<u>IPS Construction Pay Application Process</u> (issuance date: 4/18/24, available for any construction pay applications starting May 2024 – no emailed PDF'd versions will be accepted April 2024 and beyond)

Until further notice, please upload all construction pay applications to the following file folder.

FILENAME: IPS Construction Pay Apps

LINK: JS Held Drop Box

- Upload to vendor portal by **second Friday of the month unless noted below**:
  - May 3, 2024
  - July 5, 2024
  - November 1, 2024 (early Board Meeting due to Thanksgiving break)
  - December 6, 2024 (early Board Meeting due to Holiday break)
- Contract amount matches Purchase Order (PO)
- Each AIA Contract could have several Bid Issues (BI) that each have a GMP associated.
  - Each Bid Issue/GMP will have a stand-alone invoice that allows appropriate sign off for that project. If multiple funding sources are utilized, the amount of the invoice, by funding source must be highlighted.
  - CMc/Contractor to provide a cover sheet for required roll-up reporting (IPS to review). If multiple funding sources are utilized, the amount of the invoice, by funding source must be highlighted.
- All pay apps must be certified by the Architect/Engineer of Record, IPS PM and IPS XBE Manager. CMc/Contractor to develop sign off cover page for each project.

Process:

1. CMc/Contractor submit "draft pay app" send it to Architect/Engineer (AE), IPS PM, and IPS XBE Manager.
2. CMc/Contractor, AE, IPS PM, and IPS XBE Manager will review draft together (if timing permits, in a construction mtg). Ideally, identify any anticipated or actual change order / contingency change and Owner Allowance impacts here also. CMc/Contractor can only bill for approved change orders.
   a. Jenn Sahagun or her designee will be involved in the first one-two meetings for each project.
3. If subsequent follow-up is needed, then the final agreement to the draft pay app should be sent, reviewed and approved via email.
4. CMc/Contractor issues the actual pay app with all required forms (**utilize Docusign or some other electronic signature system**)
   a. Order of Documents
      i. Overall Contract cover page (by school summary)
      ii. Pay Application(s) (AIA G702)
      iii. Pay Application Schedule of Values (AIA G703)
      iv. XBE Form(s) (must tie out to pay app request)
      v. Affidavit
      vi. Partial Lien Waiver
   b. Signatures required: CMc/Contractor, AE of Record, IPS PM, IPS XBE Manager.
5. CMc/Contractor uploads pay app into the IPS Vendor Portal prior to the required date and Naming sequence:
   a. Required file name: <date of pay app>_<pay app number>_<CMc/Contractor name>_<School name, number, and project name>

b. **Example file name**: **20231127_pay app 01_Shiel Sexton Eliza Blaker 55 Reno-New**

c. CMc/Contractor <u>can only upload</u> through VSS if an existing Purchase Order number exists. All capital work being completed by CMc/Contractors should have an existing PO. If that is not the case, please reach out to IPS Purchasing Department (purchasing@myips.org).