



MEMORANDUM

DATE: FEBRUARY 22, 2011

TO: SCOTT BICKFORD, CONTRACTS
MAINE DOT – PROJECT RESIDENTS

FROM: KEVIN HANLON, CONTRACTS

SUBJECT: THE REDUCTION OF RETAINAGE

Once a project is half complete, according to the value of the contract at bid opening, 5% of each subsequent pay estimate is withheld as retainage. Upon the physical completion of project, the General Contractor may request to the project resident that they authorize the reduction of the retent that is being withheld by the Department. The retent reduction authorization must be made in writing (an email) by the project resident to the contracts unit. The project resident shall state that there are no liquidated damages, no claims or disagreements with quantities, or no remaining work to be done in the field (such as clean-up or remedial work), most of the retent may be paid.

To reduce the retent on your project:

- Email a request to any the following that authorizes the reduction of the retent

KEVIN.HANLON@MAINE.GOV

LENNY.LIDBACK@MAINE.GOV

FLOYD.LUCE@MAINE.GOV

And CC the request to the following:

REBECCA.SNOWDEN@MAINE.GOV

DIANE.BARNES@MAINE.GOV

- This email shall include PIN, Town and suggested final amount to withhold as retent.
- The email shall state there are all physical work is complete, no LD's, claims, or disagreement(s) with Quantities.
- If applicable, submit an estimate along with or at the same time as the request, to ensure that the Augusta office does not become "out of sync" with the FieldManager program, specifically the estimate number.