



# **Administration Guidelines**

## **Soundbridge School Project**



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We look forward to working with your company on the Charles Murphy Elementary School Project starting in the coming months. We have found that these administration guidelines, if followed closely, results in a smooth progression from the start of project through completion. If these administration guidelines are followed closely, you can expect a smooth shop drawing / submittal process, prompt payment of monthly requisitions, the release of retainage, and error-free certified payroll reporting.

We have included all the necessary forms and information to help you conform to the project requirements. Please feel free to call to request further information on any part of these processes.

Robert J. Dwyer  
Manager

Brendan P. Dwyer  
Operations Manager

David Netz  
Project Manager



**The Letter of Intent**

You have received a Letter of Intent / Notice to proceed as a part of this package indicating your trade contract, contract amount, unit prices, and tentative schedule (as applicable.)

Upon receipt of two copies of your "Notice to Proceed / Letter of Intent", fully execute and return one copy to:

Cutter Enterprises, LLC.  
60 Industrial Park Rd. West  
Tolland, CT. 06084

Retain one copy for your records.

Upon receipt of the letter of "Notice to Proceed / Letter of Intent" please note the required documentation listed therein. We require a schedule of values, certificate of insurance, submittal schedule, wage certification forms, and the last page of this document signed and returned.



When we receive a fully executed copy of your Letter of Intent, we will begin to assemble your AIA Contract.

You will receive two copies of your contract. Please review this document completely, including but not limited to the addendum, exhibits and any other attached documents. Please sign all three copies and return one copy to the address above.

When returning your executed contract please include a Certificate of Insurance, and a State of Connecticut Wage Certification Form is required. You must send two copies of each document to:

Cutter Enterprises, LLC.  
60 Industrial Park Rd West  
Tolland, CT. 06084

Be advised that the certificates are required no later than ten days after you receive your Letter of Intent / Notice to Proceed and before you place any workmen on the job.

### **Submittals**



**E N T E R P R I S E S**

To ensure a smooth flowing project, the submittal process must be followed exactly. Any inconsistencies or delays will result in project delays and subsequent payment delays. It is in everyone’s best interest to submit the required items correctly and on time.

A submittal schedule from each subcontractor is required with the first item submittal you make. This should list all of the intended materials, or shop drawings / product data you will be submitting.

All submittals, shop drawings and samples are to be submitted to Cutter Enterprises. We require a minimum of **8 (eight)** copies of all product data, specifications, and shop drawings. We require a minimum of **3 (three)** samples for each product sample required. Refer to the Specifications Manual section 01330 Submittals, for submittal requirements

All submittals should be clearly marked and indicate the specification section, or work classification it corresponds to. Please be sure to include the full project title as “Soundbridge School Project.

If you follow these submittal guidelines, you will receive 3 record copies of each submittal item back. Be advised that if you fail to submit the correct number of copies and we are forced to make additional copies you will be charged \$1.50 per page for each 8.5 x 11 copy and \$2.50 per plan page as necessary. These charges will appear as back-charges to your contract.

This is a sample of the stamp that we use to identify shop drawings:

Submittal / Shop Drawing Review			
Cutter Enterprises, LLC. 60 Industrial Park Rd West Tolland, CT. 06084		Job Name:	
Sub / Supplier		Approved	
		As Noted	
Reference:		Revise	
		Resubmit For Record	_____ copies
Date Reviewed		By:	
Review is for conformance with project documents. Final Responsibility for complete Compliance with contract documents and all field verifications and quantities are the Responsibility of the subcontractor			

Identifying your submittal in the same way may help to expedite the review of your shop drawings, product data, specifications, and samples.

**CUTTER**  
ENTERPRISES  
**Monthly Requisitioning**

All monthly requisitions must be submitted on AIA Format G702. Monthly requisitions must be submitted to Cutter Enterprises by the 25th day of the month, forecasting work completed through the end of the month.

In the event that you are requisitioning for stored materials, please note that a bill of sale listing all items and their value must be submitted along with a certificate of insurance for the items and their insured value and location of storage.

Preliminary approval of your draft requisition, or a revision to it, will be sent via fax by the 5<sup>th</sup> of the following month. You will then be required to submit original, signed and notarized copies of the Requisition along with a lien waiver to our office ASAP and no later than the date shown on the fax. Requisition received after the required date will be rejected.

\*\*\*\*\*PLEASE NOTE THAT YOUR SCHEDULE OF VALUES MUST CONTAIN LINE ITEMS FOR CLOSEOUT AND WARRANTY\*\*\*\*\*

\*\*\*\*\*ALSO BE ADVISED THAT YOUR REQUISITION SHOULD BE BILLED TO Cutter Enterprises, LLC\*\*\*\*\*

There are additional requirements for the release of payments listed in section 6 “Certified Payroll” and section 7 “Lien Waiver”.



We have implemented an online database for use by Owners, Architects, Engineers, consultants, and Subcontractors.

This server will allow you to sign in and retrieve contract administration forms such as Tax exempt certificates, Waivers of Lien, driving directions, prevailing wage rates, meeting minutes, project schedule, etc.



## **Certified Payroll**

We have developed a system for collection, verification, and certification of payroll from subcontractors on our projects. These requirements, if followed closely, are designed to quickly and efficiently comply with all State of Connecticut Prevailing Wage laws.

There are three forms associated with the certified payroll program: the Payroll Certificate for Public Works Projects, the Fringe Benefits Explanation form, and the State of Connecticut Wage Certification Form. Upon receipt of your contract you are required to submit the State of Connecticut Wage Certification Form. These documents are attached.

In addition to these forms we require a listing of all second and third tier subcontractors you plan on using on this project. Please include their company names, addresses, telephone and fax numbers, email (if applicable) and the division of work they will perform.

Once the project commences, your on-site supervisor/foreman will be required by our field project manager to keep and submit a listing of all personnel on site, names, work classifications, and hours worked. This will be required daily. If these forms are not deposited your monthly payment may be withheld. This Form is attached and is named "Site Personnel Record."

The Certified Payroll for Public Works Projects form must be filled out and submitted in duplicate for all trade contractors and all second and third tier subcontractors. Monthly requisitions will be withheld indefinitely until all certified payroll for the requisition period are collected and verified. Cutter Enterprises, LLC. will not release payment until these forms are collected and verified.

On a monthly basis, Jennifer Cote, our projects coordinator will review all certified payroll and site personnel records. Your requisition will be held by the Town until they are notified by our office that all Certified Payroll has been received and is accurate, and that all site personnel records for the month in question have been received and are accurate. We advise you to submit certified payroll weekly, and also submit copies of the site personnel records weekly. We also advise that you retain copies of EACH for your records.

This project will also be running through the 7-1-09 wage rate revision. Therefore, when we approach that date, BE SURE to revise your certificates to show the new rates, and BE SURE that you are paying your work force correctly.



## **Lien Waiver & Payment**

The Lien Waiver should be signed, notarized and sent along with your requisition to ensure proper payment on time. At such time as your requisition is approved, you will receive a fax from Cutter Enterprises, LLC., notifying you that payment is forthcoming. Lien waivers sent separately must be sent directly to:

Cutter Enterprises, LLC.  
60 Industrial Park Rd West  
Tolland, CT. 06084

A copy of the lien waiver follows this instruction and a downloadable copy also resides at <http://www.cutterenterprises.com/dohandler/dohandler.html>



WAIVER OF MECHANIC'S LIEN
WAIVER OF BOND CLAIM, RELEASE AND
INDEMNITY AGREEMENT

STATE OF CONNECTICUT )
COUNTY OF : \_\_\_\_\_ ) SS:

BEFORE ME , THE UNDERSIGNED AUTHORITY, PERSONALLY APPEARED
\_\_\_\_\_, WHO, BEING BY ME FIRST DULY SWORN, DEPOSES
AND SAYS THAT (S)HE IS THE \_\_\_\_\_ OF \_\_\_\_\_.
HEREINAFTER THE "RELEASOR", THAT (S)HE IS FAMILIAR WITH THE FACTS HEREIN
STATED, AND THAT (S)HE, AS SUCH \_\_\_\_\_ IS AUTHORIZED TO
EXECUTE THE FOLLOWING:

THAT RELEASOR, FOR AND IN CONSIDERATION OF THE PAYMENT OF \$ \_\_\_\_\_,
BY The Town of Montville, HEREINAFTER CALLED THE "RELEASEE", DOES HEREBY WAIVE, RELEASE AND
DISCHARGE ANY AND ALL RIGHTS TO ANY LIEN OR TO ANY BOND OR PAYMENT SURETY PROVIDED BY
RELEASEE FOR SERVICES AND/OR MATERIALS FURNISHED BY THE RELEASOR, IN CONNECTION WITH A
CONSTRUCTION PROJECT KNOWN AS "The Soundbridge School", HEREINAFTER CALLED "THE PROJECT", LOCATED
AT " 123 Progress Dr. , Wethersfield, CT.." FOR THE PERIOD ENDING \_\_\_\_\_, AND

THAT RELEASOR ACKNOWLEDGES THAT THE PAYMENT OF \$ \_\_\_\_\_, CONSTITUTES
FULL PAYMENT FOR ALL MATERIALS AND SERVICES PROVIDED IN CONNECTION WITH THE PROJECT FOR THE
ABOVE PERIOD. THE RELEASOR RELEASES AND DISCHARGES RELEASEE FROM ANY LIABILITY FOR PAYMENT IN
CONNECTION WITH THE ABOVE NAMED PROJECT AND ENDING PERIOD, AND

THAT RELEASOR FURTHER CERTIFIES AND REPRESENTS THAT ANY AND ALL OF ITS SUBCONTRACTORS
AND/OR MATERIALMEN IN CONNECTION WITH THE PROJECT HAVE BEEN PAID IN FULL FOR ANY AND ALL
MATERIALS AND/OR SERVICES FURNISHED BY THEM THROUGH THE ENDING PERIOD INDICATED ABOVE, AND

THAT RELEASOR AGREES TO INDEMNIFY RELEASEE AND TO HOLD IT HARMLESS, BY REASON OF ANY LOSS OR
DAMAGE SUSTAINED BY RELEASEE, INCLUDING ATTORNEY FEES AND COURT COSTS AND AGREES TO DEFEND
AGAINST ANY CLAIM, AT ITS SOLE EXPENSE, MADE BY ANY OF RELEASOR'S SUBCONTRACTORS OR
MATERIALMEN, AGAINST RELEASEE, OR AGAINST ANY BOND OR PAYMENT SURETY PROVIDED BY RELEASEE,
RELATING IN ANY WAY TO THE ENDING PERIOD ABOVE, AND THAT THE RIGHTS CONTAINED IN THIS
AGREEMENT SHALL BE IN ADDITION TO AND NOT IN SUBSTITUTION OF THE RIGHTS OF RELEASEE IN OTHER
CONTRACT DOCUMENTS RELATING TO THE PROJECT.

DATED AT \_\_\_\_\_, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_\_

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF:

RELEASOR: \_\_\_\_\_

BY: \_\_\_\_\_

ITS: \_\_\_\_\_

SWORN AND SUBSCRIBED TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



### **Close-Out / As-Builts / O&M's**

Prior to the release of your retainage, the project will enter the Close-Out stage. Cutter Enterprises, LLC., will by this time have the O&M and Close-Out information assembled into the documents to be presented to the Owner. Certain trades are required to submit specific information upon project close-out. Most of this information is written into the Specification Manual, the Trade Package Manual. Within the Specification Manual and the Trade Package manual, each trade division has specific requirements such as warranties, maintenance agreements, extra stock deliveries, etc.. Please see the appropriate section for your contract. Your retainage will not be released until all work is completed, all punch-list items are completed, all O&M Manuals are submitted in triplicate, all as-built drawings are submitted in triplicate, and extra-material is delivered and stored per project requirements.



We look forward to a successful working relationship in bringing this project to successful completion. If these guidelines are followed, we expect this project to come to completion on time and within budget with your help and attention to details.

Please sign this form and submit it along with your letter of intent.

Thank you for your cooperation,

Brendan P. Dwyer  
Operations Manager

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Sign

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Print Name and Title

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Company

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Date

Please remove this page, copy it, and send a copy along with your letter of intent to:

Cutter Enterprises, LLC  
60 Industrial Park Rd West  
Tolland, CT. 06084