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## **CERTIFICATE OF SUBSTANTIAL COMPLETION**

Date: [INSERT DATE]

[INSERT CONTRACTOR NAME]  
ATTN: [INSERT CONTRACTOR CONTACT]  
[INSERT CONTRACTOR ADDRESS]  
[INSERT CITY, STATE, ZIP]

RE: Project Name: [INSERT PROJECT NAME]  
Project No.: [INSERT PROJECT #]  
[INSERT RFQ, RFP or BID #]No.: [INSERT RFQ, RFP or BID #]

Dear [INSERT CONTRACTOR CONTACT]:

### **1.1 NOTIFICATION**

On NOTIFICATION DATE Projects Division received notification that the Contractor wished to declare the Work of the above referenced project Substantially Complete.

### **1.2 INSPECTION**

A site visit and inspection of the Work performed under this Contract was carried out on INSPECTION DATE by the City to ascertain the compliance of the Work with the Contract. The Date of Substantial Completion is hereby established as DATE OF SUBSTANTIAL COMPLETION. During this site visit a punch list of incomplete or non-conforming work was identified and agreed to by the City of Friendswood and the Contractor.

### **1.3 PUNCH LIST**

The list of incomplete or outstanding items to be completed or corrected by the Contractor and verified by the Project Manger, (Document 00785 – Punch List) is attached hereto. The project shall not be considered complete until those items have been corrected or otherwise brought into compliance with the Contract and that correction is demonstrated to the City. Failure to include any items on such list shall not alter the responsibility of the Contractor to complete the Work in accordance with the Contract. The Contractor shall complete or correct the Work on the Punch List attached hereto within ten (10) working days from the date shown on the punch list generated on the date of the Substantial Completion walk-through.

### **1.4 WARRANTY PERIOD**

However, with the issuance of this certificate, the project is considered and accepted as Substantially Complete and the Contractor's warranty period of one (1) year shall commence from the above Date of Substantial Completion, or as stated in the contract if different, shall begin as of the date of this Certificate.

**00600-1**

**1.5 OCCUPANCY BY THE CITY**

Substantial Completion of the Work entitles the City to take possession and make use of the Work and to conduct routine operations therein. Such operation by the City shall take precedence over all activities of the Contractor. The DEPARTMENT shall assume full possession of the Work at TIME on DATE. {or will not take possession until after Final Completion.}

**1.6 TRANSITION OF RESPONSIBILITIES**

The City and the Contractor agree that security, maintenance, heating, ventilating, air conditioning, utilities, damage to the Work, and provision of insurance, during the period after Substantial Completion and prior to Final Completion, transfer to the City. The Contractor shall remove all his locks from gates at this time. Entry to the site by the Contractor from this point forward shall be by means of scheduled appointment that shall be approved by the City's operations staff.

**1.7 COORDINATION OF CORRECTIVE WORK**

All corrective activities conducted by the Contractor, his forces, subcontractors, and suppliers, 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 temporary shut down 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. A list of all the Contractor's personnel, suppliers, and subcontractors expected or required to enter the project site shall be furnished to the City's operations staff prior to the scheduled work beginning. No exceptions shall be made.

The Contractor shall contact the City's operations staff at (281) 996-EXT for scheduling all further work on the project. Projects Division retains administrative control of the contract and all questions regarding approval of corrective work or payment for that work shall be directed to same.

**1.8 ACCEPTANCE BY THE CITY**

[Printed Name]  
Project Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[Printed Name]  
Director of Community Development

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[Printed Name]  
City Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**END OF DOCUMENT**

**00600-2**