SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements governing the Contractor's Applications for Payment.

1.3 APPLICATIONS FOR PAYMENT

A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Engineer and paid for by the Owner.

B. Payment-Application Times: Unless otherwise modified by agreement, applications for payment for work completed by the last day of the preceding month shall be submitted to the Engineer within five (5) days of the last day of the preceding month. Partial payments for work completed by the last day of the preceding month, based upon engineer's approval of the Contractor's estimate, may be approved by the Owner, and payment made as soon as practicable thereafter. Appropriate retainage will be withheld until Final Acceptance of the Work.

C. Payment-Application Forms: Use forms approved by Owner and Engineer for Applications for Payment. Contractor to submit sample format to Engineer for approval prior to first application.

D. Application Preparation: Complete every entry on the form. Applications shall be executed by a person authorized to sign legal documents on behalf of the Contractor. The Engineer will return incomplete applications without action.

1. Entries shall match data on the Bid Proposal.
2. Include amounts of approved Change Orders issued prior to the last day of the construction period covered by the application.

E. Transmittal: Submit signed digital copies of each Application for Payment to the Project Engineer by a method ensuring receipt within 24 hours. One copy shall be complete, including waivers of lien and similar attachments, when required.

F. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment, include the following:

1. Schedule of Values.
2. Contractor's Construction Schedule (preliminary if not final).

G. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.

1. Administrative actions and submittals that shall precede or coincide with this application include the following as appropriate:

   a. Warranties (guarantees) and maintenance agreements.
   b. Test/adjust/balance records.
   c. Maintenance instructions.
   d. Application for reduction of retainage and consent of surety.
   e. List of incomplete Work, recognized as exceptions to Engineer's Certificate of Substantial Completion.

H. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:

1. Completion of Project closeout requirements.
2. Completion of items specified for completion after Substantial Completion.
3. Submit Affidavit of All Bills Paid, or similar document.
4. Transmittal of required Project construction records to the Owner.
5. Removal of temporary facilities and services.
6. Removal of surplus materials, rubbish, and similar elements.
7. Final clean-up.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 012900