SECTION 01700

CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 FINAL COMPLETION AND FINAL INSPECTION:

A. The Contractor shall file a written notice with the Architect that the work in the opinion of the Contractor, is complete under the terms of the Contract.

B. Within ten days after the Contractor files written notice that the work is complete, the Architect, the Principle Representative, and the Contractor shall make a final inspection of the project to determine whether the work has been completed in accordance with the Contract Documents. A final punch list shall be made by the Architect in sufficient detail to fully outline to the Contractor: The Contractor shall attach a punch list of any known defects, missing items, etc., and estimate time for correction.

1. Work to be completed, if any;
2. Work not in compliance with the drawings and specifications, if any;
3. Unsatisfactory work for any reason, if any.

C. The required amount of copies of the punch list will be countersigned by the Architect, the Authorized Representative of the Principle Representative and will be transmitted by the Architect to the Contractor, and the Principle Representative, and State Buildings Programs.

D. Should the Architect determine that the work is not substantially complete, he will immediately notify the Contractor, in writing, stating reasons. After Contractor completes work, he shall resubmit certification and request for final inspection.

E. Comply with procedures stated in General Conditions of the Contract for issuance of the Notice of Completion.

F. Owner may occupy designated portions of the Project for the purpose of installation of equipment, under provisions stated in Article 53 of the General Conditions - Right of Occupancy.

G. Contractor shall Submit Written Certification That:

1. Contract Documents have been reviewed.
2. Project has been inspected for compliance with Contract Documents.

3. Work has been completed in accordance with Contract Documents.

4. Equipment and systems have been tested in the presence of Owner's Representative and are operational.

1.2 CLOSE-OUT FORMS:

A. The Architect will complete the Closing-out Checklist and Contract Close-out forms, included at the end of this Section, and forward them to the Contractor.

B. The Contractor will complete and date all items indicated to be completed on the Closing-out Checklist and Contract Close-out forms. When all items are completed, the Contractor will sign both forms and forward them to the Architect along with a letter stating that all punch list items are complete.

C. The Architect verifies that all items are complete, signs both forms and sends them to the University.

D. The University Principle Representative obtains State Buildings Programs (SBP) signature and issues a Notice of Acceptance.

E. The Contractor shall also submit the following prior to the final application for payment:


2. Contractors Affidavit of Release of Liens (claims): AIA G706A, with:
   a. Consent of Surety to final payment: AIA G707.
   b. Contractors release of waivers of claims.
   c. Separate release of waivers of claims for subcontractors, suppliers and others with claim rights, against property of owner, together with list of those parties.

3. Record documents (hard copy and CAD disk format in conformance with Section 00050 Computer Aided Drafting)

1.3 ADVERTISEMENT AND FINAL PAYMENT:

A. Before the Principle Representative may advertise, the Contractor shall:

1. Deliver to Architect:

b. Other adjustments.

c. Deductions for uncorrected work.

d. Deductions for reinspection payments.

2. Total Contract Sum, as adjusted.

3. Previous payments.

4. Sum remaining due.

1.4 POST-CONSTRUCTION INSPECTION:

A. Prior to expiration of one year from date of final acceptance, the Architect will inspect project to determine whether corrective work is required. Contractor will be notified in writing of all deficiencies. Corrective work must start on noted deficiencies within 10 days of receipt of notification to Contractor.

1.5 MISCELLANEOUS KEYS, SWITCHES, ETC.:

A. At the completion of the project, all loose keys for hose bibs; adjustment keys and wrenches for door closers and panic hardware; and keys for electric switches, electrical panels, etc., shall be accounted for and turned over to the Owner.

1.6 WARRANTIES:

A. The Contractor or Installer shall remedy any defects due to faulty materials or workmanship and pay for any damage to other work resulting therefrom, which shall appear in his work within a period of one year from the date of Notice of Acceptance and in accordance with the terms of any special warranties provided in the Contract. The Owner shall give notice of observed defects with reasonable promptness.

B. Upon completion of his work, the Contractor shall deliver to the Architect in duplicate, a written warranty based on the provision of this Article properly signed and notarized. Warranty shall be addressed to the Owner.

1.7 OPERATING AND MAINTENANCE DATA:

A. Refer to Section 01730 - Operating and Maintenance Data.

B. Mechanical - By Mechanical Contractor: See Division 15.
C. Electrical - By Electrical Contractor: See Division 16.

1.8 DEMONSTRATIONS:

A. Refer to Section 01730 - Operating and Maintenance Data.

B. Mechanical - By Mechanical Contractor: See Division 15

C. Electrical - By Electrical Contractor: See Division 16.

1.9 SPARE PARTS AND MAINTENANCE MATERIALS:

A. Provide products, spare parts, and maintenance materials in quantities specified in each Section, in addition to that used for construction of work. Coordinate with Owner, deliver to Project site and obtain receipt prior to final payment.

END OF SECTION 01700