



FACILITIES SERVICES

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Scott Fritz, Ed. D.
Superintendent of Schools

School Board of Volusia County
Mrs. Ida D. Wright, Chairman
Mrs. Linda Cuthbert, Vice Chairman
Mr. Ruben Colon
Ms. Jamie M. Haynes
Mr. Carl G. Persis

January 15, 2020

To: VCS Project Managers

Re: DOE Document
Certificate of Final Inspection (CFI)

Please be advised we **will not accept** Certificate of Final Inspection (CFI) documents for signature with information filled in the following areas:

- "RE:" (line) OEF Assigned Project Number
- Section A
- Section C

Reference Page 1 of 2, yellow highlighted areas of the CFI example attached. Any CFI document received with these sections filled in will be returned to the Consultant for correction and resubmittal.

If the Project had any Change Orders, the Change Order agenda date and days associated with each Change Order must be reported in Section 11, Additional Information, in the format required by the District. Reference Page 2 of 2, yellow highlighted areas of the CFI example attached. Note: if the Change Order did not add days to the contract, this must still be reported as "0" days in Subsection 11. Any CFI document received without the accepted Change Order information will be returned for correction and resubmittal.

The Certificate of Final Inspection (CFI) document is available directly via the Department of Education website at: <http://www.fldoe.org/contact-us/search.stml?q=oef+209>; or access the Facilities Design and Construction website; Other Documents, Forms and Instructions heading: <https://www.vcsedu.org/facilities-design/plans-and-project-manual-forms-and-documents>

Sincerely,

A handwritten signature in blue ink, appearing to read "Tom Brown", is written over a light blue horizontal line.

Tom Brown, Coordinator
Facilities Design & Construction

Cc: Chip Johnson, Building Department
Beth Swallows, Building Department

2020-JAN-15: EXAMPLE CFI PAGE 2

CERTIFICATE OF FINAL INSPECTION (CFI)

8. BUILDING CONTRACT DATE: <u>Jan. 1, 2019</u>		COMPLETION DATE: <u>Jan. 1, 2020</u>	
9. CHANGE ORDERS - List of each Change Order and amount (excluding Direct Purchase amounts).			
C.O. No. <u>1</u>	\$ <u>5,236.12</u>	C.O. No. _____	\$ _____
C.O. No. <u>2</u>	\$ <u>(2,100,000.00)</u>	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
C.O. No. _____	\$ _____	C.O. No. _____	\$ _____
10. Date of Occupancy: <u>Jan. 1, 2020</u>			
11. Additional Information:			
Use this language for all VCS CFI documents:			
Change Order No. ____; School Board agenda _____; added ____ days to the contract time.			
Instructions:			
Change Order No. (insert CO Number); School Board agenda (insert agenda date CO went to Board); added (insert additional days - if no days added then insert 0) days to the contract time.			
Examples:			
Change Order No.1; School Board agenda January 1, 2020; added 10 days to the contract time.			
Change Order No. 2; School Board agenda January 14, 2020; added 0 days to the contract time.			