

March 30, 2011

Recipient
Company
Address
Address

RE: REQUEST FOR REFUND

Prime Contractor: 
Fin No:
FAP No:
Contract No:
County:
Project Description:

Dear _____ :

Enclosed for your information are copies of the Final Estimates for the above Jobs:

Estimate Number _____ and Final on Financial Project ID _____
shows an overpayment of \$ _____

Estimate Number _____ and Final on Financial Project ID _____
shows an overpayment of \$ _____

Estimate Number _____ and Final on Financial Project ID _____
shows an overpayment of \$ _____

The net OVERPAYMENT on this contract is \$  .

Our records indicate the date of Final Acceptance was _____ .

Your check in the amount of this OVERPAYMENT, made out to the State of Florida Department of Transportation, is due upon receipt of this letter. If the Department has not been reimbursed within sixty days from receipt of this request, your surety company will be contacted for satisfaction of the above stated amount.

Please sign and return the enclosed Letters of Acceptance to:

Florida Department of Transportation
D1, Final Estimates Office
Attn: Scott Sikorski
PO Box 1249
Bartow, FL 33831-1249

Delete paragraph if not used. If Contract has more than 3 FIN's, place cursor after period in last line and hit enter twice. You can then copy & paste additional paragraphs.

The Qualified Letter of Acceptance allows us to place the job in Reserve Status and suspend any action toward possible disqualification in case of a pending claim; however, all stipulations contained therein must be met before payment can be credited and securities released, if applicable.

The Contractor's Affidavit and Surety Release (Form 21-A) (Form # 700-050-21) is also enclosed for execution by you and your surety company.

The materials incorporated in the project(s) constructed under this contract have not been certified by the Florida Department of Transportation's (FDOT's) State Materials Engineer as meeting the FDOT's specifications. This contract will not be forwarded for payment until this certification has been made and submitted to the District Final Estimates office by the State Materials Engineer.

This contract will not be forwarded for payment until the review of the DBE Payment Certifications can be completed by the District Contract Compliance Office. Please contact the District Contract Compliance Office to determine what additional information may be needed from your firm to allow the completion of this review.

Complete the final Construction Compliance with Specifications and Plans form.

Please be reminded that Section 9-8 of the Standard Specifications state in part "If the Contractor fails to furnish all required Contract Documents within 90 days of the Department's offer of final payment or request for refund of overpayment, the Department may suspend the Contractor's Certificate of Qualification under the provisions of Florida Administrative Code 14-22." This letter constitutes an offer of final payment.

Sincerely,

Name of Engineer
Operations Center Engineer
()
@dot.state.fl.us

Enclosures

cc: Jonathan M. Sands, P.E., District Construction Engineer
Angie DeLorenzo, State Materials Office (FHWA full oversight only)
Scott Sikorski, District Final Estimates Manager
Jackie Brown, District Compliance Office
Angela Koloc, District Materials
Tracy Padula, District Materials
, Project Administrator
, Contract Support Specialist
Surety Company
OOC-GAO, Accounts Receivable Administrator
File