

**WOODBURY COUNTY  
HUMAN RESOURCES DEPARTMENT**

**MEMORANDUM**

**TO:** Board of Supervisors

**FROM:** Ed Gilliland, Human Resources Director  
Gloria Mollet, Human Resources Assistant Director  
*gmollet*

**RE:** Woodbury County Resolution: Certificate of Substantial  
Completion for Contractors

**DATE:** January 29, 2015

We are before you asking for discussion and action on the Woodbury County Resolution: Certificate of Substantial Completion for Contractors under the direction of the Building Superintendent as a representative of the Board of Supervisors for Woodbury County. The Building Superintendent will be involved in understanding the scope of work, designing, directing, and interfacing with all outside contractors and submit for approval by the Board a recommendation when satisfied that personnel are trained on all equipment, warranties, and services.

We are asking for discussion and action on this item today.

**Thank you**

## WOODBURY COUNTY RESOLUTION:

### CERTIFICATE OF SUBSTANTIAL COMPLETION FOR CONTRACTORS

The success of Woodbury County government depends upon our efficient use of resources to produce a high quality product for the citizens of the County.

On all buildings owned by Woodbury County, the Building Services Department, under the direction of the Building Superintendent, shall be the representative to the Board of Supervisors in all negotiations, contracts, specifications, and designs. Furthermore, it shall be the policy that the Building Superintendent will be involved in understanding the scope of work, designing, directing, and interfacing with all outside contractors as the Board's representative. The Building Superintendent shall submit for approval to the Board, a recommendation regarding signature of certificate of substantial completion when satisfied that his or her personnel are properly trained on all equipment, manufacturers' warranties, service numbers, and service-related items.

The Woodbury County Board of Supervisors requires all contractors and sub-contractors working with Building Services to maintain compliance with all safety practices and training. Documentation and signature are required prior to the beginning any project.

As a contractor or sub-contractor, Woodbury County expects cooperation for compliance with OSHA, workers compensation, Title VI and with contracts, time frames, etc.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by his/her duly-authorized representatives on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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Signature of Contractor or Sub-contractor

Date

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Signature of Woodbury County Representative

Date