



MEMORANDUM

"MAINTAINING AND BUILDING A BETTER COMMUNITY"

DATE:

TO: City Manager, Mayor Ostrowski and City Council

FROM: Public Works Department

RE: Final Payment and Acceptance of Project
Project [*name and number]

Attached for your review and approval is Final Progress Payment No. *, to *, which covers final work to complete the project. The Certification of Work Completion and Acceptance is attached.

The following is a summary of the contract payments:

Original Contract	\$
Total Payments	\$

The final payment total is more than the contract amount due to *

RECOMMENDATION: The Public Works Department recommends that the City Council accept the project and authorize final payment of * to *, and authorize release of the total retainage * , upon receipt of clearances from the Department of Revenue and the Department of Labor and Industries.

[signature name and title]

attach.

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PW-402_11 {7/94}



CERTIFICATION OF WORK COMPLETION AND ACCEPTANCE

PROJECT: _____

PROJECT NO.: _____

All work on the above referenced project has been completed in accordance with the contract documents and the final inspection and the warranty provision included therein or relating thereto.

The final estimate has been reviewed and is in agreement with our records. City Council acceptance and final payment, including retained percentages, is hereby respectfully requested.

_____, Contractor, hereby releases the City of Port Angeles, Washington, from any and all liens arising out of this Contract or is, herewith, providing a bond covering all unpaid obligations for work, materials, equipment or any other liens outstanding on this Contract.

CONTRACTOR:

ADDRESS:

AUTHORIZED OFFICIAL: _____ DATE: _____