



COUNTY OF DURHAM
County Engineer
Durham County Engineering Department
120 E. Parrish Street / Suite 100
Durham, NC 27701

EMERGENCY TELEPHONE NUMBERS

Project Name _____ Project No. _____

The following are the business and home telephone numbers where project key personnel can be reached at all times. In addition, the emergency telephone numbers of other vital agencies are listed.

	Business	Residence
Contractor's Project Manager	_____	_____
Contractor's Superintendent	_____	_____
Owner/A&E Project Manager	_____	_____
Owner/A&E Resident Project Representative	_____	_____

OTHER EMERGENCY TELEPHONE NUMBERS

OSHA Representative	_____
Fire	_____
Ambulance	_____
Doctor	_____
Hospital	_____
Police	_____
Gas Company	_____
Electric Company	_____
Water Company	_____
Telephone Company	_____
Insurance Carrier	_____
Other	_____
Other	_____

All key personnel should have a copy of this information, and a copy should be posted in each field office in a prominent location.



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REQUEST FOR PAYMENT FOR MATERIALS ON HAND

Project & Location: _____ Project No. _____ Estimate No. _____

Item No.	Material Description	Previous Units Stored	Units Received	Units Installed	Balance Units Stored	Unit Price	Materials Stored Cost

In accordance with the provisions of the General Conditions of the Contract, request is made for payment of materials on hand for the above listed materials.

AFFIDAVIT

The materials listed above have been purchased exclusively for use on the above-referenced project. The material is separate from the other like materials and is physically identified as our property for use on Contract No. _____. The Owner may enter upon the premises for inspection, checking or auditing, or for any other purpose as you consider necessary. It is expressly understood and agreed that this information and Affidavit is furnished to the Owner for the purpose of obtaining payment for the above materials before they are delivered to, or incorporated into, the project described above, and that the storage thereof at the location shown shall not relieve the Contractor of full responsibility for the security and protection of all materials until acceptance by the Owner of the completed project.

Contractor by: _____ Title: _____ Date: _____



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**CONSENT OF SURETY
FOR FINAL PAYMENT**

Project Name _____
Location _____
Project No. _____ Contract No. _____
Type of Contract _____
Amount of Contract _____

In accordance with the provisions of the above-named contract between the Owner and the Contractor, the following named surety:

on the Payment Bond of the following named Contractor:

hereby approves of final payment to the Contractor and further agrees that said final payment to the Contractor shall not relieve the Surety Company named herein of any of its obligations to the following named Owner as set forth in said Surety Company's bond:

In Witness Whereof, the Surety Company has hereunto set its hand and seal this ____ day of _____ 20__

(Name of Surety Company)

(Signature of Authorized Representative)

(Affix corporate Seal here)

Title _____



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CONTRACTOR'S CERTIFICATION OF COMPLETION

Date _____

Project _____

Job No. _____

Contract No. _____

Owner _____

Attn: Resident Project Representative

From: _____
(Firm or Corporation)

This is to certify that I, _____ am an authorized official of _____
working in the capacity of _____

and have been properly authorized by said firm or corporation to sign the following statements pertaining to the subject contract:

I know of my own personal knowledge and do hereby certify that the work of the contract described above has been performed, and materials used and installed in every particular, in accordance with, and in conformity to, the contract, drawings and specifications.

The contract work is now complete in all parts and requirements and ready for final inspection.

I understand that neither the determination by the Engineer-Architect that the work is complete nor the acceptance thereof by the Owner shall operate as a bar to claim against the Contractor under the terms of the guarantee provisions of the contract documents.

By _____

Title _____

For _____

- Distribution: 1. Project Manager
2. Field Office
3. File



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MONTHLY PAYMENT ESTIMATE SUMMARY

Project Title			
Contractor			
Estimate No.	Contract Price	Date	
Period	to		
Description			
	<u>Previous</u>	<u>This Month</u>	<u>To Date</u>
Total Contract Items.....	\$ _____	\$ _____	\$ _____
Change Orders Attached.....	\$ _____	\$ _____	\$ _____
Materials On-hand.....	\$ _____	\$ _____	\$ _____
Gross Estimate.....	\$ _____	\$ _____	\$ _____
Less 10% Retainage.....	\$ _____	\$ _____	\$ _____
Less Previous Payments.....	\$ _____	\$ _____	\$ _____
Net Estimate.....	\$ _____	\$ _____	\$ _____
	Approved for Payment.....		\$ _____
	N.C. Sales Taxes applying to this estimate and not included in this estimate.		\$ _____
% Time Elapsed		% Work Completed	
Contract Completion Date			
Notice to Proceed Received by Contractor..... _____			
*Contract Completion Time _____			
Contract Completion Date _____			
COUNTY AUTHORIZATION LIMIT _____			
*As amended by Changed Order No.			
Submitted by (Signature & Title)		Administrative Review – Final Payment	
Approved by (Signature & Title)		Approved by - Final Payments	

ANY REQUEST FOR TIME EXTENSION WITH THIS PAYMENT? YES () NO ()



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CONTRACT CHANGE ORDER NUMBER _____

Project Title: _____

Project No: _____ Contract No. _____ Contract Date: _____

Contractor: _____

The following changes are hereby made to the Contract Documents:

Justification:

CHANGE TO CONTRACT PRICE

Original Contract Price:	\$ _____
Current Contract Price as adjusted by previous Change Orders:	
\$ _____	
Contract Price due to this Change Order will be (increased) (decreased) by:	\$ _____
New Contract Price due to this Change Order will be:	\$ _____
County Spending Authorization Limit:	\$ _____

CHANGE TO CONTRACT TIME

The Contract time will be (increased) (decreased) by _____ calendar days.
The date for contract completion of all work under this contract will be _____.

APPROVALS REQUIRED

To be effective, this order must be approved by the Owner if it changes the scope or objective of the project, or as may otherwise be required under the terms of the Supplementary General Conditions of the Contract.

Requested by: _____	Date: _____
Recommended by: _____	Date: _____
Ordered by: _____	Date: _____



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FINAL WAIVER OF LIEN

To All Whom It May Concern:

WHEREAS, the undersigned has been employed by (A) _____
_____ work,
to furnish labor and material for B) _____
under a contract (C) _____
for the improvement of the premises described as (D) _____
_____ in
the _____ (City-Village) of _____
County of _____, State of _____
of which _____ is the
Owner.

NOW, THEREFORE, this _____ day of _____ 20_____.

For and in consideration of the sum (E) \$ _____
Dollars paid simultaneously herewith, the receipt whereof is hereby acknowledged by the undersigned, the undersigned does hereby waive and release any lien rights to, or claim of lien with respect to and on said above-described premises, and the improvements thereon and on the monies or other considerations due or to become due from the Owner, on account of labor, services, materials, fixtures, apparatus or machinery heretofore or which may hereafter be furnished by the undersigned to or for the above described premises by virtue of said contract.

(F) _____ (SEAL)
(Name of sole ownership, corporation or partnership)

(Affix Corporation
Seal here)

_____ (SEAL)
(Signature of Authorized Representative)

TITLE: _____

INSTRUCTIONS FOR FINAL WAIVER

- (A) Person or Firm with whom you agreed to furnish either labor, or services, or materials, or both.
- (B) Fill in nature and extent of work; strike the word labor or the word materials if not in you contract.
- (C) If you have more than one contract on the same premises, describe the contract by number if available, date and extent of work.
- (D) Furnish an accurate enough description of the improvement and location of the premises so that it can be distinguished from any other property.
- (E) Amount shown should be the amount actually received and equal to total amount of contract as adjusted.
- (F) If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.