

JAMESTOWN STANDARD SPECIFICATIONS

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MAY 2011

# **APPENDICES D**

PAYMENT APPLICATION & CHANGE ORDER

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**CITY OF JAMESTOWN STANDARD APPLICATION AND CERTIFICATE FOR PAYMENT**

TO (OWNER): City of Jamestown  
 Department of Public Works  
 145 Steele Street  
 Jamestown, New York 14701

PROJECT:

APPLICATION NO:

Distribution to:  
 OWNER  
 ENGINEER/ARCHITECT  
 CONTRACTOR

FROM (CONTRACTOR):

VIA:

ENGINEER/ARCHITECT'S  
 PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract.

| CHANGE ORDER SUMMARY                               |               |            |
|--|---------------|------------|
| Change Orders approved in Previous months by Owner | ADDITIONS     | DEDUCTIONS |
| TOTAL  |               |            |
| Approved this Month                                |               |            |
| Number   | Date Approved |            |
|  |               |            |
| TOTALS   |               |            |
| Net Change by Change Orders Forthcoming            |               |            |

- Continuation Sheet is attached.
1. ORIGINAL CONTRACT SUM \$ \_\_\_\_\_
  2. Net Change by Change Orders \$ \_\_\_\_\_
  3. CONTRACT SUM TO DATE (LINE 1 + OR - 2) \$ \_\_\_\_\_
  4. TOTAL COMPLETED & STORED TO DATE \$ \_\_\_\_\_  
 (Column G on Continuation Sheet)
  5. RETAINAGE:
    - a. \_\_\_\_\_ of Completed Work \$ \_\_\_\_\_  
 (Column D + E on Continuation Sheet)
    - b. \_\_\_\_\_ of Stored Material \$ \_\_\_\_\_  
 (Column F on Continuation Sheet)
 Total Retainage (Line 5a + 5b or (Total in Column 1 of Continuation Sheet) \$ \_\_\_\_\_
  6. TOTAL EARNED LESS RETAINAGE \$ \_\_\_\_\_  
 (Line 4 less Line 5 Total)
  7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ \_\_\_\_\_  
 (Line 6 from prior Certificate)
  8. CURRENT PAYMENT DUE \$ \_\_\_\_\_
  9. BALANCE TO FINISH, PLUS RETAINAGE \$ \_\_\_\_\_  
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

State of \_\_\_\_\_ : County of \_\_\_\_\_  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_

My Commission Expires:

CONTRACTOR:

By: \_\_\_\_\_ Date \_\_\_\_\_

**ENGINEER/ARCHITECT'S CERTIFICATE FOR PAYMENT**

AMOUNT CERTIFIED \$ \_\_\_\_\_

Attached explanation if amount certified differs from amount applied for)

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer/Architect certified to the Owner that to the best of the Engineer/Architect's knowledge, information and belief the Work has progressed and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ENGINEER/ARCHITECT:

By \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

**CONTINUATION SHEET**

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column 1 on Contracts where variable retainage for line items may apply.

APPLICATION NO:  
 APPLICATION PERIOD:  
 PERIOD TO:  
 ENGINEER/ARCHITECT'S PROJECT NO:

| A        | B                     | C               | D                                 | E           | F  | G  |           | H                         | I         |
|----------|-----------------------|-----------------|-----------------------------------|-------------|--|--|-----------|---------------------------|-----------|
| ITEM NO. | DESCRIPTION           | SCHEDULED VALUE | WORK COMPLETED                    |             | MATERIALS PRESENTLY STORED (NOT IN D OR E) | TOTAL COMPLETED AND STORED TO DATE (D + E + F) | % (G & C) | BALANCE TO FINISH (C & G) | RETAINAGE |
|          |                       |                 | FROM PREVIOUS APPLICATION (D + E) | THIS PERIOD |  |  |           |                           |           |
|          |                       |                 |                                   |             |  |  |           |                           |           |
|          | GRAND TOTAL ALL PAGES |                 |                                   |             |  |  |           |                           |           |

CHANGE  
ORDER

OWNER  
ARCHITECT  
CONTRACTORS  
OWNER'S REP

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PROJECT:

CHANGE ORDER NO:

DATE:

TO CONTRACTOR:

PROJECT NO:

CONTRACT DATE:

CONTRACTOR FOR:

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The Contract is changed as follows:

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The original Contract Sum was..... \$  
Net changed by previously authorized Change Orders..... \$  
The Contract Sum prior to this Change Order was..... \$  
The Contract Sum will be            by this Change Order in the amount of..... \$  
The new Contract Sum including this Change Order will be..... \$  
The Contract Time will be unchanged by..... days  
The Date of Substantial Completion as of the date of this Change Order therefore is

NOTE:      This summary does not reflect changes in the Contract Sum, Contract Time or  
Guaranteed Maximum Price which have been authorized by Construction Change Directive.

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|           |            |         |
|-----------|------------|---------|
| ARCHITECT | CONTRACTOR | OWNER   |
| ADDRESS   | ADDRESS    | ADDRESS |
| BY        | BY         | BY      |
| DATE      | DATE       | DATE    |

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