



Notice of Completion of Public Works Contract

Department Use Only	
Assigned to	Date Assigned

Date	Form Version	Revision Reason
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Awarding Agency Information			
Company Name		UBI Number	
Address	City	State	Zip Code
Contact Name	Phone Number	Email Address	

Prime Contractor Information			
Company Name		UBI Number	
Address	City	State	Zip Code
Contact Name	Phone Number	Email Address	

Project Information			
Project Name	Contract Number	Affidavit ID Number	
Jobsite Address	City	State	Zip Code
Date Awarded	Date Work Commenced	Date Work Completed	Date Work Accepted
Is this a Federally Funded Transportation Project? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach the Contract Bond Statement			
Have Subcontractors been used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Addendum A			
<input type="checkbox"/> Contract/Payment Bond Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Retainage Bond Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Detailed Description of Work Completed			

DOR Tax Information	
Calculated Amount	Liquidated Damages
Additions (+)	Amount Disbursed
Reductions (-)	Amount Retained
Sub-Total	Other
Sales Tax Amount	Sales Tax Rate
Total	Total
Both totals must to be equal - If multiple sales tax rates, attach a list	

Apprentice Utilization Information	
Was apprentice utilization required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Engineer's Estimate:
Utilization %:	If utilization did not meet or exceed 15%, was a Good Faith Estimate approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments

The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract. **No payment shall be made from the retained funds** until receipt of all release certificates and affidavits.

Complete and submit for by email to all three agencies below



