

NOTICE OF FINAL COMPLETION

PROJECT NAME: [INSERT PROJECT NAME]
PROJECT NUMBER: [INSERT PROJECT #]
[INSERT BID, CSP OR RFP] NUMBER: [INSERT BID, CSP OR RFP #]

1.1 DATE OF FINAL COMPLETION

On [INSERT DATE] the [INSERT YOUR DEPARTMENT] received notification that the Contractor, [INSERT CONTRACTOR NAME], wished to declare the Work on the above referenced project being complete and all the Work being acceptable to the City.

A site visit was carried out on [INSERT DATE] by the City to ascertain the compliance of the Work with the Contract for Substantial Completion. During that site visit, a punch list of incomplete or non-conforming work was identified and agreed to by the City and the Contractor.

1.2 PUNCH LIST

Contractor certified in Contractor's Certification of Final Completion that all Punch List items were completed or corrected.

The [INSERT YOUR TITLE] scheduled a review of punch list items on [INSERT DATE] and the project is now considered to be complete since those items on the punch list have been corrected or otherwise brought into compliance with the Contract and that such correction has been demonstrated to the City.

Failure by the City to identify incomplete work items or requirements of the Contract prior to issuance of this Certificate shall not relieve the Contractor of the responsibility to comply with all provisions of the Contract.

1.3 ONE-YEAR MAINTENANCE PERIOD

With the issuance of this Notice, the project is considered and accepted as Final and that the Contractor's warranty period of one (1) year began on the date of City Council's acceptance, or as stated in the contract if different, and shall remain in effect until [INSERT COUNCIL DATE]. The Contractor shall provide the City with a One-Year Maintenance Bond in the amount of [INSERT CONTRACT AMOUNT] to secure this warranty. All corrective activities conducted by the Contractor, his forces, subcontractors, and suppliers under the One-Year Maintenance period, shall comply with the City's operational schedule and shall in no way interfere with, impinge, or prevent the City's use of the project or benefit from its service. Any corrective actions that may require the temporary shutdown of any part or component of the project shall be reported in writing, scheduled, and approved by the City's operational staff at least twenty-four (24) hours prior to conducting that work.

At the end of the One-Year Maintenance Period, it is incumbent on the Contractor to contact the City to schedule a One-Year Maintenance walk-through. At that time, a list of deficient items shall be given to the Contractor who shall remedy the items in an expeditious manner. The One-Year Maintenance Bond shall be written so as to remain in effect until completion of all items and a Certificate of One-Year Maintenance Acceptance is issued to the Contractor and to the bonding company.

Contractor shall contact the City's operations staff at 281-[INSERT DEPT MAIN#] for scheduling any corrective or warranty work on the project. The [INSERT YOUR DEPARTMENT] retains administrative control of the project and all questions regarding approval of corrective work or payment for that work shall be directed to 281-[INSERT PHONE NUMBER].

1.4 ACCEPTANCE OF THE WORK

Based on inspection and to the best of our knowledge, information and belief, the Work has been completed in accordance with the terms and conditions of the Contract and we recommend acceptance of the Work by City Council.

Notwithstanding the City's acceptance of the Work, nothing herein shall serve to waive or otherwise extinguish any outstanding claims on the City's part for recovery of Liquidated Damages pursuant to Article IV of the Contract, all such claims being hereby reserved.

1.5 RECOMMENDATION BY STAFF

[INSERT YOUR NAME]
[INSERT YOUR TITLE]
City of Friendswood

Date

[INSERT DIR NAME]
Director of [INSERT DEPARTMENT]
City of Friendswood

Date

1.6 ACCEPTANCE OF PROJECT

Notice was given to the City Council of the recommendation by City Staff to accept [INSERT PROJECT NAME] as final and complete. The City Council on [INSERT COUNCIL DATE] voted to accept the Work; the Project is hereby deemed final and complete; and authorizes the City Manager to sign this Notice of Final Completion as acceptance of the above listed Project.

[INSERT CITY MANAGER'S NAME]
City Manager
City of Friendswood

DATE

ATTEST:

[INSERT CITY SECRETARY'S NAME]
City Secretary
City of Friendswood

DATE

END OF DOCUMENT