

**CONTRACT DOCUMENTS FOR:**

**MUNICIPAL BUILDING ELEVATOR  
FULL RENOVATION**

**FOR**

**CITY OF OLEAN  
Municipal Building  
101 East State Street  
Olean, NY 14760**



**DEPARTMENT OF PUBLIC WORKS**

**BID OPENING:**

**Thursday, Sept. 25, 2025 @ 2:00 pm**

Bids for the full renovation of the Municipal Building Elevator for the City of Olean, Department of Public Works (DPW), will be received and publicly opened by the City of Olean DPW on Thursday September 25, 2025 at 2:00 P.M. The bid opening will be held at the DPW's office located in the municipal building at 101 East State Street, Room 206, Olean, NY.

## TABLE OF CONTENTS

<b>Request for Bids</b>	Page #3
<b>Project Background and Scope of Work</b>	Page #4
<b>Instructions to Bidders</b>	Page #6
<b>Acknowledgment of Receipt of Addendum</b>	Page #8
<b>Bid Form</b>	Page #9
<b>Required Certifications</b>	
1. Bidders Questionnaire	Page #10
2. Legal Status Information	Page #13
3. Non-Collusive Bidding Certification	Page #14
<b>Attachments (To Be Completed After Award)</b>	
1. Notice of Award	
2. Notice to Proceed	
3. Agreement	
4. Certificate of Substantial Completion	

## REQUEST FOR BID

The City of Olean, New York, is soliciting sealed bids for the full renovation of the Municipal Building's elevator. Bids will be received at the Department of Public Works' (DPW) Office, 101 East State Street, Room 206, Olean, NY, until 2:00 PM on Thursday, September 25, 2025.

Information and the scope of work may be obtained from the DPW's Office, 101 E State St, Room 206, Olean, NY, or by calling (716) 376-5651 or emailing a request to [amiller@cityofolean.org](mailto:amiller@cityofolean.org)

Bids must be submitted on the provided Bid Form. Each bid submitted shall be in a sealed envelope marked on the outside with:

"BID FOR THE MUNICIPAL BUILDING ELEVATOR FULL RENOVATION"

Only bids from those who have received the project information directly from the City's DPW, or who are registered as plan holders from the New York State Contract Reporter, will be considered responsive.

The City of Olean reserves the right to reject any and all bids, to waive technicalities or informalities, or to re-advertise for bids if such action is in the best interest of the City of Olean.

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Frank Caputo, City Clerk, City of Olean, New York

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Date

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James P. Sprague, P.E., Director of Public Works, City of Olean, New York

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Date

## **PROJECT BACKGROUND**

The City of Olean, New York's, municipal building is a two story structure with City agency offices on both floors, and in the basement. The building is serviced by a single 1959 ESCO Hydraulic Passenger elevator which is currently out of service. Through investigations by the City, with the assistance of a qualified vendor, the scope of work presented below has been determined to be necessary to fully renovate the elevator. This renovation is intended to upgrade the elevator so that it is in full compliance with all currently applicable codes and is comparable to a new installation. Inspection of the elevator in need of repair can be scheduled by contacting building maintenance staff Monday-Friday 8am – 4pm. at (716) 790-0902

## **GENERAL REQUIREMENTS**

All work shall be done in a professional, workmanlike manner using the latest replacement parts and technology available. Once work has begun it shall be diligently pursued until the renovation of the elevator is complete and it has been returned to service. The Contractor shall provide all supervision, labor, materials, equipment, and all else necessary to completely renovate the elevator and return it to full operation.

Contractor shall guarantee workmanship for a period of one year after making repairs.

Contractor shall supply the City with an in-force certificate of insurance showing at least \$2,000,000 of general liability insurance naming the City of Olean as co-insured. Contractor shall also show proof of automobile liability and Workers' Compensation insurance. If exempt from providing Workers' Compensation Insurance, please complete and provide the attached affidavit.

All work in this contract must be coordinated with the Municipal Building maintenance staff, by calling (716) 790-0902. The maintenance staff can assist the contractor with access to the elevator and associated areas in the building.

## **WAGE RATES AND LAWS**

All Contractors employed in this contract shall conform to the labor laws of the State of New York and the various acts amendatory and supplementary thereto and to all other laws, ordinances, and other legal requirements applicable thereto. Current New York State Prevailing Wage Rates (**PRC 2025010928**), as published by the New York State Department of Labor, must be paid to employees on this contract. Certified Payrolls must be submitted to the City with project invoices. Individuals who are owners of a company or equal partners are not employees and are exempt from these requirements; appropriate documentation of these ownership positions must be provided to the City of Olean.

## **SCOPE OF WORK**

The work shall consist of, but not be limited to, the following general items. This scope of work is not intended to list every individual task that must be completed, nor every item that must be updated, to complete a full renovation of the elevator. It is the City's intention to rely upon the expertise of the bidders to ensure that the renovation of the elevator is a robust effort that results in a finished elevator that is in compliance with all currently applicable codes and is up to date with the current standards of practice in the industry. To present their bid in the most competitive light possible bidders are welcome, though not required, to submit with their bid an expanded scope of work statement that describes in greater detail the work they intend to complete under their bid. The City will carefully consider all materials submitted in a bidder's submission.

- Replace the elevator's power unit. This shall include:
  - Removal and proper disposal of the existing power unit, and all components, that are being replaced.

- Replacement of all existing hydraulic fluid in the elevator mechanism.
  - The hydraulic fluid reservoir tank is to be cleaned of sediment as a part of this hydraulic fluid replacement task.
  - Waste hydraulic fluid is to be placed in containers approved for this material.
  - The City will remove the waste hydraulic fluid and arrange for its proper disposal.
- Replace, in total, the existing elevator controller.
  - New controller to be “state of the art”, with all equipment sensors and interfaces necessary to provide maximum protection of the mechanical and electrical systems and maximum rider comfort and safety.
  - Provide training to City building maintenance staff in resetting the controller to restore the elevator operation following an automatic shutdown.
- Upgrade the car with:
  - New wiring and fan
  - New safety equipment as required by current codes
- Upgrade the hoist way as necessary, including new wiring and needed duct upgrades.
- Replace both the car and hoist way doors.
  - Provide all necessary hardware, wiring, sensors, lighting and controller interfaces to provide a fully operational set of elevator doors that meet current codes and standards of practice in the industry.
- Upgrade the car fixtures.
  - Upgrade the car so that it meets all current codes and standards of practice in the industry. This upgrade to address rider comfort and ease of use, and emergency services functions.
- Upgrade the hall fixtures on all floors so that they meet all current codes and standards of practice in the industry.

## INSTRUCTIONS TO BIDDERS

The contract shall be between the Contractor and:

City of Olean  
101 East State Street  
P.O. Box 668  
Olean, New York 14760

Bids shall be submitted to the City of Olean Department of Public Works at:

Attn: Department of Public Works  
City of Olean  
101 East State Street  
P.O. Box 668  
Room 206  
Olean, New York 14760  
Phone: 716 376-5650

Please direct any questions to the DPW at [DPWadmins@cityofolean.org](mailto:DPWadmins@cityofolean.org) .

Questions must be submitted in writing no less than five (5) business days prior to the bid opening.

Pre Bid Conference: No pre bid conference is scheduled. Pre bid inspections of the existing equipment are encouraged, and can be scheduled through the City of Olean Municipal Building maintenance staff, by calling (716) 790-0902.

Bid Deposit: None Required

Sealed bids will be received by the City of Olean Department of Public Works located at Room 206, 101 East State Street, P.O. Box 668, Olean, New York 14760 on or before 2:00 pm prevailing time on Thursday, September 25, 2025 at which time and place all bids will be publicly opened and read.

Bidders are to submit, with their bids, the following:

1. A listing of the equipment they propose to provide, and incorporate into the work.
2. A preliminary schedule for the project.
  - a. The City acknowledges that no bidder can provide a firm schedule for the project at time of bidding due to the impact of delivery lead times on the schedule, which won't be known until after contract award. This requested schedule is intended to provide an initial assessment of how long the work to renovate the elevator will take from the time of contract award.
3. A completed copy of the attached bidder's questionnaire.

4. A completed copy of the attached LEGAL STATUS INFORMATION form.
5. A completed copy of the attached NON-COLLUSIVE BIDDING CERTIFICATION.
6. Any additional materials the bidder chooses to provide to support their submission.

## Acknowledgement of Receipt of Addenda

The undersigned acknowledges receipt of the following addenda to the subject project (if none, state "none"):

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Receipt is hereby acknowledged for all addenda listed above.

Signature of Bidder \_\_\_\_\_ Date \_\_\_\_\_

**Bid Form**

Bid from \_\_\_\_\_ (hereinafter called "BIDDER"),  
organized and existing under the laws of the State of \_\_\_\_\_,  
doing business as \_\_\_\_\_.

To City of Olean (hereinafter called "OWNER").

BIDDER agrees to perform all the work described in this Request for Bids, and as described in the bidder's attachments, for the following lump sum price:

NOTE: The City of Olean is exempt from sales and compensating use taxes of the State of New York and cities and counties of the State of New York on all materials sold to the Owner. These taxes are not to be included in this Bid.

Renovate the City of Olean Municipal Building elevator so that it is fully operational, compliant with all currently applicable codes and comparable to a new installation, as described in this Request for Bids and the attachments to this submission.

Lump Sum Bid of \$ \_\_\_\_\_  
(numbers)

\$ \_\_\_\_\_  
(words)

Respectfully submitted:

Name of the Contractor	Street Address
Signature	City, State, and Zip
Title	Date
License number (if applicable)	Fed Tax ID #

SEAL - (if BID is by a Corporation)

# BIDDER'S QUESTIONNAIRE

Submitted By: \_\_\_\_\_  
Which is:

\_\_\_\_\_ A Corporation      \_\_\_\_\_ A Co-Partnership      \_\_\_\_\_ An Individual

Principal Office Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By filling out this Questionnaire, the Bidder acknowledges that the information contained below is true and accurate.

## Part 1 – General Bidder Information

1. How many years has your organization been in business as a contractor under your present business name? \_\_\_\_\_
2. How many years of experience in Elevator Repair and Maintenance has your organization had:  
(a) As a General Contractor \_\_\_\_\_ (b) as a Sub-Contractor \_\_\_\_\_
3. What similar projects has your organization completed? (List at least three)

Project: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Total Construction Cost: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_  
Project Owner: \_\_\_\_\_  
(provide references and  
Contact information) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project: \_\_\_\_\_  
Type of Work: \_\_\_\_\_  
Total Construction Cost: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_  
Project Owner: \_\_\_\_\_  
(provide references and  
Contact information) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project: \_\_\_\_\_  
Type of Work: \_\_\_\_\_

Total Construction Cost:

Date of Completion:

Project Owner:  
(provide references and  
Contact information)

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Attach additional information with this Questionnaire if necessary.

4. Has your company ever failed to complete any work awarded to you? \_\_\_\_\_

If so, where and why?

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5. Has your company been issued a Notice of Termination on any work awarded to you? \_\_\_\_\_

If so, where and why?

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6. Provide three (3) references (**corporations or individuals**) who you have performed work for within the last 5 years. Prioritize listing public entities for whom you have worked.

Project:

Type of Work:

Total Construction Cost:

Date of Completion:

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Project Owner:  
(provide references and  
Contact information)

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Project:

Type of Work:

Total Construction Cost:

Date of Completion:

Project Owner:  
(provide references and  
Contact information)

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Project:

Type of Work:

Total Construction Cost:

Date of Completion:

Project Owner:  
(provide references and  
Contact information)

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Attach additional information with this Questionnaire if necessary

LEGAL STATUS INFORMATION

To facilitate correct drawing and execution of the contract, proposer shall supply full information concerning legal status:

**FIRM NAME:** \_\_\_\_\_

**PRINCIPAL OFFICE:**

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Area Code \_\_\_\_\_ Telephone \_\_\_\_\_

**LOCAL OFFICE:**

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Area Code \_\_\_\_\_ Telephone \_\_\_\_\_

Website: \_\_\_\_\_ NYSDOL Certificate Number \_\_\_\_\_

**CONTRACT TO BE SENT TO:** Principal Office: \_\_\_\_\_ Local Office: \_\_\_\_\_

**CHECK ONE:** Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual \_\_\_\_\_

(Incorporated under the Laws of the State of \_\_\_\_\_)

(If foreign corporation, state if authorized to do business in the State of New York: Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable \_\_\_\_\_)

**TRADE NAME:** \_\_\_\_\_

**NAMES AND ADDRESSES OF PARTNERS:**

_____	_____
_____	_____
_____	_____

**NAME, TITLE, AND ADDRESS OF PERSON AUTHORIZED TO SIGN CONTRACT ON BEHALF OF PROPOSER:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

PLEASE TYPE OR PRINT

**NON-COLLUSIVE BIDDING CERTIFICATION**

**Municipal Building Elevator Full Renovation**

This certificate as to non-collusion is required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate Bidder shall be liable under the penalties of perjury.

By submission of this Bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint Bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- a) The prices in this Bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- b) Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
- c) No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

RESPECTFULLY SUBMITTED,

BY: \_\_\_\_\_

Name & Address of Bidder

\_\_\_\_\_  
Signature of Person Named as Authorized Officer who will sign the contract.

\_\_\_\_\_  
Title of Person Named as Authorized Officer who will sign the contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Affix Corporate Seal if a Corporation

# Notice of Award

Project: Municipal Building Elevator Repairs	Owner: City of Olean	
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Contract: Municipal Building Elevator Repairs	
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Bidder: \_\_\_\_\_

Bidder's Address: \_\_\_\_\_

The OWNER has considered your BID dated \_\_\_\_\_, submitted by you in response to its Advertisement for Bids and the Instructions To Bidders, for the above described WORK.

You are hereby notified that your BID has been accepted for the Contract Price of \$ \_\_\_\_\_.

You are required by the Instructions for Bidders to execute the Agreement, and to furnish the required Certificate(s) of Insurance within ten (10) days from the date of this Notice (noted at top).

If you fail to execute said Agreement, and to furnish said Certificate(s) of Insurance within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER's acceptance of your BID as abandoned, and may annul the Notice of Award, and consider forfeiture of your Bid Security. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to the OWNER.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

City of Olean

By \_\_\_\_\_

Title \_\_\_\_\_ – City of Olean, NY



## ACCEPTANCE OF NOTICE:

Contractor \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

Title \_\_\_\_\_ Date \_\_\_\_\_

# Notice to Proceed

Project:	Municipal Building Elevator Repairs	Owner:	City of Olean
Contract:	Municipal Building Elevator Repairs		

Bidder:

Bidder's Address:

You are notified that the Contract Times under the above Contract will commence to run on approximately \_\_\_\_\_, **2025**. On or before that date, you are to start performing your obligations under the Contract Documents. In accordance with the Bid Sheet, the final date for delivery of the finished project shall be - \_\_\_\_\_, **2025**.

Before you may start any work at the site, you must conduct a Pre-Construction Meeting with the Department of Public Works and the Municipal Building Maintenance staff.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, **2025**.

City of Olean

By \_\_\_\_\_

Title \_\_\_\_\_ – City of Olean, NY



**ACCEPTANCE OF NOTICE:**

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title Date

# CITY OF OLEAN



OFFICE OF PUBLIC WORKS  
WWW.CITYOFOLEAN.ORG

Olean Municipal Building  
101 East State Street • PO Box 668  
Olean, NY 14760

Phone: (716) 376-5650  
Fax: (716) 376-5644  
Second Floor - Room 206

## AGREEMENT BETWEEN CITY OF OLEAN AND CONTRACTOR FOR MUNICIPAL BUILDING ELEVATOR RENOVATION CONTRACT

THIS AGREEMENT is by and between \_\_\_\_\_ City of Olean \_\_\_\_\_ (Owner)  
and \_\_\_\_\_ (Contractor).

Owner and Contractor, in consideration of the mutual covenants set forth herein, agree as follows:

### ARTICLE 1 - WORK

1.01 Contractor shall complete all Work as specified or indicated in the Request for Bids. The Work is generally described as follows:

Complete the renovation described to return the Municipal Building elevator to full operation and code compliance.

1.02 Contractor shall complete all other work, not necessarily described in the Request for Bids, but as may be directed by the Owner, to be included as part of the Work, to included but not limited to, all work authorized by Change Order(s), and all other Work determined by the Owner to be necessary and required, as directed by the Owner.

### ARTICLE 2 - THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

City of Olean  
Municipal Building Elevator Full Renovation

### ARTICLE 3 - CONTRACT TIMES

3.01 The Contract period for performing the stipulated Municipal Building Elevator Renovation will be 1 November 2025 to 30 April 2026.

### 3.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed within the times specified in Paragraph 3.01 above, plus any extensions thereof agreed to. Failure to complete work and make delivery of materials within the stated time period shall result in a notification to the Contractor and the beginning of a 5 Working Day Grace Period. Failure to deliver within the Grace Period will result in a penalty of 1% of the Contract Price on a per day basis from the date of notification and/or cancellation of Contract.

### ARTICLE 4 - CONTRACT PRICE

4.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraph 4.01.A. All specific cash allowances are included in the prices and have been computed in accordance with the Contract Documents

- A. **The CONTRACTOR agrees to perform all of the WORK described in the REQUEST FOR BIDS and comply with the terms therein for the sum of \$ \_\_\_\_\_, or as shown in the Bid Sheet.**
- B. **CONTRACTOR shall submit a voucher, certified payroll, and invoice for payment to the Owner on a monthly basis in a form acceptable to the Director of Public Works based on an acceptable payment schedule provided by the CONTRACTOR for the time period of the contract.**

### ARTICLE 5 – CONTRACTOR’S REPRESENTATIONS

5.01 In order to induce Owner to enter into this Agreement Contractor makes the following representations:

- A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
- B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- E. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- F. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

## **ARTICLE 6 – CONTRACT DOCUMENTS**

### 6.01 Contents

- A. The Contract Documents consist of the following:
  - 1. This Agreement
  - 2. The Request for Bid
  - 3. Contractors Bid

## **ARTICLE 7 - MISCELLANEOUS**

### 7.01 Assignment of Contract

- A. The CONTRACTOR shall not assign, transfer, convey, or otherwise dispose of this Contract, or any portion thereof, or of its right, title, or interest therein, or its power to execute such Contract, to any other person or corporation without the previous consent in writing of the OWNER.
- B. The provisions of this Section shall not hinder, prevent, or affect an assignment by the CONTRACTOR for the benefit of creditors made pursuant to law, nor is it intended to prohibit subcontracting a portion of the Work of the Contract in accordance with the provisions of the law, and this Contract.

### 7.02 Successors and Assigns

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### 7.03 Severability

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. One counterpart each has been delivered to Owner, Contractor, DPW. All portions of the Contract Documents have been signed, initialed, or identified by Owner and Contractor or identified by the Director of Public Works on their behalf.

This Agreement will be effective \_\_\_\_\_ which is the Effective Date of the Agreement. This Agreement shall not be effective unless and until Agency's designated representative concurs.

OWNER:

City of Olean  
P.O. Box 668  
Olean, New York 14760

CONTRACTOR:

By: \_\_\_\_\_

Title: Mayor

[CORPORATE SEAL]

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Designated Representatives:

Name: James P. Sprague. P.E.

Title: Director of Public Works

Address for giving notices:

P.O. Box 668

101 East State Street

Olean, NY 14760

Phone: (716) 376-5650 FAX: \_\_\_\_\_

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Owner-Contractor Agreement.)

By: \_\_\_\_\_

Title: \_\_\_\_\_

[CORPORATE SEAL]

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Designated Representatives:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

License No.: \_\_\_\_\_  
(Where applicable)

Agent for service or  
process: \_\_\_\_\_

(If Contractor is a corporation or a partnership, attach evidence of authority to sign.)



**CERTIFICATE OF SUBSTANTIAL COMPLETION**

DATE OF ISSUANCE: \_\_\_\_\_

OWNER: City of Olean

CONTRACTOR: \_\_\_\_\_

Contract: \_\_\_\_\_ Project: \_\_\_\_\_

OWNER's Contract No. \_\_\_\_\_ ENGINEER's Contract No. \_\_\_\_\_

This Certification of Substantial Completion applies to *all Work* under the Contract Documents.  This Certification of Substantial Completion *applies to the following specified parts* of the Contract Documents:

The Work to which this Certificate applies has been inspected by authorized representatives of the OWNER, CONTRACTOR and ENGINEER, and found to be substantially complete and is also the date of commencement of applicable warranties required by the Contract Documents, \* (except as attached.)

The Work is hereby declared to be substantially complete with the Contract Documents on:

\_\_\_\_\_  
Date of Substantial Completion

A "Punch-List" of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of the CONTRACTOR to complete all Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by the CONTRACTOR within \_\_\_\_\_ days of the above date of Substantial Completion.

Liquidated Damages Assessed in the Amount of: \$ \_\_\_\_\_ based on contract completion date and agreed upon amount in the original project advertisement.

Engineer of Record: \_\_\_\_\_  
(Print) (Signature) (Date)