

---

**CERTIFICATE OF ONE-YEAR MAINTENANCE ACCEPTANCE**

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

On [INSERT NOTIFICATION DATE] the [INSERT YOUR DEPARTMENT] received notification that the Contractor wished to declare the One-Year Maintenance Period of the Work on the above referenced project was coming to completion. A site visit was requested to inspect the Work for release of the One-Year Maintenance Bond.

A site visit was carried out on [INSERT SUBSTANTIAL COMPLETION 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 [INSERT CONTRACTOR NAME]. All work is declared Acceptable and the One-year Maintenance Period is complete and accepted by the City Council on [INSERT COUNCIL DATE].

This Certificate acknowledges that the Contractor has fulfilled all of the requirements of the Contract with the City of Friendswood and both the City and the Contractor considers this Contract complete. It dissolves any claim from either the Contractor or the City pertaining to any part of this Contract, except for Manufacturer's Warranties that extend past the One-Year Maintenance Period in which any problems will be dealt with between the City and the Manufacturer.

---

[INSERT YOUR NAME]  
[INSERT YOUR TITLE]

---

Date

**END OF DOCUMENT**