1.0 GENERAL

1.1 CONTRACTOR PAYMENTS

Spec. Note: On Projects where the Consultant is the SFU, select (Project Manager) where noted.

.1 All payments must conform to latest BC Builders Lien Act.

.2 Schedule of Values

.1 Where multiple progress draws are anticipated, the Contractor shall submit a Schedule of Values to the (Consultant) (Project Manager) (unless otherwise instructed) for approval before the submission of the first progress draw.

.2 The format and schedule of values requires the review and acceptance by the SFU Project Manager prior to submittal of the first progress claim.

.3 If directed by the Project Manager, the Contractor shall supply a construction cash flow for the Owner’s review. The cash flow shall reflect the items listed in the Schedule of Values. The time durations for the cash flow shall be monthly. The Contractor shall modify the cash flow to include approved Change Orders.

.4 Schedule of Values and cashflow calculations are to be double checked prior to submission.

.5 For projects greater than 5 million dollars construction cost, a payment certifier, typically the prime consultant, is required for coordination of all disciplines within the contract.

.3 Progress Draws

.1 The Contractor shall review the proposed draw with the (Consultant) (Project Manager) (unless otherwise instructed), prior to formally submitting the claim. Claims shall be dated and submitted for review as of the last working day of the month.

.2 All invoices are to be addressed to SFU c/o (Consultant) (Project Manager). (Original invoices must be submitted to the attention of the Project Manager and shall be in the same amount as the amount certified by the Consultant.) Photocopies or FAX’s will not be accepted. Invoices must show the SFU project name and number and the GST registration number of the firm submitting the invoice. Once approved by SFU Facilities, the finance department will prepare a cheque the Contractor to pick up the cheque.

.3 Coordinate the format of the Progress Claim with the (Consultant) (Project Manager). Each change order shall be listed separately on the Progress Claim.

.4 Statutory Declarations are required with all progress claims except first claim.

.5 WorkSafeBC Clearance is required with all progress claims.
.6 Updated project schedule, both in hard copy and electronic form, is required with all progress claims.

.7 The Owner reserves the right to withhold payment if liens are filed or registered when payment is otherwise due.

.8 Title to all Materials delivered to the Site for which credit for work performed is claimed in any application for payment shall, on the making of such payment, vest in the Owner.

.9 No payment by the Owner under the Contract nor partial or entire use or occupancy of the Work by the Owner shall constitute an acceptance of any portion of the Work or Materials which are not in accordance with the requirements of the Contract Documents.

.4 Builder’s Lien Holdback

.1 Invoice for the builder’s lien holdback separately when it comes due. The invoice shall be submitted to the (Consultant) (Project Manager) with Statutory Declaration and a WorkSafe BC Clearance Letter.

.2 When applying for release of Holdback, the Contractor shall submit a Statutory Declaration Form 1 and a Statutory Declaration Form 3 from each of the Subcontractors plus Statutory Declaration Statement of Claims Form 4 and Workers’ Compensation Board Letter of Good Standing, and certificates of the Contractor addressed to the Owner and the Consultant in form and covering subject matter reasonably prescribed by the Owner.

***END OF SECTION***