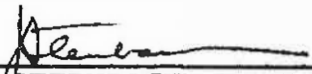


TO: <b>SUPERSEDED BY EB 82-018</b> <b>EFFECTIVE 4/26/82</b>	<h1 style="margin: 0;">ENGINEERING INSTRUCTION</h1> <p style="margin: 0;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
SUBJECT: INFORMING CONTRACTORS OF POTENTIAL ORDERS-ON-CONTRACTS	
Subject Code: 7.30	
Distribution:	<input type="checkbox"/> Special
APPROVED:	Code: <u>EI 80-9</u> Date: <u>2-5-80</u> Supersedes:
 <u>JACK STERNBACH, DEPUTY CHIEF ENGR. (CONST.)</u>	

At a recent Joint AGC-DOT Specification meeting, it was suggested that contractors be made aware of potential orders-on-contracts so that they could plan accordingly. The Department agreed that such advance exchange of information would be beneficial to both the State and Contractor. The State would benefit from the contractor's knowledge and experience in preparing change orders for complex, agreed price or force account change orders. On the otherhand, the contractor would be able to anticipate the need to acquire additional materials and to plan for possible future operations.

Therefore, the following will be immediately implemented:

1. The Engineer-in-Charge will discuss all proposed changes with the Contractor's project manager. The discussion could be very brief in the case of a minor change. On the otherhand, it may be very detailed and progress over several days for major changes. The EIC will document this discussion in his diary.
2. When the Region transmits the order-on-contract to the Main Office for approval, they will concurrently forward an informational copy to the Contractor. The letter from the Region to the Contractor shall note that the advance copy of the order-on-contract is provided for informational purposes only, is subject to further reviews and possible changes before approval and that materials should not be ordered nor should other commitments be made based on the advance copy unless approved by the Main Office.

If quick approval is critical to avoid delaying contract progress, the Region should request same by telephone and document such approval in the project records.

