


August 29, 2013

Tommy Knoy
Jefferson County Public Schools
3001 Crittenden Drive
Louisville, KY 40209

**Re: Close Out Information
2010 Roof Replacement
Minors Lane Elementary School
Project Number 877G
BG# 10-164**

 1225 GARVIN PLACE
LOUISVILLE, KY 40203
(502) 636-5136
FAX (502) 636-3436

Dear Tommy,

I have recently spent time trying to reconstruct our attempts to “close out” the referenced project. Following is a recap of what has happened and what is not complete. Concord Roofing, the Contractor, no longer exists, and unfortunately there are numerous documents that they did not execute prior to their closing. (attached)

The original contract was for \$275,000 of which they were paid \$237,812.64. That leaves a balance, including 5% retainage, of \$38,087.36 remaining in their contract.

We did receive the Contractor’s 2 year warranty which expired on April 20, 2013 and the Manufacturer’s Warranty (Soprema) which is effective until April 20, 2031.

We received a Final Application and Certificate for Payment from Concord in May 2011, and returned it to them May 18 (attached) saying we needed to do a punch list, which was done on June 11, and write a Certificate of Substantial Completion. We had sent them a highlighted copy of the Contract Document closeout chart (attached), a Certificate for Substantial Completion using the April 20, 2011 date, a change order for the days the project was late (97 days), and a BG-4. We received nothing back.

The Contractor is out of business and never completed the closeout documentation that was required. We recommend that they not be paid any additional for the project and that the project be officially closed.

Sincerely,

Barnett P. McCulloch
Barnett P. McCulloch, AIA

c: John Lee
Bruce Smith