**SECTION 01200**

**PAYMENT PROCEDURES**

1. **GENERAL**
   1. **DESCRIPTION**
      1. The following section shall define the procedures for preparation and submittal of applications for payment, including:
         1. Procedures for preparation and submittal of applications for progress payments.
         2. Documentation of changes in Contract Price and Contract Time.
         3. Change procedures.
         4. Correlation of Contractor submittals based on changes.
         5. Procedures for preparation and submittal of application for final payment.
         6. Lump sum prices.
   2. **SCHEDULE OF VALUES**
      1. Submit Schedule of Values in duplicate within 10 days after date of Notice of Award. Engineer shall approve Schedule of Values prior to first Application for Payment
      2. Identify each line item listed in the Bid Form as a unit quantity item. Identify site mobilization and bonds and insurance as a separate line item to be not more than 5% of the total contract amount.
      3. Include a direct proportional amount of Contractor's overhead and profit within each line item.
      4. Revise Schedule of Values to list approved Change Orders with each Application for Payment.
   3. **APPLICATIONS FOR PAYMENT**
      1. Payment Period: Submit as determined at the preconstruction conference.
      2. Use Payment Application as shown in the Contract Documents.
      3. Execute certification by signature of authorized officer.
      4. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored materials.
      5. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.
      6. Submit the requested number of hard copies of each Application for Payment as determined at the preconstruction conference.
      7. Include the following with the application:
         1. Transmittal letter.
         2. Construction progress schedule; revised and current as specified in Section 01000.
         3. If requesting payment for stored material, affidavits attesting to off-site stored materials.
      8. Owner and/or Engineer reserve the right to require additional substantiating information to justify the amounts in question.
   4. **APPLICATION FOR FINAL PAYMENT**
      1. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Price, previous payments, and sum remaining due.
      2. Submit Consent of Surety to Final Payment (form provided by surety/bonding company). with the Application for Final Payment:
      3. Application for Final Payment will not be considered until all closeout procedures specified in Section 01700 have been satisfied.
2. **PRODUCTS – NOT USED**
3. **EXECUTION – NOT USED**

END SECTION