DDOT Project Manager and Contract Administrator evaluated the contractor’s performance under the subject contract. Contractor met substantial completion on (date) and DDOT signed off project Final Acceptance on (date) . The following information pertinent to retainage release and finalizing of the project and the contract file is noted below:

|  |
| --- |
| **1.** Partial ( %) completion has been achieved and approved by DDOT based on all contract items, supplies, services and/or reports required by the terms of the contract:  □have been furnished and finalized;  □have **not** been furnished and the list of exclusions is attached. |
| **2**. All deliverables (100%) including all construction items, punch lists, supplies, services and/or reports required by the terms of the contract:  □have been furnished and finalized;  □have **not** been furnished and the list of exclusions is attached. |
| **3.** **District furnished property:** Was District furnished property provided or acquired under the subject contract. If District furnished property is involved, the disposition instructions will be provided under separate correspondence.  □not applicable to this contract  □was provided or acquired;  □was **not** provided or acquired; |
| **4**. All deliverables items and services required by the terms of the contract  □have been received and accepted;  □have **not** been received;  □have been received but **not** accepted; |

**Contract Administrator Certification**

I hereby recommend that the following action be taken:

**□** Contract requirements have been met satisfactorily and are accepted by DDOT. DDOT Project Manager and Contract Administrator recommends % of retainage to be released.

**□** PO Number

**□** Delay retainage release and final payment *(Include reasons in attached statement)*.

DDOT Project Manager Date

DDOT Contract Administrator Date

Contracting Officer Approval Signature Date

Attachment:

Contractor’s letter requesting retainage release

Contractor’s completed Lien Waiver