

SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Other Division 01 Specification Sections, apply to this Section.
- B. Section 01 22 13 - Unit Price Assemblies
- C. Section 01 26 00 - Contract Modification Procedures
- D. Section 01 32 00 - Construction Progress Documentation
- E. Section 01 36 00 - Electronic Project Management
- F. Section 01 32 13 - Scheduling
- G. Section 01 42 16 - Definitions and Omissions
- H. Section 01 77 00 - Closeout Requirements

1.03 SCHEDULE OF VALUES

- A. Submit the schedule of values to the NYCHA Designated Representative(s) as per submittal procedures, but no later than forty-five CCDs for Federal and sixty CCDs for City after receipt of the Letter of Award. For unit price contracts, the Schedule of Value (SOV) must be based on the assembly unit prices as submitted by the Contractor in the Form of Proposal including the bid factor. For lump sum contracts, the SOV must be based on and consistent with the format of the FOP.
- B. Format and Content: Use Form of Proposal as a guide to establish line items for the schedule of values. The SOV format may be adjusted by NYCHA to accommodate different funding sources.
 - 1. Identification: Include the following Project identification items on the schedule of values:
 - a. Project name and location.
 - b. NYCHA's project number.
 - c. Contract Number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 - f. Submittal Revision Number.

1.04 APPLICATION FOR PAYMENT

- A. Each Application for Payment shall follow one of the following:
 - 1. Application for Initial Payment.
 - 2. Application for Progress Payment.
 - 3. Application for Final Payment.
- B. Payment Application Times: Submit Application for Payment to the NYCHA Designated Representative(s) by the fifth day of the month. The period covered by each Application shall coincide with the Contractor payroll and will generally cover one month, starting from of the first the month to the last day of the month.
- C. Application for Payment Forms: Use the NYCHA specified platform (e-Builder) for payment as the form for Applications for Payment.
 - 1. Entries shall match data on the schedule of values.
 - 2. Include amounts for work completed following previous Applications for Payment, whether or not payment has been received. Include only amounts for work completed at the time of Application for Payment.

3. Include amounts of Change Orders issued before the last day of the construction period covered by the application.
- D. Transmit each copy with a transmittal form listing attachments and recording appropriate information about the application.
1. Application for Payments: All payments shall include the following items in this order.
- E. Invoice Section:
1. Periodical Estimate 1st page from e-Builder platform with signatures in a blue ink
 2. Periodical Estimate 2nd page from e-Builder with Cost Breakdown
 3. REP, Section 3, and Monthly Equal Opportunity Report (by EACH Company)
 4. Approved Draft/Pencil Copy
 5. Task Order/Authorization/Assignment letter / LOA and NTP - Application for Initial Payment, Application for Progress Payment and Application for Final Payment
 6. Approved Cost Breakdown - 1st Payment
 7. Copy of cancelled Bond check - 1st Payment
 8. Approved Change Orders for current Payment
 9. HM-11 form for State funded Contracts only
- F. Back - up Section:
1. Company package must include (separate for EACH Company):
 - a. Affidavit of contractor (Notarized)
 - b. Section 220 (General Contractor or Sub-Contractor)(Notarized)
 - c. Insurances (with NYCHA as Certificate Holder ONLY and NYCHA and Construction Manager, if applicable as an Additional Insured)
- G. Payroll Section:
1. Payroll Verification form (Signed)
 2. Contractor package must include all Originals (separate for EACH Subcontractor):
 - a. Certified Payroll - Double Sided
 - b. Sign-in Sheets attached to Each week separately
- H. Additional Information:
1. Waste manifest and summary (Originals)
 2. DOB Permit and ALL other agencies having jurisdiction SIGN-OFFs (Final Payment only).
 3. Additional information may be required at NYCHA's request.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION