STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

GOVERNOR   SECRETARY

November 9, 2020

Contract No.:
T.I.P.:
F.A. No.:
County:

Description: (Project Description)

Mr. I. B. Contractor
Any Construction Company
P.O. Box 1234
Anywhere, North Carolina 27777

Dear Mr. Contractor:

This is to acknowledge receipt of your letter dated November 6, 2020, in which you stated your intent to file a claim in additional cost associated with repairing sidewalk, curb, and driveway aprons on the above referenced project.

Please keep in mind that this acknowledgement of receipt does not imply that the Department agrees this is a valid claim.

In order for a claim to be considered, the procedures outlined in Article 104-8 shall be strictly adhered to and records kept in accordance with Article 109-3 of the Standard Specifications. Article 104-8 provides that you shall keep accurate and detailed cost records and supporting data in such a manner that the Department can check your records. The cost records should clearly indicate the cost of performing the work in dispute and separate the cost of any work for which compensation has been made. The cost records shall be kept on a weekly basis and submitted to the Department with seven (7) days after the end of a given weekly period. Upon completion of the work dispute, if you choose to pursue a claim, please be advised your written claim shall be submitted to the Department within 120 days after completion of the work in dispute. The written claim should include a summary of the previously submitted cost records and a justification for the adjustment in compensation under the terms of the contract.

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
RESIDENT ENGINEER'S OFFICE
P.O. BOX 111
ANYWHERE, NC 27777

Telephone: (919) 555-5555
Fax: (919) 555-5555
Website: WWW.DOH.DOT.STATE.NC.US

Location:
222 DISTRICT STREET
ANYWHERE, NC 27777

In future correspondence, please refer to this issue as intent number 14.

Please advise if you have any questions or require additional information regarding this subject.

Sincerely,

I M. Engineer, P. E.
Resident Engineer

IME

cc: State Construction Engineer
         Division Construction Engineer
         Area Construction Engineer
         Project Inspector
         File