

SECTION 012900
PAYMENT PROCEDURES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies administrative and procedural requirements governing each Prime Contractor's submission of invoices for Payment. These may also be referred to as "Current Estimates" in the Standard Contract Requirements (007200).
- B. Coordinate the Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule with the Standard Cost Breakdown.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements and other Division 1 sections including Sections 53 through 57 of the Standard Contract Requirements (007200).

1.3 GENERAL REQUIREMENTS

- A. Each invoice for payment shall be consistent with previous applications and payments.
- B. The initial submission of the Standard Cost Breakdown at time of Substantial Completion, and the final Standard Cost Breakdown involve additional requirements.
- C. Withholding Payment - Any payment may be withheld in accordance with the Contract Documents
 - 1. Any payment may be withheld if the procedural requirements including submittal of current administrative items listed including Certificates of Insurance are incomplete or outdated.
 - 2. Portions of payment requested for Work installed without approved submittals may be withheld.
- D. Use Department of Public Property, "Standard Cost Breakdown".
- E. Standard Cost Breakdown Preparation - Complete every entry on the Standard Cost Breakdown:
 - 1. Contractor (name and address)
 - 2. Contract number (from Notice to Proceed);
 - 3. Requisition No. (sequential number);
 - 4. Date Prepared;
 - 5. Project (title of project);
 - 6. Project No. (Project number).
 - 7. STANDARD COST BREAKDOWN

- a. No. (sequentially numbering);
- b. Item (phases of scope of work);
- c. Unit (each, sq. ft., etc.);
- d. Material;
- e. Labor;
- f. Unit Cost;
- g. Total (total of Material and Labor).

8. PAYMENT APPLICATION

- a. Previous Billing (as billed previous application);
- b. Percent Complete (completed to date);
- c. Total Completed (Total column under COST BREAKDOWN multiplied by Percent Complete column under PAYMENT APPLICATION.)

Incomplete Standard Cost Breakdowns will be returned without action.

- F. Entries shall match data on the Contractor's Construction Schedule. Use updated schedules if revisions have been made.
- G. Include amounts of Change Orders issued prior to the last day of the construction period covered by the Standard Cost Breakdown.
- H. Submit original plus 2 copies of each Standard Cost Breakdown to the Robert LaBrum, Director, Design & Construction, PRA, 1234 Market Street, 16th Floor, Philadelphia, PA 19107

1.4 INITIAL STANDARD COST BREAKDOWN

- A. Actions and submittals that shall precede or coincide with submittal of the first Standard Cost Breakdown include the following:
 1. List of subcontractors.
 2. List of principal suppliers and fabricators.
 3. Schedule of Values.
 4. Contractor's Construction Schedule (preliminary if not final).
 5. Schedule of unit prices.
 6. Submittal Schedule (preliminary if not final).
 7. List of Contractor's staff assignments.
 8. List of Contractor's principal consultants.
 9. Copies of building permits.
 10. Copies of authorizations and licenses from governing authorities for performance of the Work.
 11. Report of pre-construction meeting.
 12. Certificates of insurance.
 13. Performance and payment bonds.

14. Complete Submittals for each product or system included in the Application.
15. Initial settlement survey and damage report.
16. Reference Point Survey.
17. Current Daily and Monthly Reports.
18. Initial Construction Photographs and/or videos.

1.5 STANDARD COST BREAKDOWN AT SUBSTANTIAL COMPLETION

- A. This Standard Cost Breakdown shall reflect any Certificates of Partial Substantial Completion issued previously for City occupancy of designated portions of the Work.
- B. Actions and submittals which shall proceed or coincide with this Standard Cost Breakdown include:
 1. Occupancy permits and similar approvals.
 2. Warranties (guarantees) and maintenance agreements.
 3. Test/adjust/balance records.
 4. Maintenance instructions.
 5. Utility meter readings.
 6. Start-up performance reports.
 7. Certified improvement survey.
 8. Change-over information related to City's occupancy, use, operation and maintenance.
 9. Final cleaning.
 10. Final progress photographs.
 11. List of incomplete Work (punch list), recognized as exceptions to Certificate of Substantial Completion.
 12. Record Documents.

1.6 FINAL STANDARD COST BREAKDOWN

- A. Actions and submittals which shall precede or coincide with submittal of the final Standard Cost Breakdown include the following:
 1. Project Closeout Form fully executed (signed).
 2. Completion of items specified for completion after Substantial Completion (punch list).
 3. Assurance that unsettled claims will be settled.
 4. Assurance that Work not complete and accepted will be completed without undue delay.
 5. Transmittal of required Project construction records to City.
 6. Proof that taxes, fees and similar obligations have been paid.
 7. Removal of temporary facilities and services.

8. Removal of surplus materials, rubbish and similar elements.
9. Change of door locks to City's access.

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