


TO:	 <b>ENGINEERING BULLETIN</b> NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EB 9-10</u> Date: <u>4/13/79</u> Supersedes:
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This Engineering Bulletin Expires \_\_\_\_\_

In order to effectively schedule our construction program relative to available funds, it is essential that funds no longer needed for each construction project be released as soon as possible.

We find that considerable sums of money are tied up and not released until the final agreements are executed. Such unnecessary delay in the release of funds precludes the earlier letting of many critical projects.

We find that statewide totals of contract final amounts are substantially less than the statewide totals of revised contract amounts, as modified by orders-on-contracts. Such difference is approximately \$20 million in all fund categories and represents funds which are needlessly obligated and not available for new lettings.

Therefore, Engineers-in-Charge are requested to balance increases on orders-on-contract with decreases to the extent possible. It is not the intent to reduce future contract quantities simply to balance an order-on-contract. However, in many instances, orders-on-contracts are processed to substitute an item, with an increase in the contract amount, without concurrently decreasing the original item which is no longer needed. In other instances, the final contract quantities for an item are known but the contract quantities are not reduced to the final quantities until the final agreement is in preparation.

Cooperation of Engineers-in-Charge in this regard will minimize the amount of capital money which is unnecessarily "tied up" and will allow the Department to fund additional capital projects at an earlier date.