|  |  |
| --- | --- |
|  | OWNER |[ ]
|  | CONSULTANT |[ ]
| UR PROJECT NO.: |       | CONTRACTOR |[ ]
| CONSULTANT’S PROJECT NO.: |       | SURETY |[ ]
| CONTRACT FOR:  |       | OTHER |[ ]
| CONTRACT DATE: | Click here to enter a date. |  |  |
| TO OWNER: | TO CONTRACTOR: |  |
| University of Rochester | NAME: |       |
| Planning and Project Management | ADDRESS: |       |
| 271 East River Road | ADDRESS: |       |
| PO Box 270347 | ADDRESS: |       |
| Rochester, NY 14627-0347 |  |  |
|  |  |  |
| PROJECT: |  |  |
| *(Name and address)* |  |  |
|       |  |  |
|       |  |  |
|       |  |  |
|       |  |  |
| DATE OF ISSUANCE: Click here to enter a date. |  |  |
| PROJECT OR DESIGNATED PORTION SHALL INCLUDE: |  |  |
|       |
|       |
|       |
|       |
|  |
| The Work performed under this contract has been reviewed and found, to the Consultant’s best knowledge, information and belief, to be substantially complete. Substantial completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can place the work or designated portion thereof into beneficial service. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as Click here to enter a date. ,which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:       |
|  |  |
|       | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **CONSULTANT** | **BY** | **DATE** |
|  |  |
| A list of items to be completed or corrected 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. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the Final Certificate of Payment. |
|  |
| Cost estimate of Work that is incomplete or defective (which will be held by Owner as retainage until all such Work is complete): $      |
|  |
| The contractor will complete or correct the Work on the list of items attached hereto within       days from the above date of Substantial Completion. |
|  |  |  |
|       | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **CONTRACTOR** | **BY** | **DATE** |
|  |  |
| The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at       [ ]  AM [ ] PM on Click here to enter a date. |
|  |
| University Of Rochester | \_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **OWNER** | **BY** | **DATE** |
| The responsibilities of the Owner and the contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows: |
|       |
|       |