

CLAIM CONTENT AND CERTIFICATION

(Tab from field to field)

CONTROL SECTION AND JOB NUMBER		TODAY'S DATE
PRIME CONTRACTOR		
SUBCONTRACTOR		
CONTRACT AMOUNT	CONTRACT AWARD DATE	DELIVERY ENGINEER

Claim Content – Attach the Following:

- A. A concise description of the circumstances why the contractor is entitled to the claim, including dates, locations, items of work, and actions or conditions that caused the claim.
- B. A clear contractual basis for the claim, to include reference to the appropriate standard specification, plan sheet, special provision, and contract document.
- C. A complete breakdown of the costs associated with the claim, as follows:
 - Documented additional job site labor expenses.
 - Documented additional cost of materials and supplies.
 - A list of additional equipment costs claimed, including each piece of equipment and the rental rated claimed for each.
 - Any other additional direct costs or damages, and the documents to support the costs.
- D. A concise description of the impact of the claim to the progress schedule.
- E. For a claim related to an extension of time, include a detailed compilation of:
 - Specific dates and the exact number of calendar or work days sought for the time extension.
 - The basis for entitlement to time for each day.
 - All documentation of the delay.
 - All impacts of the delay to the progress schedule/critical path.

An individual or contractor who knowingly certifies false information may be subject to prosecution.

The undersigned is duly authorized to certify this claim on behalf of _____
(the Contractor).

_____ (the Contractor) certifies that this claim is made in good faith, that the supporting data are accurate and complete to the best of our knowledge and belief, and the amount requested accurately reflects the contract adjustment for which _____ (the Contractor) believes the department is liable.

THE CONTRACTOR	
TYPE/PRINT NAME AND TITLE	
SIGNATURE	DATE OF EXECUTION