

SECTION 012983

APPLICATIONS FOR PAYMENT

PART 1 - GENERAL

1.1 SCOPE OF WORK

- A. Submit Applications for Payment to the City in accordance with the schedule established by Conditions of the Contract and Agreement between City and the Contractor.
- B. The accepted Schedule of Values, Section 012973 shall be used as the basis for the Contractor's Application for Payment.

1.2 FORMAT AND CONTENT

- A. Contractor's standard forms will be considered for approval by the City upon Contractor's request.
 - 1. The Schedule of Values shall provide a breakdown of the Contract value in sufficient detail to facilitate evaluation of Applications for Payment. Break subcontract amounts down into several line items as necessary. The total shall equal the Contract value.
 - 2. Show line items for indirect costs and margins on costs only when such items are listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete. Include the total cost and proportionate share of general overhead and profit margin for each item.
 - a. Temporary facilities and items that are not direct cost of work-in-place may be shown as separate line items if bid in that manner.
 - 3. Update and resubmit the Schedule of Values when Change Orders change the Contract value.

1.3 APPLICATION FOR PAYMENT

- A. Applications for Payment shall be consistent with previous applications and payments as certified and paid for by the City and/or Engineer.
- B. Payment Application Times: Pay periods shall run through month end, unless otherwise stated. The City and Engineer shall review draft application and provide comments/corrections to the Contractor within 7

days of receipt of draft application. The City shall issue payment to the Contractor in accordance with the Florida Prompt Payment Act.

- C. Payment Application Forms: Payment Application forms shall be prepared the Contractor and sent to the City for approval.
- D. Application Preparation: Complete every entry, including notarization and execution by a person authorized to sign on behalf of the Contractor. The City will return incomplete applications without action.
- E. Entries shall match data on the Schedule of Values and the Contractor's Progress Schedule. Use updated schedules if revisions were made.
- F. Include amounts of Change Orders issued prior to the last day of the construction period covered by the application.
- G. Monthly applications for payment shall be subject to retainage in accordance with the Prompt Payment Act and as stated in the Contract.

1.4 TRANSMITTAL

- A. Submit certified electronic copies of each Application for Payment to the City within the timeframes set forth in Section 218.735 F.S. One copy shall be complete, including waivers of lien, updated project schedule, and surety company consent to progress payment.
 - 1. Transmit each copy with a transmittal listing attachments and recording appropriate information related to the application.

1.5 INITIAL APPLICATION FOR PAYMENT

- A. Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
 - 1. List of subcontractors.
 - 2. List of principal suppliers and fabricators.
 - 3. Schedule of Values.
 - 4. Contractor's Progress Schedule (preliminary if not final).
 - 5. Submittal Schedule (preliminary if not final).
 - 6. List of Contractor's staff assignments.
 - 7. Copies of building permits (if applicable).

8. Copies of licenses from governing authorities.
9. Certificates of insurance and insurance policies.
10. Performance and payment bonds.

1.6 APPLICATION FOR PAYMENT AT SUBSTANTIAL COMPLETION

- A. Following issuance of the Certificate of Substantial Completion, submit an Application for Payment. This application shall reflect Certificates of Partial Substantial Completion issued previously for City occupancy of designated portions of the Work.
1. Administrative actions and submittals that shall precede or coincide with this application include the following:
 - a. Occupancy permits (if applicable).
 - b. Warranties and maintenance agreements.
 - c. Test/adjust/balance records.
 - d. Maintenance instructions.
 - e. Meter readings.
 - f. Changeover information related to City's occupancy.
 - g. Final cleaning.
 - h. Application for reduction of retainage and consent of surety.

1.7 FINAL PAYMENT APPLICATION

- A. Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment include the following:
1. Refer and comply with City contract requirements.
 - a. Consent of Surety to Final Payment
 - b. Warranty
 2. Letter / Certificate of Completed Demonstration from the Contractor.
 3. Transmittal of Project construction records to the City.
 4. Record drawings certified by the Contractor's Professional Surveyor.
 5. Proof that taxes, fees and similar obligations were paid.
 6. Removal of temporary facilities and services.

7. Change of gate locks to City's access (if applicable).

8. Final Release of Lien Form

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION