

MEMO

DATE: July 22, 2021
 TO: Company Name
 FROM: Project Manager
 SUBJECT: Project Information

Certificate of Substantial Completion

Attached are copies of the Certificate of Substantial Completion for the above referenced project. Please sign and return along with the items indicated below.

- Before your Application for Payment after Substantial Completion can be approved the following submittal and/or actions must be complete:**

Required Submittal/ Action	Received Submittal/ Action	Not Applicable	
X			Schedule of Values showing 100% completion.
X			Delivery of tools, spare parts, extra stock, and similar items to Owner.
X			Complete start-up testing of all systems, provide start-up performance reports and instruction for Owner's operating and maintenance personnel.
X			Change-over information related to Owner's occupancy, use, operation and maintenance.
X			Remove temporary facilities, tools, equipment and rubbish from site.
X			Submit final meter readings for utilities, when applicable.
X			Application for reduction of retainage, and consent of surety. (i.e., AIA G707A)

- Before your Application for Final Payment can be approved the following submittals and/or actions are required:**

Required Submittal/ Action	Received Submittal/ Action	Not Applicable	
X			AIA G706 Contractors Affidavit of Payment of Debts and Claims.
X			AIA G707 Consent of Surety to Final Payment. (Bonded projects only)
X			Certification of Contribution Status. (i.e., NE Dept. of Labor's Form 16)
X			Evidence of final, continuing insurance coverage.
X			Job site record drawings and specifications.
X			Certified copy of final inspection "punch" list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Architect and Owner.
X			Return of all keys to the Owner.
X			Receipt and acceptance of all Operation & Maintenance and Instruction manuals and Warranties and Maintenance agreements.
X			If work was for abatement of hazardous materials, provide documentation of work completed, all State permits issued, waste shipping records and Air Analysis results.

To expedite the certification of these Applications for Payment please provide the items indicated as soon as possible. Contact the project manager with any questions.

Enclosures
 cc: Project File

PROJECT NAME:
PROJECT NO.:
CONTRACTOR:

Distribution to:
Contractor
Architect
Other

X
X

PROJECT OR DESIGNATED PORTION SHALL INCLUDE: **Project in its entirety**

The work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as July 31, 2017, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work or designated portion thereof is the Date when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designate portion thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Owner is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

The Contractor will complete or correct the Work on the list of items attached hereto within 30 days from the above Date of Substantial Completion. Final payment will be made after all contract requirements are complete.

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at 9:00 PM CT on July 31, 2017.

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as set forth in the contract documents, unless alternate written agreements have been made and accepted by the Owner and Contractor.

(Note- Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage; Contractor shall secure consent of Surety Company if any.)

Contractor Company		
CONTRACTOR	BY	DATE
	PRINTED NAME	
	TITLE	
UNIVERSITY OF NEBRASKA	PM Signature	
OWNER	BY	DATE