

SECTION 01 29 00 PAYMENT PROCEDURES**PART 1 – GENERAL****1.1 RELATED SECTIONS**

- A. Section 00 60 00 Project Forms
- B. Section 00 73 00.01 Contractor's General Conditions Costs
- C. Section 01 77 00 Closeout Procedures
- D. Section 01 78 23 Operation and Maintenance Data
- E. Section 01 78 39 Project Record Documents
- F. Section 01 78 53 Sustainable Design Closeout Documentation
- G. Section 01 79 00 Demonstration and Training

1.2 SECTION INCLUDES

- A. This Section specifies administrative and procedural requirements governing the following:
 - 1. Schedule of Values
 - 2. Application for Payment
 - 3. Sample one page invoice for Oracle

1.3 SCHEDULE OF VALUES

- A. Submit the initial Schedule of Values to the Architect at least 7 days before the initial Application for Payment. Update the payment information and resubmit the Schedule of Values with each Application for Payment.
- B. Format the Schedule of Values per AIA Document G703-1992 Continuation Sheet.
- C. Use the Construction Specification Institute (CSI) Masterformat 2020 Edition and the Table of Contents of the Project Manual as a guide to determine the organization of division names and numbers.
- D. Within each CSI division, include:
 - 1. For each subcontract within each division, provide an itemized listing of subcontractor name, description of work, and contract amount.
 - 2. For each item of work performed by the Contractor as self-performed work, provide a line item description of the work, the dollar amount allocated, and the actual amount expended.
 - 3. Provide a line item cost allocation for General Conditions cost including one line item for direct reimbursable expenses, one line item for hourly payroll, one line item for supervisory/management payroll, and one line item for Overhead Percentage. For each line item, provide the actual amount expended.
- E. Changes in the cost allocation of the Contractor's self-performed work or General Conditions cost shall be approved in writing by the Owner before being submitted as in an Application for Payment. Any approved changes shall be explicitly noted as such on the revised Schedule of Values. Include a copy of the Owner's written approval of such changes in the Application for Payment.
- F. Provide a separate line item for each Change Order to the Contract. Do not allocate cost of change order to CSI divisions.

SECTION 01 29 00 PAYMENT PROCEDURES**1.4 APPLICATIONS FOR PAYMENT**

- A. Submit one page invoice to Invoices@Vanderbilt.edu clearly indicating invoice number (this needs to match the number entered into eBuilder), amount of current invoice, purchase order number, project name, date of invoice and construction company name.
- B. Use AIA Document G702-1992 Application and Certificate for Payment and AIA G703 Continuation Sheet as the form for the Application for Payment. These forms should be used as created not alternated from their original form. Complete every entry on the form. The electronic signature in ebuilder is sufficient for notarization and execution by authorized persons.
- C. Submit Applications for Payment on a monthly basis to both eBuilder and Invoices@Vanderbilt.edu.
- D. Submit waivers of lien from subcontractors for the period of construction covered by the current application.
- E. Submit a completed Contractor's Pay Application Index Form with each Application for Payment. Use the Vanderbilt University Standard form found in Section 00 60 00 Project Forms.
- F. For projects with a GMP value over \$3,000,000, submit a completed Diversity Subcontractor Pay Application Summary with each Pay Application. Use the Vanderbilt University Standard form found in Section 00 60 00 Project Forms. For Projects with a GMP under \$3,000,000, submit a completed Diversity Subcontractor Pay Application Summary with the final Pay Application.
- G. Submit a brief summary of Owner paid invoices for the current period to confirm Contractor Fee charged.
- H. Retainage escrow statements are required with each pay application, indicating balance up to the previous month for any project over \$500k.
- I. Submit certification that Record Drawing mark-ups are updated through the current pay period per the requirements of Section 01 78 39 Project Record Documents.

1.5 INITIAL APPLICATION FOR PAYMENT

- A. In addition to the requirements in paragraph 1.04, submit within 30 days of execution of the Agreement, documentation of all components of the labor burden. Documentation shall consist of copies of invoices for insurance premiums, employee records showing vacation time accrued, and other direct evidence of payment or actual costs incurred.
- B. In addition to the requirements in paragraph 1.04, submit within 30 days of execution of the Agreement a completed Proposed Subcontractor Utilization Plan Form.
- C. Approval of the Initial Application for Payment shall be contingent on complete and correct submittal of this information.

1.6 APPLICATION FOR PAYMENT AT TIME OF SUBSTANTIAL COMPLETION

- A. In addition to the requirements of paragraph 1.04, submit the following with the Application for Payment at the time of Substantial Completion.
 - 1. Temporary Use and Occupancy Permit for the project.
 - 2. Executed Substantial Completion Certificate including attached punch list of incomplete items.

SECTION 01 29 00 PAYMENT PROCEDURES**1.7 FINAL APPLICATION FOR PAYMENT**

- A. The Contractor shall complete the requirements of Section 01 79 00 Demonstration and Training before submitting the Final Application for Payment.
- B. In addition to the requirements of paragraph 1.04, submit the following with the Final Application for Payment.
 - 1. Operations and Maintenance Manual, Mechanical Controls Diagrams, Operation and Maintenance Training Videos, and Approved Fire Protection Shop Drawings as required in Section 01 78 23 Operation and Maintenance Data.
 - 2. Record Drawings as required in Section 01 78 39 Project Record Documents.
 - 3. Sustainable design closeout documentation as required by Section 01 78 53 Sustainable Design Closeout Documentation.
 - 4. All required final Release of Lien forms. This should also include a list of all sub contractors and the retainage amount withheld, including a complete list of what was paid early.

PART 2 – PRODUCTS

Not Applicable

PART 3 – EXECUTION

Not Applicable

END OF SECTION

Company Name

INVOICE

Address line 1
Address line 2

INVOICE xxx
DATE: m/d/year

City, State, Zip
Phone: (xxx) xxx - xxxx

TO:

Project Manager
Vanderbilt University
330 24th Avenue S, Room 122
Nashville, TN 37240
Phone: 615-322-3717

COMMENTS OR SPECIAL INSTRUCTIONS:

P.O. NUMBER	VANDERBILT CONTACT	PAY APP NUMBER	PERIOD TO DATE	JOB NO
Pxxxxxxxx	Project Manger	XXX	m/d/year	XXXXX

PROJECT DESCRIPTION	AMOUNT DUE
Project name - building	

Make all checks payable to Contractor name
If you have any questions concerning this invoice, contact name, phone number and email address

THANK YOU FOR YOUR BUSINESS!

