

The School District of Palm Beach County

Project Name:

SDPBC Project No.:

## **SECTION 01 29 76 PROCEDURES FOR PAYMENT**

### **PART 1 GENERAL**

#### **1.1 SECTION INCLUDES:**

- A. Procedures for preparation and submittal of Applications for Payment

#### **1.2 FORMAT**

- A. AIA G702 - Application and Certificate for Payment and AIA G703 - Continuation Sheets, contractor's electronic media driven form including continuation sheets as approved by Owner.

#### **1.3 PREPARATION OF APPLICATIONS**

- A. Present required information on electronic media printout as approved by Owner.
- B. Execute certification by signature of authorized officer.
- C. 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.
- D. List each authorized Change Order as an extension on AIA G703 - Continuation Sheet, listing Change Order number and dollar amount as for an original item of Work.
- E. Prepare Application for Final Payment as specified in Section 01 77 00.

#### **1.4 SUBMITTAL PROCEDURES**

- A. Payment period: Submit at intervals stipulated in the Agreement.
- B. Electronically submit four draft copies of each Application for Payment to the Owner and other parties as directed by the Owner, five business days prior to the scheduled application date as stipulated in the Agreement.
- C. Upon review of the application the Owner will return the draft copy to the Contractor "Approved" or "Approved as Noted" within three business days.
- D. The Contractor shall revise the application, if necessary, and submit the final copies to the Architect, the Owner, and other parties as directed by the Owner on the scheduled application date as stipulated by the Agreement.
- E. Submit substantiating data, if requested, with the approved or corrected application.
- F. Submit an updated construction schedule with each Application for Payment.
- G. Submit Contractor's Release of Liens waivers.
- H. Submit Subcontractor and Vendor Partial Release of Lien waivers if requested.
- I. Submit Subcontractor and Vendor Final Release of Lien waivers when the line item shown on the Schedule of Values is billed to 100%.

#### **1.5 SUBSTANTIATING DATA**

- A. When Architect or Owner requires substantiating information, submit all necessary data justifying the dollar amounts.
- B. A meeting at the construction site with the Contractor, Architect, and Owner will occur to confirm progress of the Work submitted for payment by the Contractor.
- C. Include the following with the application.
  - 1. Affidavits attesting to off-site stored products.
  - 2. Construction progress schedules, revised and correct as specified.

#### **1.6 Retainage**

- A. A cumulative amount of 10% will be withheld by the Owner as retainage.
- B. When the project billing reaches the 50% level, as shown on the Schedule of Values, retainage will be reduced to 5% on all remaining Applications for Payment.

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**PART 2 PRODUCTS**

2.1 Not Used.

**PART 3 EXECUTION**

3.1 Not Used.

END OF SECTION