Contractor Claim Submittal Form Instructions

1. Complete the requested project information on page 1.
2. Complete the applicable specification section(s) on pages 2-4. For contract time extension requests, complete the applicable section on page 2. For requests for additional compensation, complete the applicable section(s) on pages 3-4.
3. Attach supporting documentation (i.e. cost records, weekly records, supporting data and information).
4. Complete the certification section on page 1. Note: The Contractor’s Authorized Representative should be someone who has the authority to sign supplemental agreements for the Contractor.
5. Forward the original form and supporting information to the Resident Engineer if the claim is an active claim. If the claim is a final claim, forward the original form and supporting information to the State Construction Engineer.

Contractor’s Certification

I hereby certify that the information contained herein is submitted in accordance with the Standard Specifications and is true and accurate.

_____________________________________  ____________ ___________________
Signature                                             Title

____________________________________                      _______________________________
(Print or Type Signer’s Name)                          Date

Comments

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
Requests for Extensions in Contract Time: (Applicable section(s) to be completed by Contractor)

108-10(B)3 Delays To The Contractor’s Controlling Operation(s)

1. What is the alleged controlling operation delayed?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

2. What are the circumstances resulting in the alleged delay?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

3. What calendar dates/times was the controlling operation allegedly delayed? __________ through __________

108-10(B)4 Changes In The Work Ordered By The Engineer (Additional Work, Etc.)

1. What is the category of the request?
☐ Reduction in Quantities ☐ Elimination of Items ☐ Additional Work ☐ Extra Work

2. What is the affected operation?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

3. What is the controlling operation?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

4. What are the calendar dates/times affected? __________ through __________

5. What time extension is being requested?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
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___________________________________________________________________________________
Requests for Additional Compensation: (Applicable section(s) to be completed by Contractor)

104-3 Alterations of Plans or Details of Construction

1. Was the Engineer notified in writing prior to performing the work? ☐ Yes ☐ No Date of Notification: _______________________

2. Is the claim and supporting documentation being submitted within 120 days after completion of the work? ☐ Yes ☐ No

3. Have weekly records of the alleged alteration been submitted as requested by Subarticle 104-8(B)? ☐ Yes ☐ No

4. Has the Character of performing the work materially changed? ☐ Yes ☐ No Please explain: ____________________________

5. Has the cost of performing the work changed? ☐ Yes ☐ No Please explain: ____________________________

104-4 Suspension of Work

1. (a) Was the temporary suspension ordered by the Resident Engineer in writing? ☐ Yes ☐ No If no, go to (b). If yes:
   What are the dates of authorized temporary suspension: ______________________ through ______________________

   Was the Engineer notified in writing within 7 days of the suspension of the intent to file a claim for additional compensation?
   ☐ Yes ☐ No Date of Notification: ______________________

   Is the request for adjustment in compensation with cost records, supporting data and information being submitted within 14 calendar days of the receipt of the notice to resume work? ☐ Yes ☐ No Go to 2.

   (b) What was the alleged suspension?

   What are the dates of the alleged suspension: ______________________ through ______________________

   Was the Engineer notified in writing of the intent to file a claim for additional compensation due to the alleged suspension?
   ☐ Yes ☐ No Date of Notification: ______________________

   Is this request for adjustment in compensation with cost records, supporting data and information being submitted within 14 calendar days after the last day of the alleged suspension of work? ☐ Yes ☐ No Go to 2.

2. Have weekly records of the suspension or alleged suspension been submitted as required by Subarticle 104-8(C)? ☐ Yes ☐ No

3. Was the temporary suspension or alleged suspension more than 24 hours in duration? ☐ Yes ☐ No
Requests for Additional Compensation: (Cont’d) (Applicable section(s) to be completed by Contractor)

**104-7 Extra Work**

1. Was the Engineer notified in writing prior to performing the work? □ Yes □ No Date: ______________________________
2. Is the claim being submitted within 120 days after completion of the work? □ Yes □ No
3. Have weekly records of the alleged extra work been submitted as required by Subarticle 104-8(B)? □ Yes □ No
4. What was the alleged extra work? __________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
______________________________________________________________________________________

**105-11 Inspection of Work**

1. Were cost records of the inspection kept in accordance with Article 109-3 (Force Account Work)? □ Yes □ No
2. Did the Engineer determine the inspected work to be acceptable? □ Yes □ No If no, explain: ________________________________
______________________________________________________________________________________
______________________________________________________________________________________
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