



MEMORANDUM

November 29, 2018

To: District Engineers
District Construction Engineers
Project Offices

From: Contract Administration Director
Neal Dougherty

RE: Estimate Cutoff Dates for 2019

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 7th day of the month following the Project Office (PO) cutoff. If the 7th falls on a weekend or holiday, then estimates are due in CAD by 5:00 pm on the last workday prior to the 7th 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.

2019 Schedule - Monthly Estimate Processing			
	PO Cutoff	Due in CAD by 5:00 pm	Paid on
December	Dec 31, 2018	Jan 7, 2019	Jan 25, 2019
January	Jan 31, 2019	Feb 7, 2019	Mar 1, 2019
February	Feb 28, 2019	Mar 7, 2019	Mar 29, 2019
March	Mar 31, 2019	Apr 5, 2019	Apr 26, 2019
April	Apr 30, 2019	May 7, 2019	May 31, 2019
May	May 31, 2019	Jun 7, 2019	Jun 28, 2019
June NOTE 1	Jun 30, 2019	Jul 5, 2019	Jul 26, 2019
July	Jul 31, 2019	Aug 7, 2019	Aug 30, 2019
August	Aug 31, 2019	Sep 6, 2019	Sep 27, 2019
September	Sep 30, 2019	Oct 7, 2019	Oct 25, 2019
October	Oct 31, 2019	Nov 7, 2019	Nov 29, 2019
November	Nov 30, 2019	Dec 6, 2019	Dec 27, 2019
December	Dec 31, 2019	Jan 7, 2020	Jan 31, 2020

NOTE 1: The ending date for June estimates must be exactly June 30, 2019 due to the end of the Fiscal Year.

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