

CONTRACT CLOSEOUT

NAME OF CONTRACTOR

CONTRACT/ORDER NUMBER

DATE OF PHYSICAL COMPLETION

CONTRACT MODIFICATION NUMBERS

ACTION ITEMS

(NOTE: If action not required, indicate 'N/A')

DATE COMPLETED

1. All punchlist items have been completed.

2. All claims, litigations, VECP's, and modifications are settled and have been processed through BCAS.

3. Review/complete/file all payrolls, Standard Forms 1413 (Statement of Acknowledgement), Labor Interviews, progress reports, and submittals.

4. Complete block "C" of Air Force Form 3035 (Preperformance Conference and Prefinal Payment Checklist), and post AETC Form 681 (Contract Information and Distribution Record)

5. File contractors' release of claims.

6. Send final invoice to Finance.

Excess funds: NO YES If yes, state amount: \$ _____

NOTE: If excess funds are over \$500, a modification is required otherwise recommend deobligation on invoice.

7. Obtain Performance Evaluation input from CE for completion of Standard Form 1420 (Performance Evaluation - Construction Contracts), if over \$500k; and Standard Form 1421, (Performance Evaluation (Architect - Engineer), if over \$25k. See FAR 36.201 and DFARS 236,201.

8. File Air Force Form 1477 (Construction Inspection Record), and Final Acceptance and Warranty Letter from CE.

9. Final paid voucher received from Finance.

10. Label the contract folder to indicate the closeout date and the warranty period.

11. Closeout contract in BCAS and file this checklist in the contract file within 6 months of physical completion.

REMARKS

CONTRACT COMPLETION STATEMENT

All actions required have been fully and satisfactorily accomplished.

NAME AND TITLE OF RESPONSIBLE OFFICIAL

SIGNATURE

DATE

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).