list. A sample submittal spreadsheet entitled "T200.001 Phase C requestedandknowncodes.xls", however, is included in the download packet.
- (9/14/09) "Weathering Steel" will no longer be called out on Guide Rail Items. See items placed on Do Not Use List.
- (5/6/09) Minor Report Format Modifications
- (4/20/09) ALL OLD NJDOT Unit Codes have been placed on the Do Not Use List.
- Export.xls field headings were revised to match Check Spreadsheet feature. "Item ID" was changed to "Unit Code" and "Units" was changed to "Unit"
- Note: We did not issue a new Manual for Unit Codes. However, we did include minor revisions in Section 3 pertaining to program instructions. The revised pages are dated "March 2009".
- Import Checkout List feature has been added. This allows a user to import a file in the Export.xls format to establish or add onto a checkout list.
- Last date of Unit Code update is now shown. This will allow users to see what was added or modified most recently. The easiest way to view is to use a sort descending feature on the date field. This will show all of the newest unit codes on the top.

**If you have any questions, requests, or suggestions, please e-mail David Siegler of the Contracts Section at [siegler@turnpike.state.nj.us](mailto:siegler@turnpike.state.nj.us).**