

# PBOT

PORTLAND BUREAU OF TRANSPORTATION

1120 SW Fifth Ave, Suite 1331, Portland OR 97204  
Main: 503-823-5185 TTY: 503-823-6868 Fax: 503-823-7576

Chloe Eudaly Commissioner Chris Warner Director

## Date

Contractor Representative

Company Name

Street Address

City, STATE, Zip code

Re: **[Name of Project]**  
**City Contract No. [XXXXXXXX]**  
**[Fed Aid Project Number if applicable]**  
**[ODOT Key Number if applicable]**

Subject: **Notice of Construction Work Completion**

**[Contractor Representative],**

This is to notify you that **[contractor]** has completed all Construction Work on contract **[contract number]** for the City of Portland Bureau of Transportation according to the terms of the contract. Final Acceptance of the project and release of all retainage will be made upon acceptance by the City Auditor and the Chief Procurement Officer.

Transmitted herewith are the following documents requiring your signature:

- One (1) copy of the COC (Certificate of Completion);
- One (1) copy of the ARC (Acknowledgement, Release and Certification);
- One (1) copy of the Maintenance / Warranty Bond document; **[Remove Bullet if Federal Aid: Warranties not allowed on Federal Aid Projects]**
- One (1) copy of the final progress payment report.

Please sign and return all original documents by U.S. Mail.

Upon receipt of all documents, I will submit the file to the Chief Procurement Officer for **Final Project Acceptance** and release of all retainage. Please call me at **503-823-XXXX** if you have any questions.

Sincerely,

**[Name]**

Contract Manager, City of Portland

C:**[If Federal Aid]** ODOT: [Robert.K.Wattman@odot.state.or.us](mailto:Robert.K.Wattman@odot.state.or.us), [Daniel.RAMIREZ-CORNEJO@odot.state.or.us](mailto:Daniel.RAMIREZ-CORNEJO@odot.state.or.us), [ODOTCertification@odot.state.or.us](mailto:ODOTCertification@odot.state.or.us), [pbotutilitydistribution@portlandoregon.gov](mailto:pbotutilitydistribution@portlandoregon.gov), Todd Liles, Arsenica Perez



*The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.*