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Personal Property Relocation Bid Amount Approval Letter (Form RA-41B), 2006

Maine Department of Transportation

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RA-41b PERSONAL PROPERTY RELOCATION BID AMOUNT APPROVAL LETTER

date

name & mailing address

Municipality:

PIN:

Parcel:

Property Owner:

Displacee:

Dear name:

The Maine Department of Transportation (Department) has reviewed and approved the bids to relocate the following item(s):

Description of Item	Amount	Contractor
1.		
2.		
3.		

The Department will not pay for additional costs added to the original bid price for extra work without prior review and approval. If you and the contractor believe additional work is necessary during the relocation it is your responsibility to submit the change to the Department for review and approval before the work is performed. The Department reserves the right to reject any or all extra costs or work performed and these extra costs will be your responsibility. Please inform the contractors performing the relocation work of this and have them inform you of any changes before they do the work.

You may contact the above contractor(s) and schedule to have the relocation work performed by DATE, if not sooner. The Department does not contract directly with contractors to perform relocation of private personal property on private property. All arrangements are between you and the contractor even when the Department obtained the approved bid on your behalf.

Please contact NAME at least one week in advance of beginning the work so that arrangements may be made to have someone from the Department on site, if necessary, to ensure the relocation work is performed properly.

After the relocation work has been completed, you may choose to have the contractor paid by either of the following methods:

1. Send the invoice directly to the Department for direct payment to the contractor that performed the work; or

2. You may pay the invoice yourself and then send a copy of the bill and a paid receipt to the Department for reimbursement.

Please be certain to indicate which payment method you are requesting.

It is necessary that you sign and return the enclosed [RA-47 claim form](#) acknowledging the acceptable completion of the relocation work and requesting payment before payment is made. This form must be submitted with the bill when requesting either payment option. Be certain to attach copies of all actual bills and paid receipts with the claim form. It may take the Department up to 30 days to process and mail the payment. When the time comes, please use the return envelope provided to mail the appropriate paperwork to me at:

NAME & ADDRESS

If you have any questions, please feel free to call me at (207) _____, Monday through Friday, during normal business hours.

Sincerely,

type name
Negotiator/ Relocation Specialist
Maine Department of Transportation

C: Relocation Assistance Manager
contractor
property owner if different

Encl.: RA-47 Form
Return Envelope