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

**Document Purpose:**  The Certificate of Total Performance documents that Total Performance has been reached on Contract.

Total Performance means that the entire work, except those items arising from the provision of Warranty items, have been performed in accordance with the Contract.

Contract Administrator prepares Certificate of Total Performance.

Certificate of Total Performance should include a statement indicating specifically what warranties begin at Total Performance, or if warranties on some of the Work began earlier.

Total Performance Date initiates the start of Warranty Period unless otherwise specified in the Contract.

Contract Administrator along with the City PM and Contractor shall complete a final inspection to certify the Date of Total Performance.

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

Certificate of Total Performance must not be signed if there are deficiencies, since certifying Total Performance releases the Surety for all but Warranty Items.

**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. |  |

**Total Performance Inspection**

Normally, a **Total Performance Inspection** is scheduled a few days prior to the **Date of Total Performance**.

Depending on the project, provide enough time for the contractor to fix minor deficiencies prior to the Date of Total Performance being achieved.

If deficiencies are found prior to issuance of Total Performance, do not issue a Total Performance Certificate until they are remedied. Total Performance is only issued once all deficiencies have been remedied and when Total Performance has been achieved.

If a need arises that a Certificate of Total Performance is required prior to ALL deficiencies being remedied, Legal Services Department **MUST** be consulted.

Note: the Date of Inspection can be different than the Date of Declaration.

An 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 inspected on

Click here to select the initial Date of Inspection.

Click here to enter subsequent Dates of Inspection, if required.

If Total Performance is satisfactory after the initial inspection, delete this field.

**Support Documentation**

The following documents have been received by the City of Winnipeg as required by the Contract Documents:

1. All documents from the Manufacturer or their Agents with respect to the Goods being supplied or delivered under this Contract (i.e.: Warranty, Manuals).
2. If, applicable, Certificates or Letters from the Manufacturers or their Agents of any equipment installed under this Contract stating that they have inspected the installation and certify that the installation is proper and is in satisfactory operating condition. The items referred to are as follows: Click below to enter a list of items in bullet format.

|  |
| --- |
| * . |

1. If applicable, Letters of Acceptance have been received from the following “Authorities having Jurisdiction” outside of the City of Winnipeg: Click below to enter a list of the “Authorities having Jurisdiction” in bullet format.

|  |
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| * . |

**Declaration – Contract Administrator**

Below, select the date representing the Date of Total Performance. This is also the date to be entered in the *Date of Total Performance* box below.

I (WE) HEREBY CERTIFY THAT TOTAL PERFORMANCE, within the meaning of the Contract, was achieved on Click here to select the Date of Total Performance..

Below, enter the date, as indicated in the fields, to represent the date the Contract Administrator signed this Certificate of Total Performance.

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

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract Administrator |
| Enter Contract Administrator’s Name |
| . |

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| --- | --- | --- | --- | --- | --- | --- |
| **Date of  Total Performance**  Enter the date Total Performance was achieved as indicated above.  (This is *not* the Declaration Date) | | |  | **Date for Commencement of Warranty Period**  Enter the Date for Commencement of the Warranty Period. Refer to the Contract | | |
| **Year** | **Month** | **Day** |  | **Year** | **Month** | **Day** |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| **For Office Use Only** (to be completed by the Contract Administrator) | | | |
| **This Certificate of Total Performance was issued by Notice to the following Contractor**: | | | |
| Recipient’s Name: Enter name of designated person authorized to receive this Certificate 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 Total Performance was given/sent Notice to the Contractor by:** | | | |
| Name of Person giving/sending Notice: Enter name of Person giving/sending the Certificate of Total Performance. | |  | |
| Title of giver/sender of Notice: 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 Total Performance 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. | | | |