

Adding Work to Pushbutton Contracts

This Quick Help will show you the method to use in adding work to pushbutton contracts without increasing the dollar amount of the contract and exceeding the budgetary ceiling. This method has worked in parts of the state and has not generated negative comment from the Office of the Comptroller.

- Complete the composition of the Supplemental Agreement in the normal manner and calculate the net value of the changes required. Note this value.
- Add an additional item to the SA using the Generic Contract Change item(9999-3 for English jobs or 4999-3 for Metric jobs) and enter a supplemental description of: "Budgetary Ceiling Item- For Accounting Purposes Only".
- Enter the quantity of 1.0 LS and enter a *negative* unit price equivalent to the net value of the changes as determined above. This will result in a zero dollar contract change document.
- Make sure that project personnel are aware that NO work will ever be reported against this negative item.