

Figure 14-37
REPLY TO THE CONTRACTOR'S QUALIFIED ACCEPTANCE
OF THE ORIGINAL DFEO'S OFFER OF FINAL PAYMENT

SAMPLE LETTER FORMAT

Date:

Contractor's Name
Contractor's Address
City, State, Zip Code

Gentlemen:

Financial Project ID: _____
Federal Aid Project Number: _____
Contract Number: _____; County _____

This letter is to acknowledge receipt of your Qualified Acceptance Letter with its supporting particulars which dispute certain areas of our original offer of final payment. The payment of estimate # _____ will be forthcoming. A copy of your original Qualified Acceptance Letter is attached for your future reference convenience. Please understand that only those unresolved issues addressed in your original Qualified Acceptance Letter will be considered by the Department for resolution.

Your submittal of the qualified Acceptance issues and particulars does not constitute the formal filing of a claim as defined in Section 5-12 and 9-9 of the Standard Specifications. Your dispute pertains to items which must be addressed by the Resident Engineer. Therefore, it will be necessary to pursue these matters with the appropriate personnel in the Department's Residency. By copy of this letter to _____, we are requesting written notification of the resolution of this dispute. This office will prepare a revised offer of final payment if your dispute precipitates additional payment.

Sincerely,

District Final Estimates engineer
(Area code) Phone Number

District Construction Engineer
Resident Engineer

Revised 11/01/99