(Enter Date Here)

(Enter Name & Title of Contact Person Here)

Construction Company

Street Address

City, State Zip

*Transmitted via e-mail to: (enter e-mail address here)*

Subject: Acceptance for Maintenance

 Contract ID **(enter here)**

 **(enter Job Number)**

 **(enter route/county)**

Dear Mr./Ms. **(enter last name here)**:

The Final Inspection was made on the subject project on **(enter date here)**. All work items are complete, and you are now relieved of performing any further maintenance. Final Acceptance, in accordance with Sec 105.15, will be made after you have submitted all required project documentation.

Please submit the following documents in digital format to the Resident Engineer at **(enter RE email address here)** by **(enter date here, 2 weeks from date of this letter**):

1. Contractor Affidavit Regarding Settlement of Claims, Form C-242, digitally signed by a notary (wet ink signature on paper medium is acceptable, but the original must be mailed to RE)
2. Affidavit for Compliance with Prevailing Wage Law (completed by the prime contractor and each subcontractor; contractors are required by law to retain the original affidavit and payrolls for 3 years following project completion)
3. DBE Participation List and Final Verification
4. Materials Certifications and QC Testing Reports (upload to MoDOT SharePoint site)

MoDOT forms are available at: <http://www.modot.gov/business/contractor_resources/forms.htm>

Sincerely,

**(enter DCME name)**

District Construction & Materials Engineer

Cc: (*transmitted via email link)* RE