



Original  
 Revised # \_\_\_\_\_

## NOTICE OF COMPLETION OF PUBLIC WORKS CONTRACT

Date: \_\_\_\_\_ Contractor's UBI Number: \_\_\_\_\_

Name & Mailing Address of Public Agency
UBI Number: _____

Department Use Only
Assigned to: _____
Date Assigned: _____

*Notice is hereby given relative to the completion of contract or project described below*

Project Name	Contract Number	Job Order Contracting <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work Done/Include Jobsite Address(es)		
Federally funded transportation project? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, provide Contract Bond Statement below)		
Contractor's Name	E-mail Address	Affidavit ID*
Contractor Address		Telephone #
If Retainage is not withheld, please select one of the following and List Surety's Name & Bond Number. <input type="checkbox"/> Retainage Bond <input type="checkbox"/> Contract/Payment bond (valid for federally funded transportation projects)		
Name:		Bond Number:
Date Contract Awarded	Date Work Commenced	Date Work Completed
		Date Work Accepted
Were Subcontractors used on this project? If so, please complete Addendum A. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Affidavit ID* - No L&I release will be granted until all affidavits are listed.		

Contract Amount	\$ _____	Liquidated Damages \$	_____
Additions (+)	\$ _____	Amount Disbursed \$	_____
Reductions (-)	\$ _____	Amount Retained \$	_____
<b>Sub-Total</b>	\$ _____		
Sales Tax Rate _____ %			
<small>(If various rates apply, please send a breakdown)</small>			
Sales Tax Amount	\$ _____		
<b>TOTAL</b>	\$ _____	<b>TOTAL</b>	\$ _____

**NOTE: These two totals must be equal**

Comments:

**Note:** The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract.  
 NO PAYMENT SHALL BE MADE FROM RETAINED FUNDS until receipt of all release certificates.  
**Submitting Form:** Please submit the completed form by email to all three agencies below.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_



