



STATE OF NEW JERSEY

# SCHOOLS DEVELOPMENT AUTHORITY

**New Jersey Schools Development Authority - OCIP  
Notice of Substantial Completion  
For On-Call Demolition Contracts Only**

Firm Name: \_\_\_\_\_

Project/School Name: \_\_\_\_\_

NJSDA Contract #: \_\_\_\_\_ Location Code: \_\_\_\_\_

Awarding Contractor: \_\_\_\_\_ Prime Contractor: \_\_\_\_\_

Completion Date: \_\_\_\_\_ Final Contract Value: \_\_\_\_\_

GL Payroll Breakdown			
GL Classification	GL Code	Payroll / Receipts / Other	Total Hours
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
<b>TOTAL</b>		\$	

This should represent your total unburdened payroll and man-hours worked for the project, broken down into each General Liability Class Code for which you were enrolled.

We used the following subcontractors on this project:

- 1. \_\_\_\_\_ 4. \_\_\_\_\_
- 2. \_\_\_\_\_ 5. \_\_\_\_\_
- 3. \_\_\_\_\_ 6. \_\_\_\_\_

This is our only contract on this project YES / NO (circle one)

Final insurance audits may be done under the applicable policies. The undersigned agrees that the above is true.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send this form to: **Mandy Kovach, CR Solutions: [Mandy.Kovach@C-R-Solutions.com](mailto:Mandy.Kovach@C-R-Solutions.com) or Fax: 866-339-5690**

# **OCIP Notice of Substantial Completion (1104)**

## **On-Call Demolition Contracts**

### **Instructions**

- To be completed and forwarded to the OCIP Administrator upon completion of all work on a project
- The following must be included:
  - Firm's Name – official name with which you enrolled - no abbreviations
  - NJSDA Contract Number
  - NJSDA Assigned Location Code
  - Awarding Contractor – who awarded the contract to you
  - Prime Contractor – the general contractor for the project
  - Project/School Name
  - Completion Date – the last date your workers were on site
  - Final Payroll – the total dollar amount you paid workers (unburdened) for this project only. This should be the sum of all payroll reported on the monthly payroll forms, not certified payroll.
  - Final Contract Value – the total amount you will be paid for the contract, including change orders
  - GL Payroll breakdown – please break down your payroll and hours from the total for each GL Classification you were enrolled for
  - List of subcontractors you hired – an 1104 should have been submitted for each before your form is submitted
  - Indicate whether or not this was your only contract at this site
  - Form must be properly signed and dated by an authorized person from your company
- This form should be completed and forwarded to the OCIP Administrator immediately after work is completed.