For detailed instructions on how to complete this document, click [¶] icon under Home tab to display the Hidden Help text.

**Document Purpose:**

A Field Instruction (FI) is a document issued to the Contractor by the Contract Administrator where there is a change in work however there is insufficient time to process a formal Change Work Order (CWO) and the work must proceed.

A field instruction can also be used as a means of communicating or clarifying a contractual requirement to the Contractor in a formal manner (for example, sketches, construction procedures, reference elevations or other data), even though the instruction does not result in a Change to the Contract.

Once the FI has been acknowledged by both the Contract Administrator and the Contractor, a Change Work Order (CWO) should be prepared, if applicable.

Field Instructions are typically prepared for construction projects.

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| **FI Title:** Enter a brief name for use as reference. |  | **FI No.:** Enter the Field Instruction tracking number. Refer to the FI Log for the next sequential number to use. The number entered in the field will auto-populate in the header of this document. | 0 |
| **Project Name:** Enter the subject contract name in full. |  | **Date Issued:** Select date FI is issued from the drop-down calendar. |  | |

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| **Contractor** | | | | | | |
| Company: Enter the Legal Business Name of the Contractor. | |  | | Contractor Ref. No.: Enter the Reference Number used by the Contractor for their filing/records purposes | |  |
| Contact: Enter the name of the contact person having delegated authority to represent the Contractor | |  | | Tender/RFP No.: Enter the Tender/RFP Number used to identify the Tender of the subject contract as issued by the City of Winnipeg Materials Management Division. | |  |
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| **City Project Manager** The City Project Manager is the City of Winnipeg employee having delegated authority to deliver the project. | | | | | | |
| Name: Enter the name of the Project Manager | |  | | City File No.: Enter the City File Number assigned by the department for this project. | |  |
| Title: Enter the position title of the Project Manager. | |  | | Project ID: Enter the City-issued Project ID which represents the Capital Funding Source to the subject contract.  The Project ID can be found on the Capital Budget Sheet. | |  |
| Dept.: Enter the reporting department of the Project Manager. | |  | | Project Record Index No.: Enter the City-issued Project Record Index Number. Refer to *PMM Section 5.8.8 Project Record Index (PRI)*. | |  |
|  | | | | Purchase Order No.: Enter the City-issued number assigned to the Consultant which authorizes billing for work delivered within the subject contract. | |  |
| **Contract Administrator (CA)** The Contract Administrator (CA) may be a City Staff or an external person representing a third-party company having delegated authority to administer the subject contract. | | | | | | |
| Name: Enter the name of the CA. | | |  | CA Reference No.: Enter a reference number used by the external/non-City CA for their filing/records purposes. |  | |
| Title: Enter the position title of the CA. | | |  |  | | |
| Organization: If CA is third-party company, enter the company name. If CA is City Staff, enter the reporting department. | | |  |
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| **Initiated By:** The Contract Administrator (CA) may be a City Staff or an external person representing a third-party company having delegated authority to administer the subject contract. | | | | | | |
| Name: Enter the name of the person initiating the FI. | | |  |  |  | |
| Title: Enter the position title of the person initiating the FI. | | |  |  | | |
| Organization: Enter the organization of the person initiating the FI. | | |  |
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| **Additional Information** (if applicable) | | | | | | |
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**Reason**

Enter a brief description of what triggered the need for the Field Instruction. If there are more than one item required, ensure to detail each item separately in the Field Instruction Item(s) section below.

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**Disclaimer**

This Field Instruction (FI) cannot be construed to constitute reasons for any change to the Contract Price or Schedule unless specifically noted herein.

This FI shall be executed by the Contractor immediately or as directed by the Contract Administrator. If the Contractor should hold that the FI is in error or at variance with the Contract Documents or he/she is not in agreement with the specified adjustment to the Contract Price or Working Days, he/she shall notify the Contract Administrator immediately.

**Field Instruction (FI) Item(s)**

For each instruction associated with this FI, provide a clear instruction or directive that the Contractor must carry out. Where applicable enter the type, unit or quantity of change (if any) to deliverables as specifically referenced within the terms of the subject contract. For example, unit quantity, material type, etc. Append specifications, drawings, sketches or other supplementary material as may be required to fully describe the instruction.

**To delete an FI Item row:**

1. Select the entire FI Item row.  
   By default, *FI Item 1* cannot be deleted; however, *FI Items 2 – 5* and any additional rows may be deleted.
2. Right-click and select ‘**Delete Rows**’.  
   Note: Using the ‘Delete’ key will only delete text in the row.
3. Save.

**To insert an additional Field Item row:**

1. Place the cursor in the last FI Item row.
2. Right-click and select ‘**Insert**’ then ‘**Insert Rows Below**’.
3. Re-number the Field Item.
4. Save.

You are hereby directed to:

|  |  |
| --- | --- |
| **FI Item 1:** |  |
| **FI Item 2:**  Delete row  if not applicable |  |
| **FI Item 3:**  Delete row  if not applicable |  |
| **FI Item 4:**  Delete row  if not applicable |  |
| **FI Item 5:**  Delete row  if not applicable |  |

**Authorized and Issued by**

Sign and date the Field Instruction prior to issuing to the Contractor.

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Date Contract Administrator (signature)

Click here to enter name Contract Administrator.

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| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. |  |

**Distribution** (to be completed by Contract Administrator) List of personnel to forward the document to. Once completed, this document should be distributed in PDF format to ensure no changes are made.

* Contract Administrator
* Contractor
* City Project Manager
* Other: Enter names(s), Department/Company