



STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
STATE BUILDINGS PROGRAM

**NOTICE OF AWARD**

(Design/Bid/Build and Design/Build Lump Sum Agreements)

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Date of Notice: \_\_\_\_\_

Agency/Institution: \_\_\_\_\_

Project No./Name: \_\_\_\_\_

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TO:

The State of Colorado, represented by the undersigned, has considered the Proposals submitted for the above described work.

Your Proposal, deemed to be in the best interest of the State of Colorado, in the amount of \_\_\_\_\_ DOLLARS AND NO/100\* (\$\_\_\_\_\_\*) is hereby accepted, pending final execution of the Agreement.

You **are** required to execute the approved Agreement and to furnish the Performance Bond, Labor and Material Payment Bond, Insurance Policy and Certificates of Insurance, and Labor Overhead (Direct Labor Burdens) for Work performed by Contractor and major Subcontractors within ten (10) days from the date of this Notice.

If you fail to execute said Agreement and to furnish said Performance Bond, Labor and Material Payment Bond, Insurance Policy, Certificates of Insurance, and Labor Overhead (Direct Labor Burdens) as described above within ten (10) days from the date of this Notice, the State Controller is entitled to retain the amount of the Proposal Guaranty submitted with your Proposal as Liquidated Damages. In this event, the right is reserved to consider all of your rights arising out of the acceptance of your Proposal as abandoned and to award the work covered by your Proposal to another, or to re-advertise the Project, or otherwise dispose thereof.

By \_\_\_\_\_ By \_\_\_\_\_  
State Buildings Program Date Principal Representative Date  
(or Authorized Delegate) (Agency/Institution)

When completely executed, this form is to be sent by **certified mail** to the Contractor by the Principal Representative or delivered by any other means to which the parties agree.



STATE OF COLORADO  
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**COLORADO NOTICE TO PROCEED (DESIGN/BID/BUILD CONTRACT)**

Date of Notice: \_\_\_\_\_  
Date to be inserted by the Principal Representative  
Date/Description of Contract Documents: \_\_\_\_\_  
Institution/Agency: \_\_\_\_\_  
Project No./Name: \_\_\_\_\_

Attach Notice of Code Compliance from Code Review Agent/Building Official for Documents Listed Above

To:

This is to advise you that your Performance Bond, Labor and Material Payment Bond, Insurance Policy and Certificates of Insurance have been received. Our issuance of this Notice does not relieve you of responsibility to assure that the bond and insurance requirements of the Contract Documents are met for the duration of the Agreement. The Agreement dated \_\_\_\_\_ covering the above described work has been fully executed.

You are hereby authorized and directed to proceed within ten (10) days from date of this Notice as required in the Agreement. Any liquidated damages for failure to achieve Substantial Completion by the date agreed that may be applicable to this Contract will be calculated using the date of this Notice for the date of the commencement of the Work.

**The substantial completion deadline of the Project is \_\_\_\_\_ (M/D/YYYY).**  
**The final acceptance deadline of the Project is \_\_\_\_\_ (M/D/YYYY).**

By \_\_\_\_\_ Date \_\_\_\_\_  
State Buildings Program  
(or Authorized Delegate)

By \_\_\_\_\_ Date \_\_\_\_\_  
Principal Representative  
(Institution or Agency)

When completely executed, this form is to be sent to the Contractor by the Principal Representative.



**NOTICE OF SUBSTANTIAL COMPLETION**

Date of Substantial Completion: \_\_\_\_\_  
Date to be inserted by the Principal Representative

Institution/Agency: \_\_\_\_\_

Project No./Name: \_\_\_\_\_

TO:

Principal Representative

and

Contractor

This is to advise you that the Work has been reviewed, inspected and determined, to the best knowledge, information and belief of the Architect/Engineer, to be substantially complete as of the date noted above in accordance with the criteria outlined in Article 41 of The General Conditions of the Contract in SC-6.23 and SC-8.1 or Article 41 in SC-6.51 and the Specifications, including without limitation a) suitable for occupancy, b) inspected for code compliance with Building Inspection Records signed by code officials for the State, c) determined to be fully and comfortably usable, and d) fully cleaned and appropriate for presentation to the public.

A punch list of work to be completed, work not in compliance with the Drawings or Specifications, and unsatisfactory work is attached hereto, along with the Contractor's schedule for the completion of each and every item identified on the punch list specifying the Subcontractor or trade responsible for the work, and the dates the completion or correction will be commenced and finished within any period indicated in the Agreement for punch list completion prior to Final Acceptance.

Except as stated on the reverse side of this Notice of Substantial Completion, all manufacturers' warranties, other special warranties and the Contractor's one-year obligation to perform remedial work, shall commence on the Date of Substantial Completion noted above.

This Notice of Substantial Completion shall be effective and establish the Date of Substantial Completion only when fully executed by the Contractor and the Principal Representative. The Principal Representative accepts the Work as substantially complete as of the Date of Substantial Completion herein noted. The Contractor agrees to complete or correct the Work identified on the attached punch list and to do so in accordance with attached punch list completion schedule

\_\_\_\_\_  
Architect/Engineer Date Contractor Date

\_\_\_\_\_  
State Buildings Program Date Principal Representative Date  
(or Authorized Delegate) (Institution or Agency)

The responsibilities of the Principal Representative and the Contractor for security, maintenance, heat, utilities, and insurance shall be as specified in the Contract Documents or as otherwise hereafter noted:

Exceptions, if any, to the commencement of warranties shall be:

The attached final punch list consists of \_\_\_\_\_ pages, and the attached Contractor's schedule showing the dates of commencement and completion of each punch list item consists of \_\_\_\_\_ pages.

When completely executed, this form shall be sent to the Contractor and the Principal Representative with a copy to State Buildings Program.



**CONTRACT CLOSE OUT FINAL- PUNCH LIST**

Institution/Agency: Department of Transportation (HAA) Final Punch List Date \_\_\_\_\_  
Architect/Engineer: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Project No./Name: \_\_\_\_\_

**This form to be used after follow-up inspections have been made and punch list is worked down to less than ten items:**

Final Punch List Item	Disposition	Date	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

\_\_\_\_\_  
**Architect/Engineer** Date

\_\_\_\_\_  
**Contractor** Date

\_\_\_\_\_  
**State Buildings Programs** Date  
(or Authorized Delegate)

\_\_\_\_\_  
**Principal Representative** Date  
(Institution or Agency)



STATE OF COLORADO  
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**COLORADO**

**NOTICE OF APPROVAL OF OCCUPANCY/USE**

Date of Occupancy: \_\_\_\_\_

Date to be inserted by the Architect/Engineer after consultation with Principal Representative

Institution/Agency: \_\_\_\_\_

Project No./Name: \_\_\_\_\_

Portion(s) of project for which occupancy is approved:

Type of Occupancy:  Total or  Partial

The items identified below if applicable must be completed with before Occupancy is approved.

Date Completed	A/E Signoff	
		1a. The Notice of Substantial Completion has been issued.
		1b. The Building Inspection Record is completely signed-off and attached.
		2a. Notification has been made to the local Fire Department concerning which portion(s) of the building will be occupied and the date(s).
		2b. Fire alarms, smoke detection systems and building fire sprinkler systems have been fully checked and are operable.
		2c. The building's fire connections must be installed and operable, if applicable.
		3. Coordination for final utility and service connections and meters (water, gas, sewer, electricity and telecommunication) has been made and systems are in full operating order.
		4. Sterilization of plumbing systems has been performed.
		5. Operational test of systems and equipment has been performed as required.
		6. Systems adjustments such as balancing, equipment operations, etc., have been performed. Reports have been submitted to the Architect/Engineer for approval.
		7. Principal Representative furnished equipment and furnishings are coordinated and placed.





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**NOTICE OF CONTRACTOR'S SETTLEMENT**

Institution/Agency: \_\_\_\_\_  
 Notice Number: \_\_\_\_\_  
 Project No./Title: \_\_\_\_\_

Notice is hereby given that on       date       at       address       Colorado, final settlement will be made by the STATE OF COLORADO with       vendor name      , hereinafter called the "CONTRACTOR", for and on account of the contract for the construction of a PROJECT as referenced above.

1. Any person, co-partnership, association or corporation who has an unpaid claim against the said project, for or on account of the furnishing of labor, materials, team hire, sustenance, provisions, provender, rental machinery, tools, or equipment and other supplies used or consumed by such Contractor or any of his subcontractors in or about the performance of said work, may at any time up to and including said time of such final settlement, file a verified statement of the amount due and unpaid on account of such claim
2. All such claims shall be filed with the Authority for College, Institution, Department or Agency.
3. Failure on the part of a creditor to file such statement prior to such final settlement will relieve the State of Colorado from any and all liability for such claim

**Authorized Facility Manager or Authorized Individual**

Name: \_\_\_\_\_  
 Approval Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**MEDIA OF PUBLICATION:**

PUBLICATION DATES:

First:

Second:

(At least ten (10) days prior to above settlement date)

NOTES TO EDITOR:

Transmit two (2) copies of the Affidavit of Publication, and invoice, to:



