The purpose of this Letter is to provide a written forum for Contractors to voice concerns on procedures, etc., so that dialogue between the Agency and the Contractor can occur to resolve the issue at an early stage. Detailed discussion will occur after receipt of the letter.

Contractor Concern Letter

To: District Materials Engineer/Lab Supervisor

From: Company:________________________________________________

Address:
_________________________________________________________
_________________________________________________________

Please state the issue(s) that should be examined:
Attach additional sheets if necessary

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Name:  __________________________________________________________
Signature: __________________________________________________________
Phone:  __________________________________________________________
Date:  __________________________________________________________
Email:  __________________________________________________________

cc:  Project Engineer
     Bituminous Unit – Maplewood

Origin:5/27/05