

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees

FROM: Dr. Douglas Treadway

DATE: April 9, 2008

SUBJECT: Notice of Completion Contract No. 238-0206-001 with Service Metal Products

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On March 29, 2006, the Board approved a contract with Service Metal Products for Toilet Partitions & Accessories at the Newark Center for Health, Sciences, and Technology. The work on this contract is now complete. Civil Code Section 3093 requires public entities to file a Notice of Completion within 10 days of the acceptance of the work. Final payment, if unencumbered, will be released to the contractor within 60 days of the recordation of the Notice of Completion.

RECOMMENDATION

It is recommended that the Governing Board accept as complete the work contracted for under contract no. 238-0206-001 with Service Metal Products and authorize the District's Director of Purchasing and Contracts to file a Notice of Completion with the County Recorder.