



## MEMORANDUM

December 6, 2017

To: District Engineers  
District Construction Engineers  
Project Offices

From: Contract Administration Director  
Neal Dougherty

RE: Estimate Cutoff Dates for 2018

The monthly estimate period for all projects is the first thru the last day of the month. Estimates are due in Contract Administration Division (CAD) by 5:00 pm on the 7<sup>th</sup> day of the month following the Project Office (PO) cutoff. If the 7<sup>th</sup> falls on a weekend or holiday, then estimates are due in CAD by 5:00 pm on the last workday prior to the 7<sup>th</sup> as indicated in the table below. CAD begins the estimate checking process as soon as estimates are received; whenever possible, submission prior to the due date is encouraged and appreciated.

Please attach a copy of the OCR-484 to each estimate submitted. This form is now required to be submitted every month for all estimates (including state and federal projects). Likewise, any adjustments, incentives, disincentives, liquidated damages, trainee charges, fuel & materials, partnering, etc., reflected on the CAD-002 must be supported by attaching the corresponding backup documentation to the estimate submittal.

2018 Schedule - Monthly Estimate Processing			
	PO Cutoff	Due in CAD by 5:00 pm	Paid on
December	Dec 31, 2017	Jan 5, 2018	Jan 26, 2018
January	Jan 31, 2018	Feb 7, 2018	Mar 2, 2018
February	Feb 28, 2018	Mar 7, 2018	Mar 30, 2018
March	Mar 31, 2018	Apr 6, 2018	Apr 27, 2018
April	Apr 30, 2018	May 7, 2018	May 25, 2018
May	May 31, 2018	Jun 7, 2018	Jun 29, 2018
June <b>NOTE 1</b>	Jun 30, 2018	Jul 2, 2018	Jul 20, 2018
July	Jul 31, 2018	Aug 7, 2018	Aug 31, 2018
August	Aug 31, 2018	Sep 7, 2018	Sep 28, 2018
September	Sep 30, 2018	Oct 5, 2018	Oct 26, 2018
October	Oct 31, 2018	Nov 7, 2018	Nov 30, 2018
November	Nov 30, 2018	Dec 7, 2018	Dec 28, 2018
December	Dec 31, 2018	Jan 5, 2019	Jan 25, 2019

**NOTE 1: The ending date for June estimates must be exactly June 30, 2018 due to the end of the Fiscal Year. These estimates must be submitted by the 'Due in CAD' date due to a shortened deadline for FY processing.**

cc: Chief Engineer  
Assistant Chief Engineer – Operations  
State Construction Engineer  
Central Records  
CAD File