



North Carolina Department of Transportation

Contractor Claim Submittal Form

Contract No.: _____ Division: _____
 TIP No.: _____ County: _____
 Project No.: _____ Contractor: _____
 Date: _____ Resident Engineer: _____

The Request is for:

- An Extension in Contract Time: Amount: _____ Days
 An Extension in Intermediate Contract Time No. _____ For: _____ Days Hours
 Additional Compensation Amount: \$ _____

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

Contractor Claim Submittal Form

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

