



STILLWATER PUBLIC SCHOOLS
STILLWATER BOARD OF EDUCATION

PREPARED BY: Bo Gamble, Assistant Superintendent of Operations
APPROVED BY: Dr. Janet Vinson, Acting Superintendent
DATE: February 11, 2025

AGENDA ITEM: 5A

Consider Approval of Certificate of Substantial Completion for SPS High School Roof Replacements Project.

BOARD ACTION REQUESTED:

Vote to Approve Certificate of Substantial Completion for SPS High School Roof Replacements Project.

BACKGROUND INFORMATION:

Attached is the Certificate of Substantial Completion and Punch List for Stillwater Public Schools High School Roof Replacements Project. 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.



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*

SPS High School Roof Replacements
1224 N. Husband Street
Stillwater, Oklahoma 74075

CONTRACT INFORMATION:

Contract For: General Construction
Date: 7/09/2024

CERTIFICATE INFORMATION:

Certificate Number: 01
Date: 01/23/2025

OWNER: *(name and address)*

Independent School District No. 16 of
Payne County of Oklahoma
314 South Lewis Street
Stillwater, Oklahoma 74074

ARCHITECT: *(name and address)*

505 Architects LLC

1631 S. Delaware Avenue
Tulsa, Oklahoma 74104

CONTRACTOR: *(name and address)*

Next Level Roofing.

6515 E 153rd Street South
Bixby, Oklahoma 74008

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.)

Entire roof project.

505 Architects LLC
ARCHITECT *(Firm Name)*



SIGNATURE

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

01/22/2025
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 Lists dated 01.22.2025

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: \$5,000.00

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.)

Owner

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

Next Level Roofing

CONTRACTOR (*Firm Name*)

Independent School District
No. 16 of Payne County of
Oklahoma

OWNER (*Firm Name*)



SIGNATURE

Skyler Bates, Owner

PRINTED NAME AND TITLE

1/23/25

DATE

Dr. Marshall Baker; Board
of Education President

PRINTED NAME AND TITLE

DATE

Project Name Stillwater High School Roof Replacements

Project No. R24004

Punch Date: 1/22/2025 Jeff Thomas, 505 Architects LLC, Rob Lamecker, Larin Davis - SPS, Skyler Bates - Next Level Roofing

Room Number	Room Name	Description
General Comments		
		Clean all debris off PAC roofs and recheck other roofs for debris. Misc debris. Jacket, misc material, etc.
		Provide letter for PAC existing roof drain collar inspections and attachments
PAC		
	Lower Roof	Connect condensate piping to units. (2 lines were not connected)
	Lower Roof	Install roof drain cage cover at SW drain.
	Men's Restroom	Two interior lights are not working over the toilet partitions.
	Women's Restroom	Ceiling wallboard tape is cracking and is noticeable. Repair drywall ceiling.
	Orchestra Room (PAC-2)	Repair trim at bottom of acoustical wall panel at NW corner.
	Orchestra Room (PAC-2)	Repair damaged ceiling tiles in NW corner.
	Mechanical Room by Drama Black Box	Install missing acoustical ceiling tiles.
Field House		
	Lower Roof	Condensate piping on East unit is not installed correctly.