



Chapter 2: Contract Correspondence

Seattle District, NWS

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Chapter 2

Contract Correspondence

1. General. Contract Correspondence is the official communication that occurs between the Government and the Prime Contractor. This chapter will briefly describe how Official Correspondence between the Contractor and US Army Corps of Engineers should be handled.

2. Responsibility. The Joint Base Lewis-McChord Area Office of the US Army Corps of Engineers is responsible for the administration and supervision of this contract. With exception of the initial correspondence specifically indicating to return documents directly to the District Office (such as the signed contract), you are requested not to contact or permit suppliers or subcontractors to contact the District Office directly on matters pertaining to the contract. This request is based on a desire to avoid confusion, as any correspondence or telephone calls made to other offices will be referred back to this office.

3. Serialized Letters. To help track and provide timely response to your question, the contract requires you to serially number all correspondence addressed to the Contracting Officer or Administrative Contracting Officer (ACO). All correspondence should be routed to the ACO even if addressed to the Contracting Officer (CO).

Begin your numbering with Serial Letter 1. If a numbering error is quickly detected, but your letter is “in the mail,” call the ACO, explain the mix up, and ask that the correct number be annotated upon receipt. If a numbering error is detected after a number of other serial letters have been issued, identification and correction should be made by separate serial letter.

Be sure each serial letter clearly references your contract title, contract number, and subject. Limit each serial letter to one subject. **Please provide an original and one copy of each letter,** complete with the same number of enclosures. (NOTE: The number of copies to be provided and other correspondence requirements may vary depending on which Corps of Engineers Area/Resident Office is administering the contract (see Specification Section 01140).)

4. Letter of Authorization. Immediately upon receipt of your Notice to Proceed letter, you are requested to provide a Letter of Authorization with the typewritten names and signatures of individuals within your company who are authorized to sign the following documents:

- a. Payment Estimates
- b. Contract Modifications/Claims
- c. ENG Form 4025 (Shop Drawing Submittals)
- d. Receipts for Government-Furnished Property
- e. Payrolls and Other Labor Related Documentation
- f. Serial Letters

5. The following documents may be transmitted without a serial letter cover:

- a. Pay Estimates
- b. Modification (Except for Claims)



- c. Shop Drawing Submittals
- d. Contractor Daily Reports

6. Addresses. All correspondence shall be addressed as follows:

(Applicable Resident Office)
USACE Seattle
PO Box 610
Dupont, WA 98327

For Federal Express or UPS shipments please use the following address:

USACE, JBLM Area Office
N.4th & Pendleton
BLDG 2015, 3rd Floor

Enclosures

None

