



**STILLWATER PUBLIC SCHOOLS**  
**STILLWATER BOARD OF EDUCATION**

**PREPARED BY:** Bo Gamble, Assistant Superintendent of Operations  
**APPROVED BY:** Dr. Janet Vinson, Acting Superintendent  
**DATE:** January 14, 2024

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**AGENDA ITEM: 5C**

Consider Approval of Certificate of Substantial Completion for SPS Richmond HVAC Replacement and SJHS HVAC Replacement Projects

**BOARD ACTION REQUESTED:**

Vote to Approve Certificate of Substantial Completion for SPS Richmond HVAC Replacement and SJHS HVAC Replacement Projects

**BACKGROUND INFORMATION:**

Attached is the Certificate of Substantial Completion and Punch List for Stillwater Public Schools Richmond HVAC Replacement and SJHS HVAC Replacement Projects. The work identified has been reviewed by the architect and found to be substantially complete in accordance with the contract documents so that the Owner can occupy and utilize the spaces for their intended use. The date of substantial completion of the project, or portion designated, is also the date of commencement of applicable warranties, except those items listed in the attached punch lists. The contractor has 30 days from the date of substantial completion to complete the punch list items, and commencement of those warranties will begin with the date of issuance of final payment.



## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> SPS Richmond HVAC and Roof Improvements 201 West Richmond Road Stillwater, Oklahoma 74075	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 3/18/2024	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 01  Date: 12/27/2024
SPS JRHS HVAC and Roof Improvements 1900 North Skyline Street Stillwater, Oklahoma 74075		
<b>OWNER:</b> <i>(name and address)</i> Independent School District No. 16 of Payne County of Oklahoma 314 South Lewis Street Stillwater, Oklahoma 74074	<b>ARCHITECT:</b> <i>(name and address)</i> 505 Architects LLC  1631 S. Delaware Avenue Tulsa, Oklahoma 74104	<b>CONTRACTOR:</b> <i>(name and address)</i> American Roofing and Construction, LLC  735 N Union Ponca City, Oklahoma 74601

The Work identified below has been reviewed and found, to the Architect’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 is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Mechanical scope of work; RTUs Replacement, Exhaust Fans Replacement, and replace gas piping.

505 Architects LLC  
ARCHITECT *(Firm Name)*

  
SIGNATURE

Brian Thomas, AIA,  
LEED AP; Principal  
PRINTED NAME AND TITLE

12/13/2024  
DATE OF SUBSTANTIAL COMPLETION

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

One-year period for correction of the Work

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

Refer to attached Punch List dated 11.27.2024

Test & Balance Reports, Closeout and Record Documents.

JCI report on mechanical units.

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 or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$50,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner’s and Contractor’s legal and insurance counsel should review insurance requirements and coverage.)*

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

American Roofing and  
Construction, LLC

**CONTRACTOR** (*Firm  
Name*)

Independent School District  
No. 16 of Payne County of  
Oklahoma

**OWNER** (*Firm Name*)



SIGNATURE

Jeff Beets, President

**PRINTED NAME AND TITLE**

12/31/24

**DATE**

Dr. Marshall Baker; Board  
of Education President

**PRINTED NAME AND TITLE**

**DATE**