



**PAY APPLICATION NO. 1
Procedures**

- Contractor has a meeting at BB offices with the Project CM to review first pay app procedures
- Contractors to submit Pay App No. 1, at minimum, for bonds **(1)**
- Pay Application No. 1 from Contractor should include the following.
 1. *Application and Certificate For Payment*
 2. *Approved Schedule of Values*
 3. *Notice to Contractors Calling for Bids (00 10 00)*
 4. *Summary of Work (01 01 000)*
 5. *Bonds (Bid, Performance & Labor and Material)*
 6. *Sub-Contractor's List*
 7. *Request of Taxpayer Identification Number and Certification (W-9)*
 8. *Insurance Certificates*
 9. *Notice of Intent*
 10. *Board Award Minutes*
 11. *Notice of Award*
 12. *Signed Notice to Proceed*
 13. *Signed Agreement*
 14. *Escrow Information (as applicable)*
 15. *Legal Ad Proof*
- Contractor to review draft Pay App No. 1 with Project CM on site. All edits to be reviewed and incorporated by Contractor.**(2)**

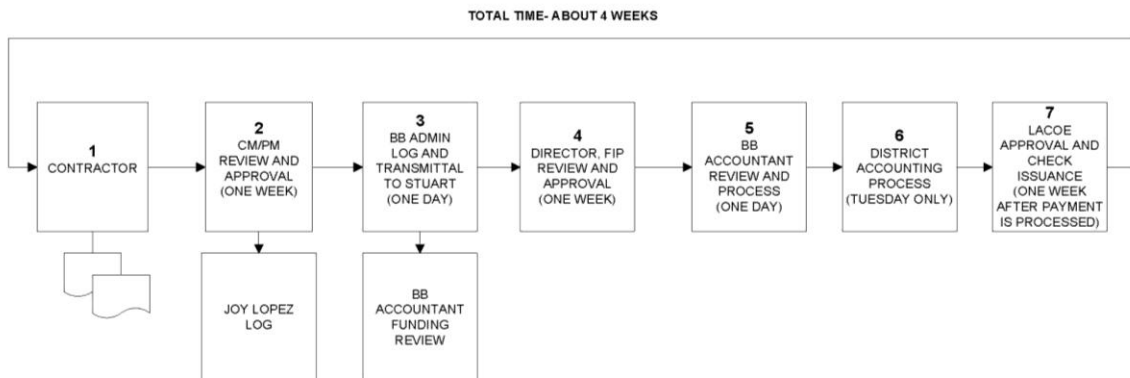
The following will be reviewed:

 1. *Application date. If revised, date needs to be revised to current date*
 2. *Schedule of values*
 3. *Percentage complete*
 4. *Math*
 5. *Retainage*
- Contractor to submit five (5) copies of Pay App No. 1 to Project CM with the following signatures included:
 1. *Contractor*
 2. *Notary Public*

- CM to obtain the following additional signatures:
 1. Architect (certifying quality & progress of work is in accordance with Construction Documents)
 2. Inspector of Record
 3. Construction Manager
 4. PM Initial
- Pay App No. 1 transmitted to Director FIP's Office.

Batch processed Tuesday only. Pay apps received after COB Thursday at BB offices WILL NOT be processed in weekly Tuesday batch:

- Measure BB Admin Assistant logs pay app (3)
 - Pay App provided to Director, FIP for signatures (4)
 - Once approved, Pay App transmitted to Measure BB Accountant (5)
 - Measure BB accountant processes pay app and submits batch at District Office (6)
 - Tuesdays Pay App batch submitted to LACOE (7)
- On Pay App 1, LACOE will likely do additional audits and enquiries. Once processed, LACOE sends check to District Office. District Office communicates to BB Office. Check is made available at BB office for contractors to collect. Measure BB Admin Assistant informs CM. Contractor picks up check and signs Check Release Form.



*Pay App Processing Time: Minimum of 4 Weeks