



**Thruway
Authority**

CONSULTANT INSTRUCTION

SUBJECT: APPLICATION FOR EXTENSION OF COMPLETION DATE

DISTRIBUTION: All

DATE: April 22, 2024

CODE: 07-6

SUPERSEDES: 01-9

APPROVED:

ANDREW TROMBLEY DIRECTOR OF PROCUREMENT SERVICES

CONTACT: Department of Procurement Services

TELEPHONE: 518-436-3164

When applying for an extension of completion date for a Thruway Authority agreement, the attached Authority form (TA-N4445B) shall be used.

If the new completion date will require a revision to an existing salary schedule, a request to revise any salary schedules should also be submitted at this time. For further guidance, see: **CONSULTANT INSTRUCTION: SALARY SCHEDULE- EXHIBIT A**