

JBHM Architects, PA  
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Tupelo, Mississippi 38804

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December 27, 2018

Mr. Robert Picou  
Tupelo Public School District  
72 South Green St.  
Tupelo, MS 38804

**Re: Thomas Street Renovations**

Dear Mr. Picou:

Attached are the close-out documents (as listed on the attached transmittal) on the above referenced project.

All punch list items have been completed on this project. I recommend final approval of this project and payment to the Contractor.

If you have any questions, please advise.

Sincerely,



William M. Lewis, Principal

Attachments

pc: JBHM File # 17042.00.15

ARCHITECTURE  
PLANNING  
LANDSCAPE ARCHITECTURE  
INTERIOR DESIGN  
GRAPHIC DESIGN  
PROGRAM MANAGEMENT

OFFICES  
Biloxi, (C.A.)  
Columbus  
Jackson  
Tupelo

PRINCIPALS  
JOSEPH S. HENDERSON, AIA  
WILLIAM M. LEWIS, AIA  
RICHARD H. MCNEEL, AIA

Please acknowledge receipt of these documents by signing below and returning a copy for our files.

Received by: \_\_\_\_\_  
Date: \_\_\_\_\_



**CERTIFICATE OF  
FINAL  
COMPLETION**

Distribution to:

OWNER	<u>  X  </u>
ARCHITECT	<u>  X  </u>
CONTRACTOR	<u>  X  </u>
FIELD	<u>      </u>
OTHER	<u>      </u>

**PROJECT:** Thomas Street Renovations

**ARCHITECT:** JBHM Architects, P.A.  
105 Court Street  
Tupelo, Mississippi 38804

**ARCHITECT'S PROJECT NUMBER:** 17042.00

**TO:** Tupelo Public School District  
72 South Green St.  
Tupelo, MS 38804

**CONTRACTOR:** Shivers Construction Co., LLC

**CONTRACT FOR:** Renovations

**CONTRACT DATE:** January 22, 2018

**DATE OF ISSUANCE:** December 27, 2018

**PROJECT OR DESIGNATED PORTION SHALL INCLUDE:**

The entire project has reached a state of final completion.

**DEFINITION OF DATE OF FINAL COMPLETION**

The Date of Final Completion of the Work or designated portion thereof is the Date certified by the Architect when construction is complete, in accordance with the Contract Documents.

JBHM Architects, P.A.  
ARCHITECT

  
BY: William M. Lewis, Principal

1-3-19  
DATE

The responsibilities of the Owner and the Contractor for warranty shall be as follows:

When items covered by warranty are discovered, they shall be evaluated by the Owner to verify that the item is not a maintenance problem. If the Owner, in their opinion, confirms that the item should be a warranty item, they shall notify the contractor promptly. The contractor shall resolve the problem in an expeditious manner.

