

BGSU Instructions for Contractor Payment Request

The Contractor Payment Request workbook was created in Microsoft Excel XP, Version 2003 SP2. There are 10 worksheet tabs that comprise the entire document. The last tab is for office use only and is not completed by the contractor. In most of the tabs there are multiple pages. Please review the entire document prior to commencing.

The Contractor Payment Request is to provide an accurate and detailed breakdown for the Work, in accordance with the requirements of Article 9 of the General Conditions and following the preferred titles and sequences in the Construction Specifications Institute (CSI) used in the Specifications. The Architect/Engineer and the Construction Manager Agent (if applicable) will review the Contractor Payment Request for accuracy and completeness; no payment will be made without an approved Contractor Payment Request.

The detail required on the schedule of values of the Contractor Payment Request is to allow for easy confirmation of the status of each item of Work. For example, a multi-story building should include a "per floor" item for finish Work by the general Contractor such as metal studs, drywall and paint; or a large single story building may be broken down "by wing" and the same metal studs, drywall and paint. Mechanical and electrical Contractors will include separate line items for all major pieces of equipment and group small equipment items by type. These trades are requested to follow the "per floor" or "per wing" approach for rough in, wiring, and device hookup, or for piping and hookup. The line items for labor and material shall accurately reflect the cost for each item; separate items are not to be shown for overhead or profit, but should be included in the totals for labor and materials.

Legend

Cell Colors as Used on Forms

Yellow	Normal entry information
Turquoise	Information entered under special circumstances
Red	Enter maximum retainage only after first 50%+ pay request
Lavender	Information to copy from
Light Turquoise	Information to copy to
Pale Blue	Check appropriate box
Tan	Optional Area For Calculation

General Instructions for Contractor Payment Request

All Contractors must provide evidence that an authorization agreement for automatic deposit of state warrants has been submitted to the Auditor of the State of Ohio. Use of electronic funds transfer (EFT) will normally result in payment 7 to 10 days earlier than by State warrant.

Payment to the Contractor will be processed according to Article 9 of the General Conditions. The procedure for reviewing and approving payment requests shall be established at the pre-construction meeting. On larger Projects, it is advisable to distribute a pencil copy of the payment request for preliminary review by the Architect/Engineer and the Construction Manager Agent (if applicable) one week before formal submittal.

The Contractor will submit to the Architect/Engineer four (4) of copies of the signed payment request. Original signatures are required on all copies and are requested in blue ink. Once approved by the Architect/Engineer, three (3) copies of the payment request is forwarded to Bowling Green State University, Office of Design and Construction, Attn: Cathy VanScoyoc for approval and processing. The payment request is processed by the Contracting Authority and returned to the Owner for vouchering, however, some Owners prefer to review, approve and voucher the payment request before submitting to OFCC.

The Contractor shall submit a certified payroll report with each payment request which includes labor, see Section 9.2.1.3 of the General Conditions. One (1) certified payroll report is required for each week of Work reflected on the payment request. Any payment request, which does not include labor, requires a certified payroll report indicating the period covered by the payment request specifically noting that "no labor was performed during this period." SAO requests one copy of the certified payroll reports (for the Contractor and all Subcontractors who performed labor for requested period) be attached to the back of the second copy of the payment request to reduce the possibility that someone requiring a copy of the payment request will also take the certified payroll.

The Contractor must receive approval for the Change Order prior to work being completed and covered by the payment request.

The Contractor shall request payment for Change Orders which have been approved and for which Work was performed during the time covered by the payment request.

If a Contractor is requesting payment for materials delivered on the Project site or other approved storage site, the Contractor shall complete the Materials Stored section of this application. The Contractor shall pay any travel expenses incurred by the Architect/Engineer or the Construction Manager (if applicable) to visit a storage site other than the Project location.

Retainage is to be held on payment requests in the amount of eight percent (8%) of labor until a construction Contract has reached fifty-percent (50%) completion. The calculation for determining whether the Contract has reached fifty-percent (50%) completion is as follows: total labor and material "billed" to date to include approved stored materials divided by total Contract amount plus total Change Orders approved to date. The Contractor will be asked by BGSU to sign an escrow agreement soon after Contract award. When a payment request is received that exceeds 50 percent as calculated above, BGSU will transfer the retainage into escrow where it will earn interest. If a Contractor fails to return the escrow agreement, no escrow can be established.

In order to request final payment, the payment request must include the following: required payroll reports, a Certification of Contract Completion evidencing that all Project record document submittals are satisfactory and an Affidavit of Contractor to certify compliance with prevailing wage and payment to Subcontractors and Material Suppliers.

Escrow funds remain on account with the escrow agent until the final, 100 percent payment is requested, a Contract Completion Certificate is issued and a signed Affidavit of Contractor has been received. At that time, escrow and earned interest are released and forwarded to the Contractor. An early release of escrow may be allowed if Change Orders are issued late in the Contract and the Contractor has completed 100 percent of the base Contract Work.

Step By Step Instructions

Initial Schedule of Values

At the beginning of the Contract each Contractor is required to complete the basic information at the top of the Section A – Summary page (area in yellow except for request number and period) as well as columns a through d of Section B – Schedule of Values Summary (items 1 through 8 plus area in yellow) for as many line items as are required. Prior to entering the line items on Schedule B, the contractor should fill out Tab H - EDGE to include all EDGE subcontractors and suppliers expected to be used. The EDGE subcontractors must also be entered on Tab G - Subcontractors. Use of EDGE vendors must be identified on the Schedule of Values by entering the corresponding alpha character from column a of tab H - EDGE into column b of the Schedule of Values along with the other required data. The Schedule of Values must then be signed by the Contractor and submitted to the Architect/Engineer and the Construction Manager (if applicable) for approval. The Schedule of Values will then be forwarded to the BGSU Project Manager for final approval. The Contractor will receive a signed copy of the approved Schedule of Values. No payment requests will be processed before the Schedule of Values has been approved.

Note: If you are trying to enter data into a cell and get a pop-up warning that you cannot enter into a protected cell you are trying to enter data where you should not be. Data is NEVER entered into a cell that is white or lavender.

Payment Request

1. Contractor Payment Requests are normally submitted on a monthly basis
2. Enter Request No. and dates from and to on Section A – Summary
3. Go to Section C – Schedule of Values Details. Enter amounts from previous applications in columns e and f (light turquoise). Enter amounts for current period in columns h and i. If you prefer you can move the cursor to the right, off the form and enter the percentage complete for any or all of the line items. Note: You should be able to copy the information you need to enter in columns c and d from Section B – Schedule of Values Summary columns k and l (lavender color) of the previous Contractor Payment Request. When you paste the information you will need to use "paste special and click on "values and number formats"

4. Go to Section D - Change Order Summary. Enter all Change Orders that have been approved since the last payment request that was submitted in columns a through f (yellow area). You must separately identify EDGE vendors used.
5. Go to Section E - Change Order Details. Enter amounts from previous applications in columns c and d (light turquoise). Enter amounts for current period in columns f and g. If you prefer you can move the cursor to the right, off the form and enter the percentage complete for any or all of the line items. Note: You should be able to copy the information you need to enter in columns c and d from Section D – Change Order Summary columns I and j (lavender color) of the previous Contractor Payment Request. When you paste the information you will need to use "paste special and click on "values and number formats"
6. Go to Section F - Stored Materials. Enter information as required. Be sure to check each item as to whether stored on or off site.
7. Go to Section G - Subcontractors. List ALL Subcontractors. Check whether or not each Subcontractor was used during the period covered by this request. Check whether or not payrolls are attached. Check whether or not apprenticeship agreement has been submitted. Check whether or not payrolls have been submitted for each Subcontractor. Note: You are responsible for obtaining and providing payrolls for all of the Subcontractors you use. Failure to provide payrolls for all Subcontractors used during the period of this request is a violation of your Contract.
8. Go to Section A - Summary. Amounts completed to date have been calculated and carried forward to the summary page based upon the data you have entered. Retainage to date has also been calculated and entered. Also entered is the percentage that this Contract is now complete based upon the information entered. If the percent complete shows 50% or more complete and this is the first pay request for which this has been the case the amount of retainage shown will be the final total for retainage for this contract and you should override the calculation for retainage on all future pay requests for this contract and enter this amount on all future pay requests. Enter the amounts which should be withheld for liens, Liquidated Damages or other withholdings about which you have been informed. Enter the amount of previous payments from previous pay request. At this point the form has calculated the amount due on this payment request.
9. Print the Section A - Summary page. Then go to each tab (Worksheet) and print the number of pages on which you have entered data on this contract. Each Worksheet will display the number of pages on that Worksheet in the bottom right hand corner of every page. If it reads Page 1 of 5 in the bottom right you would want to print 5 pages of that Worksheet. The entire Workbook contains over 110 pages so you would not want to print all of the pages in the Workbook as many of them are unnecessary for most contracts.
10. You should now have one copy of the entire Contractor Payment Request. Make as many copies of the payment request as the Architect/Engineer has told you that you will need to submit for this contract. Sign each copy. Attach the required payrolls to the second copy as instructed above. Submit all copies to the Architect/Engineer for approval and further processing.

Please refer any questions or concerns about the forms to your project coordinator.