

MISSISSIPPI STATE UNIVERSITY
Office of Planning Design and Construction Administration

SECTION 01 027 – APPLICATION FOR PAYMENT

PART 1 - GENERAL

1.1 SCOPE

- A. This Section describes procedures for preparing and submitting Applications for Payment by the Contractor.

1.2 APPLICATIONS FOR PAYMENT

- A. Format: Applications for Payments will be prepared on AIA forms G702 - Application and Certificate for Payment and G703 - Continuation Sheet; or, a computer generated form containing similar data may be used.
- B. Preparation of Application:
1. Present required information in typewritten form.
 2. Execute certification by signature of authorized officer.
 3. 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 products.
 4. List each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original Item of Work.
 5. Prepare Application for Final Payment as specified in Section 01700 entitled Contract Closeout.
- C. Submittal Procedures:
1. Each Application for Payment submittal may be digital.
 2. Submit an updated construction schedule with each Application for Payment as described in Section 01310 entitled Progress Schedule or Section 01311 entitled Network Analysis Schedules.
 3. Submit requests for payment at intervals agreed upon by the Professional, Owner and Contractor.
 4. Submit requests to the Professional at agreed upon times, or as may be directed otherwise.
 5. See 01 900 for additional information.
- D. Substantiating Data:
1. Submit data justifying dollar amounts in question when such information is needed.
 2. Provide one (1) copy of the data with a cover letter for each submittal.
 3. Indicate the Application number, date and line item number and description.
- E. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.

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2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- F. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Submittal schedule (preliminary if not final).
 6. List of Contractor's staff assignments.
 7. List of Contractor's principal consultants.
 8. Report of preconstruction conference.
 9. Certificates of insurance and insurance policies.
 10. Performance and payment bonds.
 11. Copies of building permits.
- G. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- H. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 9. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

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**AFFIDAVIT CERTIFYING
PAYMENT TO ALL SUBCONTRACTORS**

Mississippi State University

I acknowledge that, pursuant to Miss. Code 1972 in accordance with Section 31-5-25, that I am required to submit monthly certification indicating payments to subcontractors on prior payment requests. I, the undersigned Contractor, do hereby certify that I have paid the following amounts to subcontractors for Work which has been performed and incorporated into previous Applications for Payment which were issued, and payment received from the Owner on the project listed below. I understand that this document must be submitted on a monthly basis after the submittal, approval and payment of Application for Payment #1. I understand that Mississippi State University reserves the right to require me, the undersigned, to provide verification of payment and/ or additional information.

Division 0

Section 00800 – 2007 Supplementary Conditions ¶.6.8.1

The Contractor shall submit monthly certification, in accordance with Section 31-5-25 of the Mississippi Code 1972, Annotated, on Owner's "Affidavit Certifying Payment to All Subcontractors" form, to the project engineer or architect indicating payments to subcontractors on prior payment request.

Project Name and Number: _____

Owner: _____

Subcontractor: _____	Amount: \$ _____
Subcontractor: _____	Amount: \$ _____
Subcontractor: _____	Amount: \$ _____
Subcontractor: _____	Amount: \$ _____
Subcontractor: _____	Amount: \$ _____
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Subcontractor: _____	Amount: \$ _____
Subcontractor: _____	Amount: \$ _____
Subcontractor: _____	Amount: \$ _____
Subcontractor: _____	Amount: \$ _____

(Attach additional list of subcontractors and amounts, if necessary)

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Contractor Name and Title: _____
Contractor Certificate of Responsibility Number: _____
Contractor Signature: _____ Date: _____

STATE OF MISSISSIPPI

COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned notary public, this the
_____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires:

***** End of Section *****