

**SECTION 01 29 76.01
PAYMENT PROCEDURES**

PART 1 - GENERAL

1.01 GENERAL REQUIREMENTS FOR ALL APPLICATIONS

A. FORM

1. Use AIA Document G702 Application and Certificate for Payment.
2. Use AIA Document G703 Continuation Sheet itemized with the line items and values of the Schedule of Values accepted by the Designer, and values and percentages for each line item.

- B. SUBMITTAL:** Submit the original and six (6) copies of each application to the Designer, with required attachments and accompanying submittals, in accordance with other applicable articles of this Section.

1.02 APPLICATION FOR PROGRESS PAYMENT

A. PROGRESS PAYMENTS

1. Materials will only be paid for if they have been properly tested for acceptance or have the necessary certifications submitted. Payments will only be made in accordance with the schedule of values and only if an updated progress schedule conforming to Contract requirements and all required accompanying submittals, prepared in accordance with Contract requirements have been submitted and approved.
2. Payment of progress shall not be construed as Acceptance or Approval of any part of the work, and shall not relieve the Contractor of responsibility for defective materials or workmanship.
3. Submittal of Progress Payout Schedule – At the same time each month, the Contractor shall submit for review, an estimate of the amount of work completed through the previous month, calculated based on the updated progress schedule and the schedule of values for each activity. Sufficiently detailed information shall be provided for support. The Contractor shall verify and certify satisfactory completion of all work being submitted for payment and that the work complies with all quality requirements of the Contract.

B. STORED MATERIALS

1. Materials stored on-site but not yet incorporated into the Work may be claimed for payment.
2. Materials suitably stored off-site may be claimed for payment provided that the following is attached to each copy of application:
 - a. A statement identifying where materials are stored, and that materials are tagged to identify them for use in the project;
 - b. Copies of bills of sale for materials claimed; and,
 - c. A certificate of insurance covering materials claimed, recognizing Owner's right to make claims.

C. ATTACHMENTS AND ACCOMPANYING SUBMITTALS

1. Attach the following to each copy of each application:
 - a. Continuation sheets,
 - b. Consent of Surety if applicable for reduction in retainage, and
 - c. Documents required for materials stored off-site.

- 2.** Submit three (3) copies of the following with application:
 - a.** Visitor Log for the period covered by application;
 - b.** Progress Schedule, updated and current, indicating progress through the period covered by application and scheduled progress through completion of Work;
 - c.** Submittal Log for entire project through the period covered by application, if required;
 - d.** Payroll Transmittal letter(s) to Tennessee Department of Labor & Workforce Development for payrolls sent since last application, if applicable; and,
 - e.** Personnel Used in Contract Performance Attestation, exhibited as Section 01 29 76.13.

1.03 APPLICATION FOR PAYMENT AFTER SUBSTANTIAL COMPLETION

- A.** After Designer has certified that the Work is Substantially Complete, Contractor shall submit application for payment, including appropriate reduction in retainage, with the following attachments:
 - 1.** Continuation sheets described in 1.01 A.2;
 - 2.** Consent of Surety to Reduction in Retainage, using AIA Document G707A or a similarly formed letter, with the original of the Consent attached to the original of the application, and a copy of the consent attached to each copy of the application; and,
 - 3.** Documents required for materials stored off-site, if applicable, in accordance with 1.02 A.
- B.** In order to reduce retainage below the amount corresponding to Substantial Completion, Contractor shall have completed the prerequisites to Final Payment specified in the Section on Contract Close-Out and below.

1.04 APPLICATION FOR FINAL PAYMENT

- A.** When Designer has certified that the Work and needed modifications to the Contract are complete, Contractor shall submit a final application for payment.
- B.** Submit with the following attachments:
 - 1.** Final Continuation sheets described in 1.01 A.2;
 - 2.** Contractor's Affidavit of Payment of Debts and Claims, using AIA Document G706;
 - 3.** Consent of Surety Company to Final Payment, using AIA Document G707 or a similarly formed letter, with the original of the Consent attached to the original of the application, and a copy of the consent attached to each copy of the application. If Contractor has listed exceptions in the G706 form, Surety's consent shall acknowledge such exceptions;
 - 4.** A certificate of insurance to the effect of that required by 9.10.2 (2) of the Conditions of the Contract;
 - 5.** A written statement to the effect of that required by 9.10.2 (3) of the Conditions of the Contract;
 - 6.** A final accounting of the Contract Sum that appropriately allocates the entire Contract Sum to the Divisions of the Specifications. This may follow the same format as the Schedule of Values;
 - 7.** Subcontractors and Material Suppliers List, exhibited as Section 01 78 88; and,
 - 8.** (When Applicable) Provide Section 01 78 36 Roofing System Warranty, completed, signed and dated by the Roofing System Manufacturer.

1.05 APPROVAL AND PAYMENT

- A.** Designer, if in disagreement with the amounts claimed in an application, may either return application to Contractor for revision and resubmittal, or revise application by hand to indicate corrections Designer considers appropriate.
- B.** Designer, finding an application complete and correct, will certify the application and forward one copy to Contractor to indicate the action taken.

END OF SECTION