



Wednesday, November 06, 2013

Contract Administration Instructions

It is important that these instructions are given to everyone on your staff involved in this project.

1. Schedule of Values: We require an initial submission of your schedule of values on an AIA G702 continuation sheet (or equivalent). You are required to break the work of your subcontract down into sufficient detail. You are also required to break out material and labor for each work item. In addition to the specific work items, we require the following separate line items to be scheduled and valued:
 - a. Submittals
 - b. Close-Out Documents / Reports
 - c. Punch list

The Schedule of Values must be submitted within 10 days of award for review.

2. In addition to the Schedule of Values, we require a list of all lower tier subcontractors and suppliers that will be used on this project. The Sub-Subcontractors and Suppliers listed on your Subcontracting Plan must also be listed on this certification. The initial list must be received with 10 days of award. You may also be asked to provide and updated form at intervals throughout the project. In the event that we become aware of a new lower tier subcontractor or supplier, and an update list is not received, your payments may be withheld.

We have included a form titled "Statement of Sub-Subcontractors and Suppliers Furnishing Labor, Material, and/or Services." This form is also available on our website at www.cutterenterprises.com

3. Requisitioning: Applications for payment are due no later than the 25th of the month. At that time, we will review your application for payment. No matter the action taken (Approved, Revise and Resubmit, Reject), you will receive an email explaining the action taken, and any further documentation required. Payments are typically sent out within three business days after receipt of payment from the project Owner.
4. Submittals: We require electronic (PDF) submittal files. Paper copies will not be accepted. This shall include all shop drawings, product data, product testing certificates, etc.) Product samples are to be delivered to Cutter Enterprises.
5. Stored Material Procedures: This project allows for the requisitioning of 100% of the value of materials stored on or off-site. It is important to note that Cutter pays
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100% of the value of the invoices from the supplier, and not 100% of the value shown on your SOV. In essence, no payment for OH&P on any materials stored shall be made. The following is required with your application for payment if it includes monies for stored materials:

- a. Invoice / Bill of Sale for the materials stored
- b. Insurance Certificates for the materials stored
- c. If the materials are stored off-site:
 - i. The material must be stored in an insured / bonded warehouse and properly secured from the environment.
 - ii. The material should be marked "Property of the United States Government".
 - iii. You are required to coordinate an inspection by Cutter Enterprises and/or The Owner for said material. If the material is stored in a location that is not within reasonable driving distance (as determined by Cutter's Project Manager), then we will not pay for the item(s).
 - iv. Cutter will not pay for bulk items such as pipe, conduit, fittings, sheetmetal (etc) that is stored on-site. This is at the discretion of Cutter's Project Manager.

STORAGE OF MATERIAL IN THE BUILDING IS SOLELY AT THE DISCRETION OF THE OWNER

6. Payment: Payments are typically sent out within seven business days after receipt of payment from the project Owner. There are several reasons that payment can be withheld, even if your application is approved. They are:
 - a. Failure to submit accurate Certified Payroll
 - b. Failure to provide an original, notarized Partial or Final Release
 - c. Failure to have a W9 on file
 - d. Failure to submit corrected applications for payment
 - e. Failure to have a current Insurance Certificate on file
7. Insurance Certificate: An insurance certificate matching the coverages in the Subcontract Clauses must be received within 10 days of award. You are required to maintain insurance at all times throughout the project.
8. Certified Payroll: Payroll Certificates must be on the Federal Payroll Form WH347 and its Statement of Compliance Form. Please note the following requirements:
 - a. Once your company, or your lower tier subcontractor commences work on site, you **MUST** submit a payroll certificate each week whether you(they)



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- have workmen on site or not. In weeks where no work is performed, you must write "NO WORK PERFORMED" on the certificate.
- b. Each certificate shall be sequentially numbered and shall continue each week until the conclusion of the contract.
 - c. Each certificate shall be submitted in duplicate, each copy signed in blue ink.
9. POC: We require names, phone numbers (with extensions) and email addresses for your staff. Please utilize the form included, titled "Subcontractor List of Points of Contact."