

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: _____ PROJECT #: _____

AGENCY/INSTITUTION: _____ CONTRACT/PO#: _____

AREA ACCEPTED: _____

The Work performed under the subject Contract has been reviewed on this date and found to be Substantially Completed as defined in the General Conditions; including that the construction is sufficiently completed in accordance with the Contract Documents, as modified by any change orders agreed to by the parties, so that the State of Utah can occupy the Project or specified area of the Project for the use for which it is intended.

DFCM accepts the Project or specified area of the Project as Substantially Complete and will assume full possession of the Project or specified area of the Project at _____ (time) on _____ (date).

DFCM accepts the Project for occupancy and agrees to assume full responsibility for maintenance and operation, including utilities and insurance, of the Project subject to the itemized responsibilities and/or exceptions noted below:

Closeout Documents: The Owner will be required to sign the final contractor pay application certifying all required closeout documents have been received and all user training has been completed. Included in the closeout documents are the Record Drawings, O&Ms, Warranty, DFCM Roofing Warranty Forms, Consent of Surety, and any other back-up documentation that may be specific to this project.

A list of items to be completed or corrected (Punch List) is attached hereto. The failure to include an item on it does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents, including authorized changes thereof. The amount of _____ (Twice the value of the punch list work) shall be retained to assure the completion of the punch list work.

The Contractor shall complete or correct the Work on the list of (Punch List) items appended hereto within _____ calendar days from the above date of issuance of this Certificate. If the list of items is not completed within the time allotted the Owner has the right to be compensated for the delays and/or complete the work with the help of independent contractor at the expense of the retained project funds. If the retained project funds are insufficient to cover the delay/completion damages, the Owner shall be promptly reimbursed for the balance of the funds needed to compensate the Owner.



PAST PERFORMANCE RATING EVALUATION

Today's Date

Firm Name

Firm Contact

Firm Address

Firm Contact Title

City, State & Zip Code

E-mail Address

Phone Number

DFCM Project No.

Project Name / Title

Name of Evaluator / Title

Evaluator Contact *(phone / email)*

Project Completion Date

Service Provided *(e.g. design work, construction services, study, commissioning, etc.)*

Contract Amount \$

Use the Rating Guidelines provided as guidance in making the evaluation. Assign each area a rating of 1 (Unsatisfactory), 2 (Below Average), 3 (Average), 4 (Above Average), or 5 (Exceptional). Summarize by providing comments on firm's performance in any of the four categories if the firm has demonstrated an above average performance level, or an below average performance level.

Rating Guideline	QUALITY OF PRODUCT OR SERVICES	COST CONTROL	TIMELINESS OF PERFORMANCE	BUSINESS RELATIONS
5 - Exceptional	Contractor/AE has demonstrated an exceptional performance level in any of the above four categories that justifies adding a point to the score. Contractor performance clearly exceeds the performance levels described as "Very Good"			
4 - Above Average	Contractor/AE is in compliance with contract requirements and/or delivers quality product/service	Contractor/AE is effective in managing costs and submits current, accurate, and complete billings	Contractor/AE is effective in meeting milestones and delivery schedule	Response to inquiries, technical/service/administrative issues is effective
3 - Average	Minor inefficiencies/errors have been identified	Contractor/AE is usually effective in managing cost	Contractor/AE is usually effective in meeting milestones and delivery schedules	Response to inquiries technical/service/administrative issues is somewhat effective
2 - Below Average	Major problems have been encountered	Contractor/AE is having major difficulty managing cost effectively	Contractor/AE is having major difficulty meeting milestones and delivery schedule	Response to inquiries, technical/service/administrative issues is marginally effective
1 - Unsatisfactory	Contractor/AE is not in compliance and is jeopardizing achievement of contract objectives	Contractor/AE is unable to manage costs effectively	Contractor/AE delays are jeopardizing performance of contract objectives	Response to inquiries, technical/service/administrative issues is not effective

RATE THE FOLLOWING

COMMENTS

Quality of Product or Services

Cost Control

Timeliness of Performance

Business Relations

Overall Rating