

ACKNOWLEDGEMENT OF NOTICE OF INTENT



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

November 9, 2006

Contract:
T.I.P. No.:
Federal Project:
County:

Description: (Project Description)

Subject: Acknowledgement of Intent to File Claim – Intent ID #14

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, 2006, in which you state your intent to file a claim for additional costs 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 in 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.

I.B. Contractor
November 9, 2006
Page 2

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, PE
RESIDENT ENGINEER

IME

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