

Sample Letter – Corrections Required



STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

August 5, 2014

Contract: C222111
WBS No.: 12345.3.1
County: Narrow
Description: NC 15 North of SR 2111 (Colt Road) to North of NC 72

Subject: 12 Month Guarantee Review

Mr. B. T. Contractor
Drummer Contractors, Incorporated
P.O. Box 777
Big Town, North Carolina 27777

Dear Mr. Contractor:

The 12 Month Guarantee for the above referenced project is scheduled to expire October 25, 2014. A review of the project was held July 31, 2012. Those in attendance were the contractor's Project Manager, the Resident Engineer, Roadway Construction Engineer, Division Bridge Maintenance Engineer, and Bridge Maintenance Supervisor.

During the inspection, it was determined there were discrepancies what will need to be addressed; the specific issues are noted in the attached Field Inspection Report.

Please submit a schedule and method you propose for the repairs to the Resident Engineer for review.

Sincerely,

I. M. Engineer, P. E.
Division Engineer

cc: Chief Engineer
State Construction Engineer
Bridge Construction Engineer
Roadway Construction Engineer
Resident Engineer

MAILING ADDRESS:
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