

Department Of Administration Division Of Public Works REPORT OF DEFICIENCY OBLIGATION				DPW Project No.	Project Title			
General Contractor				Project Location				
Design Professional				Date Of Substantial Completion				
THE FOLLOWING PROJECT DEFICIENCY HAS BEEN NOTED								
Description Of Deficiency	Noted By	Date	Emergency or Critical Repair	General Contractor Notified				
				Electronically Sent	BY	DATE	INDIVIDUAL CONTACTED	
<i>Only one (1) Deficiency Obligation Per Report</i>								
Project Deficiency Report No.			Signature (Agency Representative)				Date	
<i>Original report of deficiency obligation is to be sent electronically by the Agency to the General Contractor for correction and action. Copies need to be sent electronically to the Design Professional, DPW Boise Office, and to the DPW Field Representative for assistance in resolving the deficiency obligations.</i>								
REPORT OF CORRECTIVE ACTION TAKEN AND REPORTED BY THE GENERAL CONTRACTOR								
Date Corrected	Corrected By	Type Of Corrective Action/Comments						
<i>General Contractor is to return this report of deficiency obligation to the Agency when the deficiency is corrected. The Agency is to send electronic copies of this report to the Design Professional, DPW Boise Office and DPW Field Representative when deficiency is corrected by the General Contractor.</i>								
Agency's Acceptance of Corrective Work by the Contractor or Subcontractor			Signed (Agency)				Date	

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. The Coordinator will file the copy received in the brown folder on the left side.

Agency Representative is responsible for filling out and sending the electronic copy of the Report of Deficiency Obligation to the Contractor. The Agency Representative will send an electronic copy of the Report of Deficiency Obligation that was sent to the Contractor to the Design Professional, 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 identified deficiencies.

The DPW Field Representative and the Design Professional will assist as facilitators between the Agency Representative and the Contractor when normal channels are exhausted and ineffective, to resolve contract obligations. The Field Representative will send a copy of the Deficiency Report to the Coordinator to be included in the project file.

Contractor contacts the Agency Representative and informs them of when the subcontractors and/or suppliers will correct or resolve the deficiency. The Contractor should correct or resolve the deficiency within two weeks of receipt of the Report of Deficiency Obligation from the Agency. The Contractor should reply back to the Agency Representative when the deficiency is corrected. If the Contractor contests that the deficiency work is outside the scope of the contract requirements, the Agency should contact the Design Professional 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 send their response back to the Agency Representative.

Agency Representative should electronically send the completed Report of Deficiency Obligation by the Contractor and the Agency Representative back to the Design Professional, DPW Boise Office, and the DPW Field Representative. If the Agency disagrees with the Design Professional's interpretation, or the deficiency is not resolved to the Agency's satisfaction, the Agency Representative should contact the DPW Field Representative who will assist and facilitate a problem solving meeting between the Design Professional, 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 by the Agency to the Field Representative (who will then send the final copy to the Coordinator), when the deficiency or corrective work is resolved to the Agency's satisfaction, in the brown folder on the left side.