



DFW ROCIP
NOTICE OF CONTRACT COMPLETION FORM

(to be submitted to the ROCIP – nancy.jarmon@willistowerswatson.com or gloria.enge@willistowerswatson.com)

Project Name: _____
 Contract/SA #: _____
 Company Name: _____ Phone: _____
 Attention: _____ Fax: _____
 Address: _____ Email: _____
 City, State Zip: _____

Please be advised, we, _____ are scheduled to complete our work for:

Awarding Contractor: _____ Prime Contractor: _____

Project Description: _____ Actual Start Date: _____ Completion Date: _____

Reported Contract Value: _____ Final Contract Value: _____

Self-Performed Work: _____ Subcontracted Work: _____

Estimated WC On-site Payroll: _____ Final WC on-site Payroll: _____

We used the following enrolled subcontractors who will also complete their work on the date shown above:

<u>Subcontractors</u>	<u>Reported Contract Value</u>	<u>Contract Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This is our only contract YES NO

We are still working on the following contracts:

<u>Location Code</u>	<u>Awarding Contractor</u>	<u>Prime Contractor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Your Company's Name: _____ Date: _____

By: _____ Title: _____

Final insurance audits may be made under the applicable policies. Please show who in your office (or another location if applicable) is responsible for this information:

Name: _____ Phone: _____
 Address: _____ Fax: _____
 City, State Zip: _____ Email: _____

DFW ROCIP Notice of Contract Completion Form Completion Guide

The DFW ROCIP Notice Contractor Completion Form is to be filled out each Enrolled Contractor when they have completed their enrolled scope of work at DFW. All enrolled contractors must complete this form in order to make the ROCIP Team aware of their completion and to finalize their participation in the ROCIP for each enrolled contract. To ensure each enrolled contract is promptly and accurately closed out please complete the following:

- Contractor/Contract Information – This information needs to be completely and accurately completed to ensure that the correct contract is closed out promptly. At this time the accurate completion date and accurate final contract value and payroll value must be provided.
- Subcontractor Information – All subcontractors that an enrolled contractor must be listed in this section to confirm that the ROCIP Team has already closed out all of an enrolled contractor's enrolled subcontractors as well as to ensure that proper insurance information is maintained on any subcontractors that were not enrolled.
- Other Contracts – An enrolled subcontractor must list all other enrolled work under the ROCIP to confirm that all contracts were enrolled and that a contractor still has coverage under the ROCIP (if necessary) for its other work.
- Once the above is completed the DFW ROCIP Enrollment Form should be signed, dated and then sent to Nancy Jarmon at nancy.jarmon@willstowerswatson.com or Gloria Engle at gloria.engele@willstowerswatson.com.