

**SECTION 01 29 00
APPLICATION FOR PAYMENT**

PART 1 GENERAL

1.1 SCOPE OF WORK

- A. This section describes the process and procedures for applying for payment.

1.2 RELATED SECTIONS

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| A. | Summary of Work | Section 01 11 00 |
| B. | Modification Procedures | Section 01 26 00 |
| C. | Submittals | Section 01 33 00 |
| D. | Materials & Equipment | Section 01 60 00 |
| E. | Contract Closeout | Section 01 77 00 |

1.3 FORMAT AND DATA REQUIRED

- A. Submit itemized applications typed on AIA Document G702, Application and Certificate for Payment.
- B. Application for payment line items should correspond to items listed on Schedule of Values in Section 01 29 73.

1.4 PREPARATION OF APPLICATION FOR EACH PROGRESS PAYMENT

- A. Application Form:
1. Fill in required information.
 2. Fill in summary of dollar values to agree with respective totals indicated on continuation sheets.
 3. Execute certification with signature of responsible officer of contracting firm.
- B. Continuation Sheets:
1. Identify each major item of work by number and title matching those listed in Table of Contents of this Project Manual.
 2. Fill in scheduled dollar value for each item.
 3. Fill in dollar value in each column for each scheduled line item when work has been performed or products stored.
 4. Round off values to nearest dollar.
 5. List each Change Order, executed prior to date of submission, at end of continuation sheets. Include Change Order number and brief description.

1.5 SUBCONTRACTOR PAYMENT

- A. After the first request for payment, each subsequent request shall be accompanied by a notarized affidavit stating that all subcontractors and suppliers have been paid less earned retainage as their interests appeared in the last payment received. Include partial lien releases for Work that has been completed and previously paid for by the Owner.
- B. No application for payment by the Contractor shall be processed unless accompanied by the affidavit.

1.6 SUBSTANTIATING DATA

- A. Submit, when requested by Architect, backup information to justify line item amounts. Provide one copy of data with cover letter for each copy of submittal. Include Application number and date, and line item by number and date, and line item by number and description.

1.7 PAYMENT FOR PRODUCTS STORED OFF THE PROJECT SITE

- A. When delay or added cost to Owner can be avoided by storing products off site, Owner may make payment to Contractor for said products provided that Contractor shall:
1. Locate storage facilities within 50 miles of project site, or within 50 miles of Architect's office.
 2. Make storage facilities available for Architect's visual inspection.
 3. Segregate and label stored products for specified project.

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4. Assume all risk for loss.
5. Assume responsibility for exceeding product "shelf life".
6. Protect stored products and provide applicable insurance against their damage, discoloration, and theft, listing the Owner and any mortgagee as additional named insured.
7. Submit itemized inventory and Schedule of Values for stored products together with Certificate of Insurance.
8. Submit payment requests to Owner as part of Contractor's regular progress payment request.
9. Reimburse Owner for damages sustained if stored products are not delivered to jobsite when needed.
10. Submit to Owner, with copy to Architect, a written waiver of lien insuring Owner against claims for unpaid storage costs.
11. Upon receipt of payment from Owner prepare and issue to Owner with a copy for Architect and any mortgagee, a bill-of-sale for stored products.

PART 2 PRODUCTS
NOT USED

PART 3 EXECUTION
NOT USED

END OF SECTION