

SECTION 01700

CONTRACT CLOSEOUT

1.01 DIVISION OF RESPONSIBILITIES TERMINOLOGY: **NOT USED**

1.02 SUMMARY:

A. The Contractor shall provide an orderly and efficient project closeout and transfer of the completed work to PETCO, including timely delivery of the Closeout Documents and related items to PETCO, no later than 60 Calendar Days after the Date of Final Completion, including the following, as further described in this Section:

1. Local Jurisdiction Closeout Documents.
2. Final Certificate of Occupancy.
3. Contractor's Written Request For Punchlist Inspection.
4. Construction Punchlist Inspection.
5. Contractor's Written Notice of Punchlist Completion.
6. Contractor's Notice of Change Order Request Status.
7. Notice of Completion.
8. Spare Parts, Maintenance And Extra Materials.
9. Verification of Vendor Lists of Goods Received.
10. Project Record Construction Documents.
11. Building Maintenance Manual.
12. Final Application for Payment.

B. Requests for Change Orders must be received by the PETCO Project Manager no later than ninety (90) days after the Date of Final Completion to PETCO. Requests for Change Orders received after this time will not be considered.

1.03 LOCAL JURISDICTION CLOSEOUT DOCUMENTS: The Contractor shall promptly provide to PETCO any and all additional closeout documents, forms and applications which may be required for submittal to the local jurisdiction by the Architect of Record or Engineer(s) of Record to satisfy local project closeout and Final Certificate of Occupancy requirements.

1.04 FINAL CERTIFICATE OF OCCUPANCY: The Contractor shall obtain and install the Final Certificate of Occupancy in the Store display location where directed by the PETCO Project Manager. The Contractor shall include copies of the Final Certificate of Occupancy in the Building Maintenance Manuals provided to PETCO as further described in this Section.

1.05 CONTRACTOR'S WRITTEN REQUEST FOR PUNCHLIST INSPECTION: The Contractor shall submit written notice to the PETCO Project Manager, in a timely manner so as to allow adequate scheduling of the punchlist site visit, that the Contractor has reviewed the contract documents, inspected the installed, completed work and verified the work is complete and ready for the PETCO Project Manager's Construction Punchlist Inspection.

1.06 CONSTRUCTION PUNCHLIST INSPECTION:

A. The Construction Punchlist Inspection will be provided by the PETCO Project Manager on or about the Date of Substantial Completion. A copy of the Construction Punchlist, which will list items as "Incomplete" (not completed within the Construction Time established in the Lease Agreement) or as "Punchlist Items" (provided within the Construction Time established in the Lease Agreement but needing additional work to correct deficient or incomplete work), will be provided to the Contractor.

- B. The Contractor shall complete all items noted on the Construction Punchlist within the time limit stated in the Lease Agreement. Unless otherwise agreed to in writing by the PETCO Project Manager, all Construction Punchlist items must be completed by the Contractor to the satisfaction of the PETCO Project Manager, no later than the Date of Final Completion.
- 1.07 CONTRACTOR'S NOTICE OF PUNCHLIST COMPLETION: The Contractor shall submit a written Notice of Punchlist Completion to the PETCO Project Manager prior to the Contractor's submitting the Final application for Payment, acknowledging that all corrective work for all punchlist items is complete and has been previously accepted in agreement with the PETCO Project Manager. The Contractor shall include copies of the Contractor's Notice of Punchlist Completion in the Building Maintenance Manuals provided to PETCO as further as described in this Section.
- 1.08 CONTRACTOR'S NOTICE OF CHANGE ORDER REQUEST STATUS: The Contractor shall submit written notice to the PETCO Project Manager, along with the Final Application for Payment, that there may be Change Order Request(s) forthcoming. All Change Order Requests must be received by the PETCO Project Manager no later than ninety (90) days after the Date of Final Completion. Change Order Requests received after this time will not be considered.
- 1.09 NOTICE OF COMPLETION: The Contractor shall provide a completed Notice of Completion form to the PETCO Project Manager no later than fourteen (14) days after the day of the Punchlist Inspection. This form is provided by PETCO, and is included in the Project Manual after this Section.
- 1.10 SPARE PARTS, MAINTENANCE AND EXTRA MATERIALS: The Contractor shall deliver all products, spare parts and maintenance and extra materials specified, to the project site, and place in a location approved or designated by the PETCO Project Manager. The delivery of all spare parts and maintenance materials should be acknowledged by the PETCO Project Manager prior to project site turnover to PETCO.
- 1.11 VERIFICATION OF VENDOR LISTS OF GOODS RECEIVED WITH PETCO DISTRICT MANAGER:
- A. The Contractor is responsible for all provisions for Secured Storage of all PETCO-Furnished Items, some of which are Contractor-Installed and some of which are installed by PETCO or PETCO Vendors per Section 01200-Construction Administration.
- B. Prior to installation of PETCO-Furnished Items, the Contractor shall schedule a Walkthrough Inspection of Vendor Goods received with the PETCO District Manager. This Walkthrough Inspection may be coordinated with the PETCO Project Manager. The purpose of the walkthrough inspection is to verify that all goods have been received or can be subsequently ordered by PETCO, and to verify that all goods have been maintained, secured appropriately and are on hand for the Contractor's or PETCO's Vendor(s) installation.
- C. Following completion of the Walkthrough Inspection with the PETCO District Manager, the Contractor shall obtain the District Manager's signature on all verified List(s) of Vendor Goods received. These signed-off Lists shall be copied and included in the Building Maintenance Manuals as further described in this Section.
- 1.12 PROJECT RECORD CONSTRUCTION DOCUMENTS ON COMPACT DISC:
- A. The Contractor shall maintain one set of the Project Record Construction Documents on the jobsite throughout the course of construction. The Contractor shall transpose all revisions to the work from field-use construction documents to the Project Record Construction Documents, shall record all pertinent information in a timely manner concurrent with the construction progress, and shall deliver the resulting prepared set of Project Record Construction Documents to PETCO upon completion of all construction work.

1. Record Construction Drawings: The Contractor shall provide to PETCO, one (1) set of bond photocopy and two identical Compact Discs of scanned drawing images, and shall include all revisions to the work after the issuance of the Conformance Set drawings, noted on the drawings by the Contractor, including but not limited to:
 - a. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
 - b. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the work
 - c. Record of all changes to the work authorized by Change Bulletin or other directive from PETCO (if any).
2. The Contractor shall store Project Record Construction Documents at the jobsite, but shall keep these documents separate from the documents used for construction reference purposes and field work.
3. At the completion of construction, the Contractor shall prepare two identical Compact Discs in plastic sleeves, with scanned drawing images in either TIF or PDF format. The Compact Discs must each identify the PETCO project, with handwritten or label-generated description on a peel-off sticker.
4. At the completion of construction, the Contractor shall provide one complete set of bond photocopy drawings, to be left on site in the Plan Holder at the Telephone Board in the Pre-Sales Room. The Plan Holder is to be located as shown on the drawings and as specified in Section 10300.
5. The Contractor shall submit Project Record Construction Documents to the PETCO Project Manager

1.13 SUBMITTALS: Submittals and shop drawings bearing the Contractor's/ Architect's/ Engineer's submittal review "approval" stamps, shall be maintained at the jobsite throughout the course of construction, for reference by the Contractor, and the PETCO Project Manager

1.14 BUILDING MAINTENANCE MANUAL ON COMPACT DISC:

A. Building Maintenance Manual--CD Format:

1. The Contractor shall prepare two identical Compact Discs in plastic sleeves, with scanned or converted Portable Document Format (PDF) copies of the following project data. The Compact Discs must each identify the PETCO project, with handwritten or label-generated description on a peel-off sticker.
2. Organizational Content:
 - a. "Table of Contents"
 - b. "Part 1": Directory with listing names, addresses, and telephone numbers of Architect, Consulting Engineers, Contractor, Subcontractors and Major Equipment Suppliers.
 - c. "Part 2": The Contractor shall compile all operation and maintenance instructions, organized and subdivided by sequential Project Manual CSI Section and arranged within each CSI Section by system. The following documentation shall be included:
 - 1) List of equipment.
 - 2) Parts list of each equipment component.
 - 3) Operating instructions and significant design criteria
 - 4) Maintenance instructions for equipment and systems

- 5) Maintenance instructions for special finishes, including recommended cleaning methods and special precautions, including the identification of detrimental cleaning agents.
- d. "Part 3": The Contractor shall include items as detailed in the List of Building Maintenance Manual Parts 2, 3 and 4 Contents Requirements.
- e. "Part 4": The Contractor shall include a copy of each product warranty, service warranty and/or other guarantee document from manufacturers as specified in other Project Manual Sections.

1.15 LIST OF BUILDING MAINTENANCE MANUAL PARTS 2, 3 & 4 CONTENTS:

<u>Section Reference</u>	<u>Description</u>	<u>Building Maintenance Manuals (BMM)</u>	<u>BMM Part</u>
	BMM Table of Contents	To be included in BMM	-
	BMM Director	To be included in BMM	Part 1
01700	Contract Closeout		
	Copy of PETCO Notice to Proceed	To be included in BMM	Part 3
	Copy of Building Permit	To be included in BMM	Part 3
	Copy of Final Certificate of Occupancy	To be included in BMM	Part 3
	Project Punchlist	To be included in BMM	Part 3
	Copy of Notice of Punchlist Completion	To be included in BMM	Part 3
	Copy of Contractor's Project Warranty	To be included in BMM	Part 3
05300	Metal Decking		<i>Structural Deck ONLY</i>
	Metal Deck Inspection	To be included in BMM	Part 3
	Engineer's Certification Letter	To be included in BMM	Part 3
07540	Roofing System Repairs		
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
07600	Sheet Metal		
	Manufacturer Product Warranty	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
07190	Moisture Mitigation Systems		
	Mfr(s) Product Warranty (-ies)	To be included in BMM	Part 4
07920	Sealants & Caulking		
	Mfr(s) Product Warranty (-ies)	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
08100	Metal Doors & Frames		
	Mfr Product Warranty	To be included in BMM	Part 4
08300	Special Doors		
	Rolling Door Mfr Product Warranty	To be included in BMM	Part 4
	Double Acting Door Mfr Product Warranty	To be included in BMM	Part 4
08410	Aluminum Entrance Doors & Storefront		
	Storefront Mfr Product Warranty	To be included in BMM	Part 4
	Automatic Doors Operating Instructions	To be included in BMM	Part 2
	Automatic Doors Mfr Product Warranty	To be included in BMM	Part 4
	AAADM Compliance Form	To be included in BMM	Part 3
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
08800	Glazing		
	Glazing Mfr Product Warranty	To be included in BMM	Part 4
	Window Film Mfr Product Warranty	To be included in BMM	Part 4
	Spandrel Glass Mfr Product Warranty	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
09510	Acoustical Ceiling		
	ACT Mfr. Product Warranty	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
09650	Resilient Flooring		
	Flooring Mfr Product Warranties	To be included in BMM	Part 4
	Flooring Adhesive Product Warranties	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
09660	Resilient Sheet Flooring		
	Flooring Mfr Product Warranty	To be included in BMM	Part 4
	Flooring Adhesive Product Warranty	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
09670	Epoxy Finish on Concrete		
	Epoxy Mfr Product Warranty	To be included in BMM	Part 4
09910	Concrete Sealer		
	Sealer Mfr. Product Warranty	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4

10300	Miscellaneous Specialties		
	Window Shades Product Warranty	To be included in BMM	Part 4
15300	Fire Suppression System		
	Operation & Instructions Manuals	To be included in BMM	Part 2
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
	Record Drawings	<i>Provide ALL Construction Documents field revisions</i>	
15400	Plumbing		
	Operations & Instruction Manuals	To be included in BMM	Part 2
	Sterilization Certificate	To be included in BMM	Part 3
	Mfr Product Warranties	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
	Record Drawings	<i>Provide ALL Construction Documents field revisions</i>	
15500	HVAC Systems		
	Operation & Instruction Manuals	To be included in BMM	Part 2
	Air Balancing Report	To be included in BMM	Part 3
	HVAC System Startup Statement	To be included in BMM	Part 4
	Mfr Product Warranties	To be included in BMM	Part 4
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
	Record Drawings	<i>Provide ALL Construction Documents field revisions</i>	
16000	Electrical Systems		
	Operations & Instruction Manuals	To be included in BMM	Part 2
	Ampacity Test Report	To be included in BMM	Part 3
	Mfr Product Warranties	To be included in BMM	Part 4
	Energy Management System Startup	To be included in BMM	Part 4
	Deficiency Report		
	Copy of Subcontractor Warranty	To be included in BMM	Part 4
	Record Drawings	<i>Provide ALL Construction Documents field revisions</i>	

1.16 FINAL APPLICATION FOR PAYMENT:

- A. Final Application for Payment: The Contractor shall submit the Final Application for Payment to PETCO identifying the Total Adjusted Contract Sum, previous Certificates for Payment, and Total Balance Due including retainage. Final Payment may be withheld in whole or in part by PETCO if any of the required Closeout Documents have not been submitted unless the requirements for same are otherwise waived by the PETCO Project Manager.
- B. Final Unconditional Release of Liens: The Contractor shall obtain, prepare and submit one (1) certified copy of Final Unconditional Release of Liens, in a form acceptable to PETCO, from the Contractor and each subcontractor providing work for this project, with the Final Application for Payment. Final Payment may be withheld in whole or in part by PETCO without receipt of valid Final Unconditional Release of Liens documents.

1.17 CONTRACTOR AND SUBCONTRACTOR WARRANTIES:

- A. Contractor Warranty: The Contractor shall provide a written Contractor's Warranty of Project Construction to the PETCO Project Manager in accordance with the requirements of the Owner/Contractor Agreement. If the Contractor's Warranty of Project Construction cannot be included with the Building Maintenance Manuals submitted after the Date of Final Completion due to status of interim and/or final payments, then the Contractor shall submit a "Letter of Intent" to issue the Contractor's Warranty of Project Construction with the Building Maintenance Manuals.
- B. Subcontractor Warranties: The Contractor shall include Subcontractor Warranties as further described in the pertinent Project Manual Sections with the Building Maintenance Manuals submitted after the Date of Final Completion.

END OF SECTION

(PETCO "Notice of Completion" form to Follow)

Recording Requested By:

And when recorded return to:

PETCO Animal Supplies, Inc.
9125 Rehco Road
San Diego, CA 92121
Attn: Martha L. Cannon

Space above this line for Recorder's Use

NOTICE OF COMPLETION NOTICE IS HEREBY GIVEN THAT:

I. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.

II. The full name of the undersigned is _____

III. The complete address of the undersigned is _____

IV. The nature of the title of the undersigned is _____

V. The full names and complete addresses of all persons, is any, who hold title with the undersigned as joint tenants or as tenants in common are:

Co-owner's Name(s) Co-owner's Complete Address (Street, City, State, Zip)

VI. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvement herein referred to, include, but are not limited to the following individuals.

Co-owner's Name(s) Co-owner's Complete Address (Street, City, State, Zip)

VII. A work of improvement on the property described below was completed on _____, _____

VIII. The names of the original contractor, if any, for the work of improvement was _____

The kind of work done or finished was _____

IX. The property on which the work of improvement was completed is in the city of _____, County of _____, State of _____, and is described as follows:

X. The street address of the said property is _____

Dated this _____ day of _____, _____

(Owner's Signature)

(Owner's Typed or Printed Name)

VERIFICATION

I the undersigned, say:

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct:

(Date and Place)

(Signature)