For detailed instructions on how to complete this document, click [ ¶ ] icon under Home tab to display Hidden Help text.

**Document Purpose:** The Certificate of Acceptance is a document that is issued by Contract Administrator (CA) to a Contractor after successfully completing the final acceptance criteria including all the contractual obligations and requirements.

Prior to expiry of Warranty Period, CA shall arrange an acceptance inspection with Contractor and City representatives to identify any outstanding warranty issues.

General Conditions allow the City to extend warranty period if an issue is found before the Certificate of Acceptance is given.

Contract only terminates/closes at the end of the Warranty Period, or upon successful resolution of any warranty defect disputes, whichever is the latter.

As of the date of the Certificate of Acceptance, the Contract shall be considered to be closed.

Contract Security if applicable, should not be released, or allowed to lapse, prior to successful resolution of all disputes and/or correction of all defects.

If the Work has been completed in compliance with all requirements of the contract, CA shall certify acceptance of the Work, in accordance with the General Conditions.

1) CA shall prepare the Certificate of Acceptance.

2) CA shall forward the Certificate of Acceptance to be signed by the CA and their supervisor or if it is an external CA, signed by the CA and the department representative.

3) Following the above, the CA shall give notice to Contractor by filling out the last portion of the certificate:

  *‘Certificate of Acceptance was issued by Notice ….*” and

  *‘Certificate of Acceptance was given/sent Notice*…”

4) Copies of the completed Certificate shall be sent to the City PM, Contractor and Contract File system.

 **Project Description**

|  |  |
| --- | --- |
| **Project Name**: Enter Project Name. |   |
| **Project ID**: Enter Project ID Number. |   |
| **Bid Opportunity No.**: Enter Bid Opportunity Number. |   |
| **Total Bid Price**: Enter Total Bid Price. |   |
| **Final Contract Amount**: Enter Final Contract Amount. |   |
| **Assessed Liquidated Damages**: Enter Assessed Liquidated Damages Amount. |   |

**Acceptance Inspection**

An Acceptance Inspection for the Work as detailed in the Contract Documents and Agreement between:

THE CITY OF WINNIPEG

and

**enter the Contractor’s LEGAL BUSINESS name**,

was completed on

Click here to select the Acceptance Inspection Date

**Declaration – Contract Administrator**

As per C13 of the General Conditions)

I (WE) HEREBY CERTIFY THAT The Warranty Period expired on Click here to select the Warranty Period Expiration Date eg: March 21, 2018 and the Work performed satisfactorily during the Warranty Period, the Contractor remedied all defects, deficiencies or otherwise identified by the Contract Administrator during the Warranty Period in the manner prescribed and to the satisfaction of the Contract Administrator, and successfully concluded all tests required by the City immediately preceding the conclusion of the Warranty Period.

Notwithstanding the foregoing, any warranties which continue past the Warranty Period of the Contract shall continue for the time period specified in the Contract.

The following Declared Date can be different than the Warranty Period Expiration Date.

DECLARED on the Enter numeric day day of Enter month in full, Enter 4-digit year.

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contract Administrator |
| Click here to enter Contract Administrator’s Name |
| . |

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| --- | --- | --- | --- | --- |
| **Date of Substantial Performance** Enter the date Substantial Performance was achieved as indicated on the Certificate of Substantial Performance. (This is not the given/service date) |  | **Date of Total Performance** Enter the date Total Performance was achieved as indicated on the Certificate of Total Performance. |  | **Date for Commencement of Warranty Period** Enter the date for Commencement of Warranty Period. Refer to the Contract. |
| **Year** Enter 4-digit year. | **Month** Enter month in full. | **Day** Enter numeric day. |  | **Year** Enter 4-digit year. | **Month** Enter month in full. | **Day** Enter numeric day. |  | **Year** Enter 4-digit year. | **Month** Enter month in full. | **Day** Enter numeric day. |
|   |   |   |  |   |   |   |  |   |   |   |

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| --- |
| **For Office Use Only** (to be completed by the City Representative) |
| **ACCEPTANCE of this Certificate of Acceptance by:** |
| Name of Manager or Director, or his/her designate: Enter Name of Departmental Manager or Director, or his/her designate. |   |
| Department: Enter the City Department. |   |
| Date of Acceptance: |  |
| Signature: |  |

|  |
| --- |
| **For Office Use Only** (to be completed by the Contract Administrator) |
| **This Certificate of Acceptance was issued by Notice to the following Contractor:**  |
| Recipient’s Name: Enter name of designated person authorized to receive this Certificate of Acceptance on behalf of the Contractor. |   |
| Contractor’s Legal Business Name: Enter Contractor’s Legal Business Name. |   |
| Business Address: Enter Street Address, City, Province and Postal Code. |   |
| **This Certificate of Acceptance was given/sent Notice to the Contractor by:**  |
| Name of Person: Enter Name of Person giving/sending this Certificate of Acceptance. |   |
| Title: Enter position title of the giver/sender.  |   |
| Company/Department: Enter Company/Department of the giver/sender. |   |
| Method of Delivery of Notice: Enter method the Certificate of Acceptance was given/sent. ie: email, personal delivery, couriered, mailed, or registered mail. |   |
| Date of giving/sending Notice: |  |
| Signature of Person giving/sending Notice: |  |
| Attach record(s) of registered mail/courier slip, if applicable. |  |

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