

APPENDIX F

CONTRACT CLOSEOUT

1. Contract Clauses. The Contract Clauses defined below are those that are most commonly referred to in the administration of construction contracts. Other clauses may be mentioned in this memorandum but not defined here.
 - a. Payrolls and Basic Records clause (FAR 52.222-8) requires the contractor keep his payrolls and records during the course of work and for three years thereafter.
 - b. Performance Evaluation of Contractor - Special clause, Section 1100. The contractor's performance will be evaluated upon final acceptance of the work. However, interim evaluation may be prepared at any time during contract performance when determined to be in the best interest of the Government. The form for the evaluation is DD Form 2626, Contractor Performance Evaluations, using the Construction Contractor Appraisal Support System (CCASS). Detailed discussion on the completion of this evaluation is included in the Omaha District Construction Management Manual. Performance evaluation reports will be available to all DOD contracting offices for their future use in determining contractor responsibility, in compliance with DFARS 236.201(c)(1).
2. The closeout procedure starts with the resident engineer ensuring that all provisions of the contract are completed. This includes all paperwork as well as the physical construction of the facility. The RE passes all the information, including the data required for the final progress payment. When all the items on the closeout checklist have been completed, the area will process the final payment. The final pay estimate will take a minimum of 30 workdays to process.
3. Required documentation on the completion of the construction contract is listed in the Check List to Accompany Final Payment Estimate (MRO Form 1581) at paragraph 1.a., and is described herein: (See Figure F-1)
 - a. DD Form 1354, Transfer and Acceptance of Military Real Property/Deficiency Letter. The initial document is prepared in Engineering Division and forwarded to the field office for revisions to include real property added or deleted by contract modification. Ideally, the document can be completed, signed and accepted within a very short period of time after the final inspection of the project. Engineering Division, Cost Estimating Branch and the area offices have detailed procedures on how this form will be completed and processed.

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b. DD Form 2626, Performance Evaluation, Construction Contractor is a very important document in that it is a report card on the contractor's performance on this construction project. When completed and approved, it is recorded in a Corps-wide database that is used when evaluating this contractor for future government contracts.

c. DD Form 2631, Performance Evaluation, (Architect-Engineer) is a document that gives the field people a chance to communicate their professional opinion as to the quality and accuracy of the design documents as they relate to the actual construction of the project. This information is also used in the awarding of future A-E contracts.

d. ENG Form 3180, Contractor Payroll Record Card is a log document that summarizes and verifies the payroll information required by contract clause, Payrolls and Basic Records, FAR 52.222-8. Office of Counsel needs this documentation along with the payroll records before they will process final closeout.

4. Final acceptance letter. After final payment documents are processed and all outstanding issues are resolved, the District office (CENWO-CD-CA) prepares a final acceptance letter for signature by the Contracting Officer. This is sent to the contractor indicating the acceptance of all work and the final acceptance date related to the contract.

5. Records Transfer and retirement requirements for closed out contract documents can be found in Army Regulation 25-400-2, The Army Records Information Management System (ARIMS).

CHECKLIST TO ACCOMPANY FINAL PAYMENT ESTIMATE, ENG FORM 93, FOR
 CONTRACT NO: DACA45-98-C-0021 CONTRACTOR: Sam Terrell Industries, Inc.
 DESC: Convert Barracks to Admin Facility LOCATION: Fort Carson, CO

1. The following administrative actions are complete if X'd:
 - a. All construction deficiencies have been completed and following required closeout documents have been forwarded District Office:
 - (1) _____ DD Form 1354, Transfer and Acceptance of Military Real Property Deficiency Letter
 - (2) Not Complete Contract Completion Date
 - (3) Not Complete Mods Completion Date
 - (4) 10-AUG-99 DD Form 2626 Construction Contractor Performance Eval
 - (5) 16-AUG-99 DD Form 2631 Architect-Engineer Performance Evaluation
 - (6) _____ MF-155 Contract Completion Report, RCS: DD-P & L(M) 1014(Feeder)
 - (7) _____ ENG Form 3180 Contractor Payroll Record
 - b. The statement, "Whether or not Government Furnished Property is Involved" is shown on the Final Payment Estimate.
 - c. Specified Shop Drawings and/or marked-up As-Built drawings have been received and are acceptable towards Final Payment.
 - d. The contractor has completed, executed, and delivered where applicable, appropriate Iowa Sales and Use Tax Forms, if required.
 - e. Final Payment reconciled.
 - f. The implementing authority for the guarantee and/or warranty of construction provisions for this contract has been furnished District.
 - g. All modifications are completely executed and are listed in numerical order on the Final Payment Estimate.
 - h. Final Pay Estimate Completed.
 - i. Contractor has furnished release of claims against the Government (When release is required by clause 7(e) of General Provisions).
 - j. O&M Manuals Completed.
 - k. Audit Required? Audit Completed Date: _____
 - l. Final wrapup adm mod completed, if required.

2. In accordance with above check list, final payment is recommended.

 John A. Hetager Date

3. District Approvals (Do Not Hold).

	<u>Initial</u>	<u>Date</u>
a. CA Br (Progress & Rpts) Final Approved	_____	_____
(1) Completion Date <u>Not Complete</u>		
(2) Total Contract Earnings <u>\$2,904,345.48</u>		
(3) Number of Mods & Amount <u>31 \$294,063.00</u>		
(4) Contract Deductions <u>.00</u>		
b. QA Br Final Payment Approved	_____	_____
c. CT Div Final Pay Approved	_____	_____
d. Ofc Counsel Final Pay Approved	_____	_____

4. Disapproved: Final Payment Cannot Be Approved Because:
- a. CA Br _____ Date _____
 - b. QA Br _____ Date _____
 - c. CT Div _____ Date _____
 - d. OC Div _____ Date _____