



SECTION 01290

APPLICATIONS FOR PAYMENT

PART 1. GENERAL

1.1 REQUIREMENTS INCLUDED

Submit Applications for Payment to OWNER in accordance with the schedule established by the General Conditions, Supplementary Conditions, and the Agreement between OWNER and CONTRACTOR

1.2 RELATED DOCUMENTS

- A. Agreement between OWNER and CONTRACTOR is included in Section 00514.
- B. General Conditions, Section 00700: schedule of values, progress payments, Applications for Payment, retainage and final payment.
- C. Supplementary Conditions, Section 00800: Resident Project Representative, payment requests, schedule of values.
- D. Contract Closeout, Section 01770: final Application for Payment.

1.3 FORMAT AND INFORMATION REQUIRED

- A. Submit each Application for Payment on a form acceptable to OWNER.
- B. Attach to each Application for Payment a detailed schedule of values that has been approved by OWNER and that for lump sum work provides a breakdown of each element or division of the Work. For Unit Price Work the schedule of values shall match the line items as Bid by CONTRACTOR on the Bid Form unless a Change Order is approved.
- C. Attach to each Application for Payment any other documents, which quantify and substantiate the amount, requested by CONTRACTOR. Such documents could validate changes to the Contract Price, percentage of the Work completed, etc.
- D. Attach any revisions or significant changes to the progress schedule and supporting documents such as project photographs, weather data, etc., which would substantiate changes and revisions to the original progress schedule.
- E. Documentation of employee wages if required by the Contract Documents in the case of grant funded Projects.

- F. Attach to each Application for Payment a detailed statement listing company names, ownership classification, and dollars spent with subcontractors, suppliers, and other second-tier expenditures. Section 00487 has an acceptable statement that CONTRACTOR may use to fulfill this requirement.

1.4 PREPARATION OF APPLICATION FOR EACH PROGRESS PAYMENT

- A. Application and Certificate for Payment Form
- B. Fill in required information, including that for Change Orders executed prior to date of submittal of application.
- C. Fill in summary of dollar values to agree with respective totals indicated.
- D. Execute a certification with signature of a responsible officer.

1.5 SUBSTANTIATING DATA FOR PROGRESS PAYMENTS

- A. Substantiating Data. When OWNER or the Resident Project Representative requires substantiating data, submit suitable information, with a header identifying:
 - 1. Project.
 - 2. Application number and date.
 - 3. Detailed list of enclosures.
- B. Submit one copy of data and cover letter for each copy of application.

1.6 SUBMITTAL PROCEDURE

- A. **The date on the Application For Payment (invoice) must be the 1st day of the next month. For example invoice submitted 25 May with date on invoice of 1 June.** Review Application for Payment with the Resident Project Representative to reach an agreement as to quantities of work in place. Once in agreement prepare and submit 4 copies of the certified Application for Payment to the OWNER.
- B. OWNER has 10 days of receipt of certified Application for Payment to agree to and certify for payment or to reject Application for Payment. If OWNER rejects the Application for Payment, OWNER will return the application to CONTRACTOR, within the 10-day period, indicating in writing the reasons for refusing recommendation for payment.
- C. Upon approval and certification of CONTRACTOR'S Application for Payment, OWNER will make payment NET 30 days from the date of OWNER'S certification.



OWNER will retain an amount equal to 5% of each Application for Payment until the Work is Substantially Complete.

1.7 PREREQUISITES FOR PROCESSING OF APPLICATIONS FOR PAYMENT

- A. No applications for payment for work under this Contract will be processed until the CONTRACTOR'S Progress Schedule, Submittal Log, and Schedule of Values are submitted in accordance with the requirements of the Contract Documents.
- B. No further applications for payment will be processed after CONTRACTOR'S deviation from the Progress Schedule and/or Submittal Schedule until each schedule is revised and re-submitted in conformance with the requirements of the Contract Documents.
- C. No applications shall be processed by Owner which include amounts for stored materials. Owner shall not pay Contractor for stored materials.
 - C.1 For unit price contracts or components Contractor's application for payment shall be based upon installed units identified on the bid form.
 - C.2 For lump sum price contracts or components Contractor's application for payment shall be based upon approved schedule of values.
- D. No applications for more than 90-percent of the Contract Price will be approved until copies of draft project close-out documents such as O&M manuals, as-built drawings, etc. are submitted for the Resident Project Representative and OWNER'S review and comment.
- E. No further applications for payment will be processed after the expiration of the Contract Time until the date of Substantial Completion as described in these Contract Documents.
- F. The final Application for Payment will not be accepted until the Project Closeout is completed in accordance with the Contract Documents.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION