

Project Closure

The closure of a contract is an ongoing effort and although it formally begins with physical completion and continues well beyond project acceptance, it really begins during the construction phase.

Contract close-out includes several areas of effort and will include but is not limited to:

1. Verifying that measurements and calculations used to support payments are correct and accurate.
2. Any disputes need to be resolved by closure.
3. Materials utilized on the project must be documented, physical tests checked, and the materials certified.
4. Documentation produced/provided by the contractor must be received, reviewed, and verified (e.g., certifications of materials quality, certified payrolls, and affidavits of wages paid).
5. Final records must be completed and assembled in the same manner as any other contract.

When a DM or miscellaneous (MS) contract is paid for by voucher through the region, notification of contract completion shall be provided to the following:

The prime contractor:

Department of Revenue
Public Works Contract Section
pwc@dor.wa.gov

Department of Labor and Industries
Contract Release
contractrelease@lni.wa.gov

National Association of Credit Mgmt
Western Washington-Alaska
PO Box 21966
Seattle, WA 98111-3966
joannet@nacmbcs.org

Liendata USA Incorporated
PO Box 1643
Woodinville, WA 98072-1643

Bonding agent for the contract:

Employment Security Department
Compliance Section
publicworks@esd.wa.gov

Daily Journal of Commerce
PO Box 11050
Seattle, WA 98111-9050
legals@djc.com

Once the work is complete and if the project is federally funded, two separate actions must take place.

1. All work orders associated with the federal aid project must be closed.
2. The federal aid project must be closed. This requires the region to prepare the appropriate form and submit it to Headquarters Accounting and Financial Services Office, Project Support Services, with a copy to Headquarters Program Management and FHWA. If the project requires the FHWA to write the final report, then the region is responsible to coordinate with the FHWA to get the report completed.

The closure and the form to be used depends on which program the project is in.

1. **Projects in M2** – Closure of DM projects by Maintenance Administration or by the region when administrating a “DM” contract, [DOT Form 422-100A EF \(Appendix 5\)](#).
2. **Projects in the Highway Construction Program** – Closure of “00” and “MS” projects by Construction Administration, [DOT Form 422-099 EF](#) or [DOT Form 422-101 EF \(Appendix 4\)](#).

For contracts executed by the State Construction Engineer (00xxxx contracts), ninety days after final acceptance of the project, Headquarters Accounting and Financial Services Office will change all construction work orders to state funds and the federal project will be closed.