Board Policy
BP 6959
Management Support

ACCEPTANCE OF COMPLETED PROJECT

Final payment under contract shall be subject to the following:

A. Completion of building commissioning;

B. Any construction work performed on school district property shall be properly inspected by a qualified third party inspector. Even if the project does not require a Clallam County Building permit, the Superintendent shall contact the Clallam County Department of Community Development Building Inspection Decision to request an inspection of the project prior to the acceptance of the completed project. In addition, an architect’s, or project manager’s letter of inspection shall be submitted to the Superintendent indicating that the work has been completed. This process shall be followed when major work is being performed by school district maintenance personnel. All records of inspection shall be kept in accordance with policy 9244.

C. Certification by the superintendent that no liens have been filed on the project, or if liens have been filed, a certified list of the liens and their respective order of priority; and

D. Written final acceptance by the board.

Pursuant to statute, final payment shall not be made until the district has received from the state department of revenue, state department of employment security, and state department of labor and industries certification that all taxes due, or to become due by the project's contractor, have been paid in full. The superintendent shall notify each department listed that the work is completed and officially accepted so that a determination of tax liabilities of the contractor may be made.

The contract shall provide that a percentage of the project cost shall be retained by the district as required by law to insure that the project shall remain free and clear of any material men, subcontractor or tax liens. The district prefers that five percent of all moneys earned by the contractor be reserved by the district and will request that the state board of education acting through the superintendent of public instruction act as agent of the school district for managing the cash retainage. The district will accept a bond submitted by the contractor for any portion of the retainage in a form acceptable to the district, and the superintendent of public instruction if state funds are part of the project, from a bonding company registered with the Washington state insurance commissioner and on the currently authorized insurance list published by the Washington state insurance commissioner, unless the district can demonstrate good cause for refusing to accept the bond.

Legal Reference:
Ch. 60.28 RCW Lien for Labor, Materials, Taxes on Public Works
WAC 180-27-080    Value engineering studies, constructability reviews, and building commissioning--Requirements and definition
WAC 180-29-067    Building commissioning contracts
WAC 180-29-075    Contracts--Filing
WAC 180-29-147    Retained Percentage Law Related Requirements

Adoption Date: 01/24/2001

Cape Flattery School District