

INCENTIVES AND DISINCENTIVES

(Dis)Incentives are monetary payments or deductions for time or quality (material or workmanship) as specified in the contract.

(Dis)Incentives for quality are generally tied to a spec item. They are not an original contract bid item, but are justified by the original bid spec item.

If the (Dis)Incentive is for quality, it should be entered on the county's system as a back sheet item in the appropriate category (where the spec item is on the contract). The category amount should include this adjustment on the payment request.

(Dis)Incentives for time may be tied to a specific spec item and may apply to the entire contract or intermediate completion dates as stated in your special provisions.

If (Dis)Incentive is for time and not a bid item, the (Dis)Incentive should be entered on the county's system as a back sheet item and the adjustment amount should be entered and pro-rated on the payment request.

If (Dis)Incentive is for time and is a bid item, it should be entered on the county's system as a back sheet item in the appropriate category (where the spec item is on the contract). The category amount should include this adjustment on the payment request.

Change orders are encouraged as back-up for (Dis)Incentive. If a change order is not submitted, some form of documentation is required to support the claim.