

Department Of Administration Division Of Public Works REPORT OF DEFICIENCY OBLIGATION	DPW No.	Project Description
General Contractor	Project Location	
Architect/Engineer	Date Of Substantial Completion	

THE FOLLOWING PROJECT DEFICIENCY HAS BEEN NOTED

Description Of Deficiency	Noted By	Date	Emergency or Critical Repair	General Contractor Notified			
				FAX OR MAILED	BY	DATE	INDIVIDUAL CONTACTED
<i>Only one (1) Deficiency Obligation Per Report</i>							

Project Deficiency Report No.	Signed (Agency Representative)	Date
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Original report of deficiency obligation is to be faxed and/or mailed by the Agency to the General Contractor for correction and action. Additional copies need to be faxed and/or mailed to the Architect/Engineer, DPW Boise Office, and to the DPW Field Representative for assistance in resolving the deficiency obligations.

REPORT OF CORRECTIVE ACTION TAKEN AND REPORTED BY THE GENERAL CONTRACTOR

Date Corrected	Corrected By	Type Of Corrective Action/Comments

General Contractor is to return this report of deficiency obligation to the Agency when the deficiency is corrected. The Agency is to fax and/or mail copies of this report to the Architect/Engineer, DPW Boise Office, and DPW Field Representative when deficiency is corrected by the General Contractor.

Agency's Acceptance of Corrective Work by the Contractor or Subcontractor	Signed (Agency)	Date
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DPW Field Representative supplies the Agency Representative with a copy of the Report of Deficiency Obligation form and instructs the Agency Representative in the procedures of preparing, issuing, and resolving contract deficiencies with the Contractor.

Agency Representative is responsible for filling out and sending the Report of Deficiency Obligation to the Contractor by fax or mail. The Agency Representative will fax or mail a copy of the Report of Deficiency Obligation that was sent to the Contractor to the Architect/Engineer, DPW Boise Office, and the DPW Field Representative. It is the Agency's responsibility to resolve all contract deficiencies or corrective work with the General Contractor who will in turn, arrange for the appropriate Subcontractor(s) or Supplier(s) to remedy the deficiency work.

The DPW Field Representative and the Architect/Engineer will assist as facilitators between the Agency Representative and the Contractor when and if normal channels are exhausted, to resolve contract obligations.

Coordinator files the copy of the initial Report of Deficiency Obligation that the Agency sent to the Contractor in the brown folder on the left side.

Contractor contacts the Agency Representative and informs them of when he or his Subcontractors/Suppliers will correct or resolve the deficiency. The Contractor should correct or resolve the deficiency within two (2) weeks after he receives the Report of Deficiency Obligation from the Agency. The Contractor should reply back to other Agency Representative when the deficiency is corrected or if the Contractor disagrees that the deficiency work is outside the scope of the contract requirements. If this happens, the Agency should contact the Architect/Engineer to interpret the contract and make a decision on the contractual requirements of the contract. In any case, the Contractor should fill out the bottom half of the Report of Deficiency Obligation and fax or mail his response back to the Agency Representative.

Agency Representative should fax or mail the completed Report of Deficiency Obligation by the Contractor and the Agency Representative back to the Architect/Engineer, DPW Boise Office, and the DPW Field Representative. If, for some reason, the Agency disagrees with the Architect/Engineer's interpretation or the deficiency is not resolved to the Agency's satisfaction, the Agency Representative should contact the DPW Field Representative who can assist and facilitate a problem solving meeting between the Architect/Engineer, Contractor, Subcontractor, DPW Project Manager, and the Agency Representative. At the end of the one year period following the substantial completion date, all Reports of Deficiency Obligation should be reviewed, resolved, and closed out by the Agency Representative with the assistance of the DPW Field Representative.

Coordinator files the final copy of the Report of Deficiency Obligation that is sent in by the Agency, when the deficiency or corrective work is resolved to the Agency's satisfaction, in the brown folder on the left side. The Coordinator should replace the initial report with the final report when the deficiency is resolved to the Agency's satisfaction.