

SECTION 01-2000
PRICE AND PAYMENT PROCEDURES



PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Correlation of Contractor submittals based on changes.
- E. Procedures for preparation and submittal of application for final payment.

1.02 SCHEDULE OF VALUES

- A. Use Schedule of Values Form: AIA G703, edition stipulated in the Agreement.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- C. Forms filled out by hand will not be accepted.
- D. Submit Schedule of Values in duplicate within 15 days after date of Owner-Contractor Agreement.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.
- F. Material/Fabrication Values: For each unit of work where payment requests will be made on account of materials or equipment purchased/fabricated/delivered but not yet installed, show "initial value" for payment request and "value added" for subsequent stage or stages of completion on that unit of work.

1.03 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Use Form AIA G702 and Form AIA G703, edition stipulated in the Agreement.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of work.
 - 3. Scheduled Values.
 - 4. Previous Applications.
 - 5. Work in Place ~~and Stored Materials~~ under this Application. **Add 02**
 - 6. Authorized Change Orders.
 - 7. Total Completed ~~and Stored~~ to Date of Application. **Add 02**
 - 8. Percentage of Completion.
 - 9. Balance to Finish.

10. Retainage.
- F. Execute certification by signature of authorized officer.
- G. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- H. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- I. Submit number of copies to be verified at first Owner/Architect/Contractor meeting. Include with one copy waivers of lien and similar attachments.
 1. Transmit to Architect to ensure receipt within 24 hours.
- J. Include the following with the application:
 1. Partial release of liens from major subcontractors and vendors.
 2. ~~Certificates of Insurance attesting to off-site stored products.~~ **Add 02**
- K. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.
- L. Stored Materials: Include in Payment Application amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. **Stored materials must be located on-site to be included in a pay application. Differentiate between items stored on-site and items stored off-site.**
 1. ~~Provide certificate of insurance, evidence of transfer of title to Owner and consent of surety to payment, for stored materials.~~
 2. ~~Provide supporting data that verifies amount requested, such as invoices.~~ **Add 02**
- M. Initial Payment Application: The following must be received by the Architect prior to submittal of the first payment application.
 1. Listing of subcontractors and principal suppliers and fabricators.
 2. Schedule of values.
 3. Progress schedule.
 4. Schedule of principal products.
 5. Schedule of submittals.
 6. Listing of Contractor's staff assignments and principal consultants.
 7. Copies of acquired building permits and similar authorizations and licenses from governing authorities for the current performance of the work.
 8. Data needed by Owner to acquire insurance coverage required of the Owner.
 9. Initial settlement survey and damage report, if required.
 10. Initial progress report, including report of preconstruction meeting.
- N. Application at Time of Substantial Completion:
 1. Following the issuance of the Architect's "Certificate of Substantial Completion", and also in part as applicable to prior certificates on portions of completed work as designated, a "special" payment application may be prepared and submitted by the Contractor.

2. The principal administrative actions and submittals which must precede or coincide with such special applications are specified in the General Conditions, and elsewhere in the Contract Documents.
 3. Those specifically related to the application can be summarized as follows, but not limited to these:
 - a. Occupancy permits and similar approvals or certifications by governing authorities and franchised services, assuring Owner's full access and use of the completed work.
 - b. Warranties, guarantees, maintenance agreements and similar provisions of the Contract Documents.
 - c. Test/adjust/balance records, maintenance instructions, meter readings, start-up performance reports, and similar change-over information germane to the Owner's occupancy, use, operation and maintenance of the completed work.
 - d. Final cleaning of the work.
 - e. Application for reduction (if any) of retainage, and Consent of Surety.
 - f. Advice to Owner on coordination of shifting insurance coverage, including proof of extended coverage as required.
 - g. Final progress photographs, if required.
 - h. Listing of incomplete work (Punch List) recognized to be completed by the Contractor, as exceptions to the Architect's Certificate of Substantial Completion.
- O. Final Payment Application:
1. The administrative actions and submittals which must proceed or coincide with submittal of the final payment application can be summarized as follows, but not necessarily limited to these:
 - a. Completion of project closeout requirements.
 - b. Assurance, satisfactory to Owner, that unsettled claims will be settled and that work not actually completed and accepted will be completed without undue delay.
 - c. Transmittal of required project construction record documents and materials to Owner.
 - d. Proof, satisfactory to Owner, that taxes, fees and similar obligations of the Contractor have been paid.
 - e. Removal of temporary facilities, services, surplus materials, rubbish and similar provisions.
 - f. Change over of door locks and other Contractor access to Owner's property.
 - g. Consent of Surety for Final Payment.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION