



**Notice of Substantial Completion
City of Commerce City, Colorado
Department of Department Name**

**Project: Project Name
Project No.: Project Number**

TO: Contractor Name
Mailing Address on Bid

DATE: Click here to enter date of issuance

The City of Commerce City has determined the Work for the above-referenced Project to be substantially complete in accordance with the Contract Documents as of Click here to enter date of Substantial Completion. Issuance of this notice shall not alter the Contractor’s responsibility to complete the Work in accordance with the Contract Documents, including untested or deferred work.

Based on the date of Substantial Completion, the amount of Liquidated Damages to be assessed in accordance with the Contract Documents is \$Total Amount of Liquidated Damages (Number of Days Past Completion Date, as modified by Change Orders x Rate of Liquidated Damages stated in Contract Documents).

A “punch list” of corrective or replacement Work and outstanding obligations to be completed prior to Final Acceptance is attached. The City’s failure to include any items on the punch list shall not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

_____	_____
City of Commerce City, Project Manager	Date
_____	_____
Architect/Engineer (if applicable)	Date
_____	_____
Construction Manager (if applicable)	Date
_____	_____
Contractor	Date

CC: Identify copy recipients, if any
Enclosures: Punch List