

# STATE ARBITRATION BOARD

## INFORMATION PACKAGE FOR FILING A REQUEST OF ARBITRATION OF A CLAIM

Either party to a claim arising out of a Department of Transportation Construction contract may file a Request for Arbitration. Typically the Contractor is the party who files for arbitration.

The State Arbitration Board has adopted Procedures which are available from the office of the Board and are available by accessing the Florida Transportation Builders Association Web Page. These procedures contain detailed information on how to prepare a Request for Arbitration of a Claim Form and the accompanying package of information.

The following forms are attachments to the State Arbitration Board Procedures:

- a) [Request for Arbitration of a Claim form](#)
- b) [Contract Time Analysis form](#) (required only if release of assessed liquidated damages is a matter to be arbitrated).
- c) [Authorization for Subcontractor to Pursue Arbitration form](#) (required only if the claimant is a contractor and wishes for a subcontractor to arbitrate a claim arising out of his work as your agent).

Special attention is directed to the following sections of the Procedures:

- No. 8 Jurisdiction of the Board
- No. 9 Conditions for A Claim to be Eligible for Arbitration
- No. 10 Initiating Arbitration

**NOTE:** A Request for Arbitration cannot be submitted until after work on the contract from which the claim arose has been accepted by the Department.

**It is especially important that the claimant submit FOUR copies of each form, the written statement of claim and all supporting information and exhibits to the Board.**

**YOUR REQUEST WILL NOT BE PROCESSED UNTIL THE BOARD RECEIVES THE ADMINISTRATIVE FEE AS PROVIDED IN SECTION 10 OF THE PROCEDURES.**

### MEMBERS OF THE STATE ARBITRATION BOARD:

Don Henderson, Chairman and Clerk of the Board  
Brian Blanchard, Member Appointed by Secretary of DOT  
Rammy Cone, Member Elected by Contractors

### ADDRESS OF THE BOARD:

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