



Contractor Pay Request/Application for Payment Process Project Coordinator/Project Manager

Purpose

- ▶ The Application for Payment/Contractor Pay Request Business Process (BP) allows for the contractor to request payment for items recorded in the Contract SOV.
- ▶ Please note that these procedures may not include all functions of your job, please speak with your manager or team member to ensure that you are fulfilling all expectations.

Steps, Roles and Responsibilities

- **Contractor**
 - Creates the Pay Request record
 - Provides clarifications and updates to the Pay Request record
- **A/E**
 - Reviews and Accepts the Pay Request record
- **OA (K12)** (If no OA the PM will hold this role)
 - Reviews and recommends approval of the Pay Request record
- **Project Coordinator**
 - Reviews and validates the Pay Request record including check of compliance with Certified Payroll regulations
- **Project Manager**
 - Reviews, verifies and approves the Pay Request record
- **Project Manager Supervisor**
 - Approves the *final* Pay Request record
- **District Representative or Agency Owner**
 - Approves payment
- **District Treasurer or Agency Owner Financial**
 - Determines source of Funding
 - Creates voucher
 - Processes payment in own system of record and records payment in OAKS CI

Project Coordinator Review of Application for Payment/Contractor Pay Request

- The Project Coordinator will receive a notification via email that an Application for Payment is awaiting Review/Validation

Receive Task (PC)

- ▶ Vendor receives an Email
- ▶ Click on the “Unifier Login” button to access the task

This is a system-generated e-mail message. Do not reply to sender.


Project/Shell: OAKS CI District Training Project 1

Applications for Payment K12 PR-0012 is sent to you for Review and Validation.

From : **Matthew Weber**
Sent For : **Review and Validation**

Source Name : **OAKS CI District Training Project 1**
Record No : **Applications for Payment K12 PR-0012**
Title : **SFC-100056-01-01 P1**

[Unifier Login](#)



Accept Task (PC)

- ▶ To begin work on the record, click **Accept**

Applications for Payment K12 - SFC-100056-01-P2 - Project No. SFC-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/open/uafpk/67/0/0?srcid=67&model=uafpk&fromcostlog=1&project_id=1084&nfl=0&_uref=uuu61367333...

Applications for Payment K12

General Pay Request Details Added Purchase Orders Vouchers

Task Details

From
Matthew Weber

To
Archana Atrey; Jordan Zarnary; Lance Witcher; Matthew Weber; Purma Irukulapati; Rita Nichols; Shauna Hooks; Shon Br...

Sent For
Review and Validation

General

Project Name OAKS CI District Training Project 1	Record Number PR-0013
Project Number SFC-080001	Creator Matthew Weber
Organization Name OAKS CI District Training Project - 1	Creation Date 10/14/2020 11:15 AM (UTC-8)
Facility Name	Status Pending
Title SFC-100056-01-P2	Request Date

Attachments Comments Linked Records

Information
No Attachments.

PC Review and Validation

- ▶ Review the **General** tab of the record
- Project Coordinator review notes:
 - Check the format of the title of the record- The format should include the “Contract Number or Contractor Name_Pay Request Number.
- ▶ Check Final Payment and Retainage Release fields- If one or both are Yes, [see the slides at the end of this section](#)

The screenshot shows a web browser window displaying a 'Contractor Pay Request' record. The browser address bar shows the URL: ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436/undefined/undefined?_uref=uuu818388450t2. The page title is 'Contractor Pay Request'. The 'General' tab is selected and highlighted with a red circle. Below the tab, the record details are displayed in a grid format. The 'Title' field is highlighted with a red box and contains the text 'Sands Decker Ltd_PR02'. The 'Final Payment?' and 'Retainage Release Requested?' dropdown menus are also highlighted with red boxes and both show 'No' as the selected option. Other fields include Organization (Department of Administrative Services), Project Name (OAKS CI Training 1), Project Number (OCI-080001), Project Location (Surface Road), Record Number (CPR-0018), Creator (Matthew Weber), Creation Date (07/28/2020 09:45 PM (UTC-8)), Status (Pending), Request Date (03/02/2020 05:00 PM (UTC-8)), Contractor Name (Sands Decker Ltd.), EDGE Certified Prime? (No), Period From (02/01/2020 05:00 PM (UTC-8)), Period To (02/29/2020 05:00 PM (UTC-8)), and A/E Approval Date (MM/DD/YYYY HH.MM AM). The right sidebar shows an 'Attachments' section with 'No Attachments' and an 'Information' icon.

Contractor Pay Request	
Organization	Department of Administrative Services
Project Name	OAKS CI Training 1
Project Number	OCI-080001
Project Location	Surface Road
Title	Sands Decker Ltd_PR02
Contract Reference	Fred 20091009 OAKS Plumbing
Final Payment?	No
Retainage Release Requested?	No
Period From	02/01/2020 05:00 PM (UTC-8)
Internal Ref. Number	
Record Number	CPR-0018
Creator	Matthew Weber
Creation Date	07/28/2020 09:45 PM (UTC-8)
Status	Pending
Request Date	03/02/2020 05:00 PM (UTC-8)
Contractor Name	Sands Decker Ltd.
EDGE Certified Prime?	No
Period To	02/29/2020 05:00 PM (UTC-8)
A/E Approval Date	MM/DD/YYYY HH.MM AM

PC Review and Validation

- ▶ Check the format of the **Title** of the record- The format should include the Contract Number or Contractor Name_Pay Request Number
- ▶ Check **Period From:** and **Period To:** date, verify with Pencil Copy

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436/undefined/undefined?_uref=uuu818388450t2

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

General

Organization Department of Administrative Services	Record Number CPR-0018
Project Name OAKS CI Training 1	Creator Matthew Weber
Project Number OCI-080001	Creation Date 07/28/2020 09:45 PM (UTC-8)
Project Location Surface Road	Status Pending
Title Sands Decker Ltd_PR02	Request Date 03/02/2020 05:00 PM (UTC-8)
Contract Reference Fred 20091009 OAKS Plumbing	Contractor Name Sands Decker Ltd.
Final Payment? No	EDGE Certified Prime? No
Retainage Release Requested? No	
Period From 02/01/2020 05:00 PM (UTC-8)	Period To 02/29/2020 05:00 PM (UTC-8)
Internal Ref. Number	A/E Approval Date MM/DD/YYYY HH.MM AM

Attachments Comm

Information
No Attachments.

PC Review and Validation

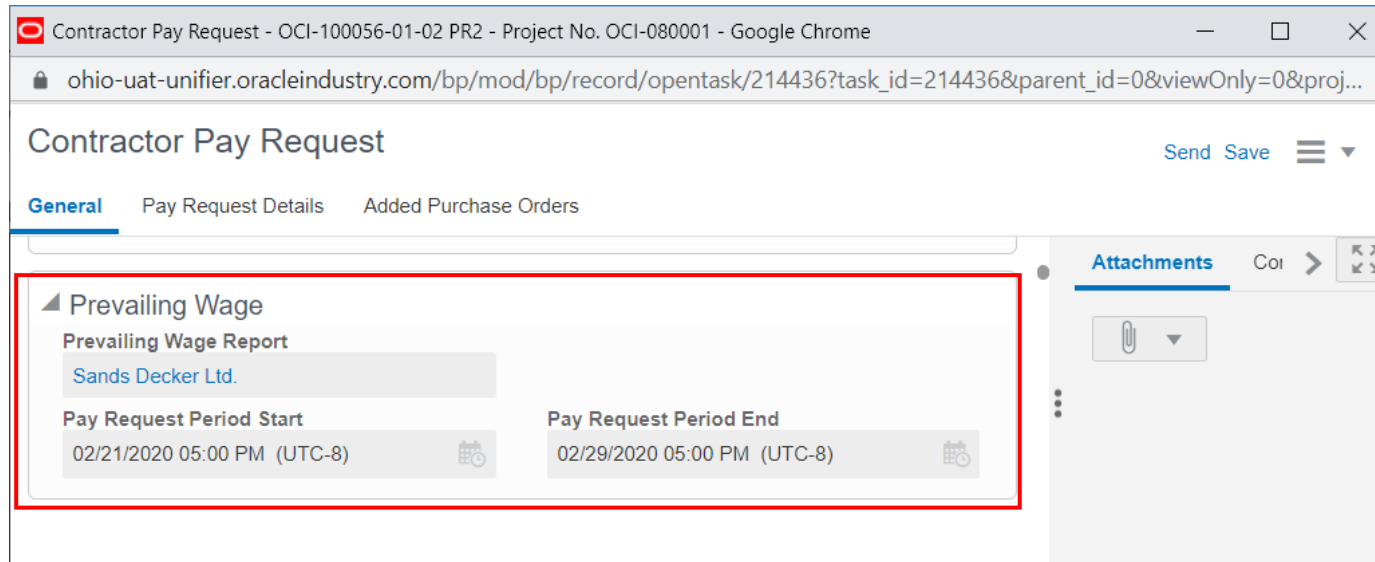
- a) Click the **Select** button in the Contractor Address block
- b) Choose the appropriate Project Vendor
- c) Click **Select**
- d) Check insurance Verification section, this information pulls from the Contract record
 - ▶ Ensure Commercial General Liability has not expired

The screenshot shows a web application interface for a Contractor Pay Request. The main form is titled "Contractor Pay Request" and has tabs for "General", "Pay Request Details", and "Purchase Orders". The "Contractor Address" section is highlighted with a blue circle 'a' and a red circle around the "Select" button. A "Project Vendors" modal window is open, showing a table of vendors with columns for "OAKS Business Unit", "Vendor Name", "OAKS Vendor ID", "Local Vendor ID", and "City". The vendor "Sands Decker Ltd." is highlighted with a blue circle 'b' and a red arrow pointing to the "Select" button in the modal, which is also circled with a blue circle 'c'. The "Insurance Verification" section is highlighted with a blue circle 'd' and a red box around the "General Liability Insurance Expiration Date" field, which contains the value "12/31/2009 09:00 AM (UTC-8)".

OAKS Business Unit	Vendor Name	OAKS Vendor ID	Local Vendor ID	City
DOT01	Matt's Vendor	0000009876		Columbus
JUN01	OAKS Plumbing	0000061288		Columbus
DOT01	OAKS Plumbing	0000010252		Columbus
DOT01	Random Roofing and Repair	000007114		Westerville
DOT01	Sands Decker Ltd.	0000008325		Columbus

PC Review and Validation

- Review the **Certified Payroll** (K12) or **Prevailing Wage** (Agency/Higher-Ed) section (ensure dates match pay request)
 - Verify certified payroll or prevailing wage reports are attached:
 - Review each report submitted and verify the correct rates are being paid
 - Confirm that all subcontractors in payroll reports are declared as subcontractors in OAKS CI



PC Review and Validation

Initial Pay Request?

- If this is the first pay request against the contract; Yes should be selected
- If this is not the first pay request; No should be selected
 - If this is NOT the first pay request, the Contractor should have selected their previous pay request, if no pay request has been selected or if the wrong pay request has been selected, SEND BACK TO CONTRACTOR, with General Comments requesting the fix. See [General Comments](#) section for instructions.

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&proj...

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

Previous Pay Request

Select your most recent, approved pay request.
For first pay request leave blank.

Initial Pay Request?
No

Previous Pay Request *
Sands Decker Ltd._PR01

Previous PR Vendor
Sands Decker Ltd.

Period From
02/01/2020 05:00 PM (UTC-8)

Period To
02/29/2020 05:00 PM (UTC-8)

Attachments

PC Review and Validation

- **Earned Current Request:** this information is pulled from the Pay Request Details tab
 - Take note of **Current Earned**

The screenshot shows a web browser window with the title "Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&proj...". The page title is "Contractor Pay Request" with "Send Save" and a menu icon. The "General" tab is selected, with "Pay Request Details" and "Added Purchase Orders" also visible. The "Earned Current Request" section is expanded, showing a summary table. The "Current Earned" value of 122,500.00 is highlighted with a red box. Below the table is a "Completed to Date" section. An "Attachments" sidebar is visible on the right.

Earned Current Request	
Current Services	20,000.00
Current Labor	52,500.00
Current DPE/Reimb	0.00
Current Labor Total	72,500.00
Current Material	50,000.00
Stored Materials	0.00
Current Materials Total	50,000.00
Current Earned	122,500.00

PC Review and Validation

- **Retainage Block:**

- IF this is the first pay request put 8% into the Retainage % field
- When the contract percent complete hits 50% or above, copy the Retainage field to the Contract Retainage Withheld field and set Retainage % back to 0

- **Withheld Amounts:**

- Withheld this period will show the Total Contract withholds, **not** only the withheld this period

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&mo...

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

Retainage

Enter 8% on the first pay request. When the contract % complete exceeds 50%, enter the actual contract retainage in the Contract Retainage Withheld field and set the Retainage % to 0.

Retainage % *	8.00	Retainage	4,200.00	Contract Percent Complete	31.06
Contract Retainage Withheld	0.00	Withheld Retainage Released	0.00	Withheld Retainage Balance	4,200.00
Retainage Check Requested on	MM/DD/YYYY				

Withheld Amounts

Retainage Current Period	4,200.00				
Liens *	0.00	Liens (from Material \$)	0.00	Sum of Liens Filed	0.00
Liquidated Damages *	0.00	Liquidated Damages (from Material \$)	0.00		
Other	0.00	Other (from Material \$)	0.00		
Withheld Labor	4,200.00	Withheld Material	0.00	Withheld This Period	4,200.00

Attachments Commer

Information No Attachments.

PC Review and Validation

- ▶ **Escrow Paid to Bank:** if the Contract Retainage Withheld is filled in, then check with the appropriate party about letter for Escrow.
 - ▶ *For additional info review your procedures for managing Escrow*

The screenshot shows a web browser window with the title "Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&mo...". The page title is "Contractor Pay Request" with "Send Save" and a menu icon. The main content area has tabs for "General", "Pay Request Details", and "Added Purchase Orders". The "General" tab is active, and the "Escrow Paid to Bank" section is highlighted with a red box. Below this section, there is a table with three columns: "Contract Retainage Escrowed", "Escrowed Retainage Released", and "Escrowed Retainage Balance". The values in the table are all 0.00. Below the table, there is a "Payment Requested" button. To the right of the main content area, there is an "Attachments" section with a "Commer" button and a menu icon.

Contract Retainage Escrowed	Escrowed Retainage Released	Escrowed Retainage Balance
0.00	0.00	0.00
Lien Escrow Labor	Lien Escrow Labor Released	Lien Escrow Labor Balance
0.00	0.00	0.00
Lien Escrow Material	Lien Escrow Material Released	Lien Escrow Material Balance
0.00	0.00	0.00

▶ Payment Requested

PC Review and Validation

- ▶ Check the Lien BP to make sure there are no liens on the contractor. If there are liens listed for the contractor, total the amount of the liens and enter in the field “Sum of Liens Filled” in the Withheld Amount section of the pay request. Enter the sum of the liens as labor and materials in the fields “Liens” and “Liens (from Material)” to decrease the amount of the payment. The amounts you enter as labor and material cannot decrease the amount of the “Labor Payment Requested” and “Material Payment Requested” fields to a negative number.

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&pr

Contractor Pay Request

General Pay Request Details Added Purchase Orders

▲ Withheld Amounts

Retainage Current Period 4,200.00

Liens *	Liens (from Material \$)	Sum of Liens Filled
0.00	0.00	0.00

Liquidated Damages *

Liquidated Damages (from Material \$)

0.00

0.00

Other

Other (from Material \$)

0.00

0.00

Withheld Labor 4,200.00

Withheld Material 0.00

Withheld This Period 4,200.00

▶ Escrow Paid to Bank

▲ Payment Requested

Enter Previous Payment fields by copying the Sum of Labor Payments and Sum of Material Payments from the previous pay request.

Earned for Labor 72,500.00	Earned for Materials 50,000.00	
Withheld from Labor 4,200.00	Withheld from Material 0.00	
Previous Payments Labor 629.50	Previous Payment Material 207.00	Previous Payments 836.50
Escrowed Payments Labor 0.00	Escrowed Payments Material 0.00	
Labor Payment Requested 67,670.50	Material Payment Requested 49,793.00	Total Requested 117,463.50

PC Review and Validation

- ▶ Pay Request Details: Review the WBS Code and percent complete, labor should correlate with a labor column, material with material column, Services, etc.
- ▶ Ensure that DPE Reimbursable documents are attached
- ▶ Check Stored Material- get confirmation that material is stored, and certificate of insurance is attached with photos
- ▶ Check General Conditions CM Fee (if applicable)
- ▶ If you see any negative dollars earned, review record to ensure it is correct

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&model=ucpr&_uref=uuu387999349t2

Contractor Pay Request

General **Pay Request Details** Added Purchase Orders

Ref.	SOV Ref... Nu...	WBS Code	Code Name	Commit Short Description	Short Description*	S...	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete
001	1	CE-FC-03L	Concrete Labr	labor - concrete	Concrete Labor		70,000.00	25.00	0.00	0.00
002	2	CE-FC-03M	Concrete Matl	material - concrete	Concrete Material		100,000.00	0.00	50.00	0.00
003	3	CE-FC-03L	Concrete Labr	concrete labor 2	Concrete Labor		70,000.00	25.00	0.00	0.00
004	4	CE-FC-03L	Concrete Labr	concrete labor 3	Concrete Labor		70,000.00	25.00	0.00	0.00
005	5	CE-01-IN	CE Insurance	insurance	Insurance		40,000.00	0.00	0.00	50.00
TOTAL							350,000.00	75.00	50.00	50.00

Total: 5

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&mo...

Contractor Pay Request

General **Pay Request Details** Added Purchase Orders

Previous E/Reimb	DPE/Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period	EDGE Certified Prime Contractor?	EDGE Certified?
0.00	0.00	0.00	0.00	17,500.00	17,500.00	No	
0.00	0.00	0.00	0.00	50,000.00	50,000.00	No	
0.00	0.00	0.00	0.00	17,500.00	17,500.00	No	
0.00	0.00	0.00	0.00	20,000.00	20,000.00	No	
0.00	0.00	0.00	0.00	122,500.00	122,500.00		

Total: 5

PC Review and Validation

- ▶ **Earned Current** field (a) from the General tab will always match the **Total Amount** field (b) from the Pay Request Details tab, if it does not, check for negative earnings this period in the SOV (**Contact OAKS CI for Assistance**)
- ▶ The Total Requested (c) field, will ALWAYS equal the Current Earned minus withholds and retainage

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=...

Contractor Pay Request

General | Pay Request Details | Added Purchase Orders

Earned Current Request

Current Services	20,000.00	Current Material	50,000.00
Current Labor	52,500.00	Stored Materials	0.00
Current DPE/Reimb	0.00		
Current Labor Total	72,500.00	Current Materials Total	50,000.00
		Current Earned	122,500.00

Completed to Date

DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period
0.00	0.00	17,500.00	17,500.00
0.00	0.00	50,000.00	50,000.00
0.00	0.00	17,500.00	17,500.00
0.00	0.00	17,500.00	17,500.00
0.00	0.00	20,000.00	20,000.00

0.00	0.00	0.00	0.00	122,500.00	122,500.00
Total: 5					

Payment Requested

Enter Previous Payment fields by copying the Sum of Labor Payments and Sum of Material Payments from the previous pay request.

Earned for Labor	72,500.00	Earned for Materials	50,000.00
Withheld from Labor	4,200.00	Withheld from Material	0.00
Previous Payments Labor	629.50	Previous Payment Material	207.00
Escrowed Payments Labor	0.00	Escrowed Payments Material	0.00
		Previous Payments	836.50
Labor Payment Requested	67,670.50	Material Payment Requested	49,793.00
		Total Requested	117,463.50

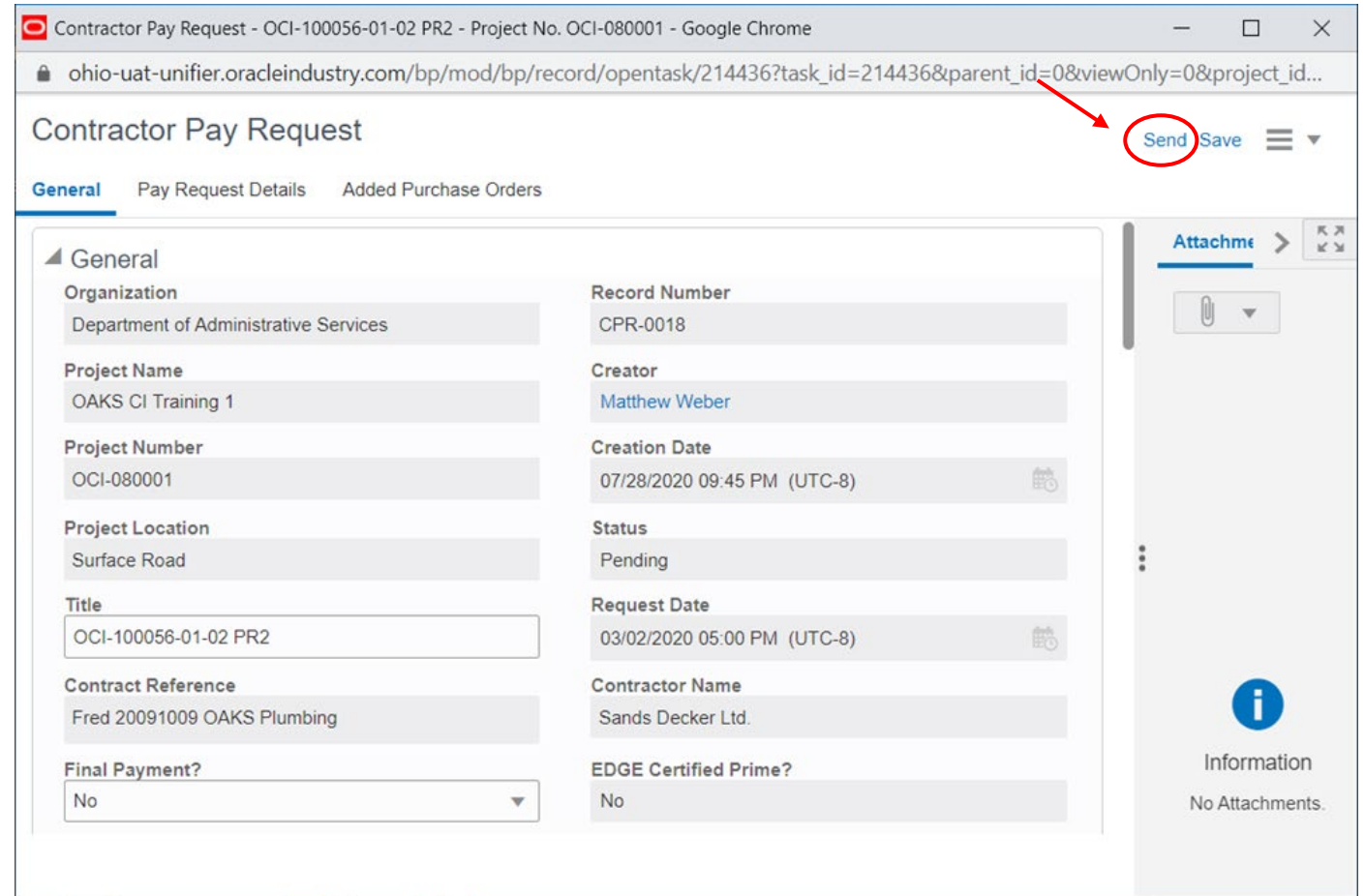
PC Review and Validation

- ▶ Verify that a PO has been applied by viewing the Purchase Order information area
- ▶ If an additional PO requires attachment:
 - ▶ Click the Purchase Orders tab, Click Add
 - ▶ See instructions in this job aid for adding PO

The screenshot displays the 'Contractor Pay Request' interface in a web browser. The browser title is 'Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome'. The URL is 'ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&model=ucpr&_uref=uuu387999...'. The page title is 'Contractor Pay Request'. There are three tabs: 'General', 'Pay Request Details', and 'Added Purchase Orders'. The 'Added Purchase Orders' tab is highlighted with a red box. Below the tabs, there is an 'Add' button circled in red, and an 'Actions' dropdown menu. A table is displayed with the following columns: 'No.', 'OAKS PO No.', 'OAKS PO Amount (\$)', 'OAKS Amount Applied (\$)', and 'OAKS PO Date'. The table is currently empty. At the bottom left, it says 'Total: 0'. On the right side, there is a 'Line Item Details' panel with the following fields: 'PO No.' (OCI General 080001-05-PO), 'OAKS PO No.', 'OAKS PO Amount (\$)' (175,000.00), 'OAKS Amount Applied (\$)' (0.00), 'OAKS PO Date' (MM/DD/YYYY HH:MM AM), 'Local PO No.', 'Local PO Amount (\$)' (0.00), 'Local Amount Applied (\$)' (0.00), 'Local PO Date' (MM/DD/YYYY HH:MM AM), and 'Short Description *' (OCI General 080001-05-PO). At the bottom of the panel are 'Cancel', 'Save', and 'Save & Add New' buttons.

PC Review and Validation

- ▶ When the record is ready to move forward, click **Send**



Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id...

Contractor Pay Request

[Send](#) [Save](#) ☰

General Pay Request Details Added Purchase Orders

General	
Organization Department of Administrative Services	Record Number CPR-0018
Project Name OAKS CI Training 1	Creator Matthew Weber
Project Number OCI-080001	Creation Date 07/28/2020 09:45 PM (UTC-8)
Project Location Surface Road	Status Pending
Title OCI-100056-01-02 PR2	Request Date 03/02/2020 05:00 PM (UTC-8)
Contract Reference Fred 20091009 OAKS Plumbing	Contractor Name Sands Decker Ltd.
Final Payment? No	EDGE Certified Prime? No

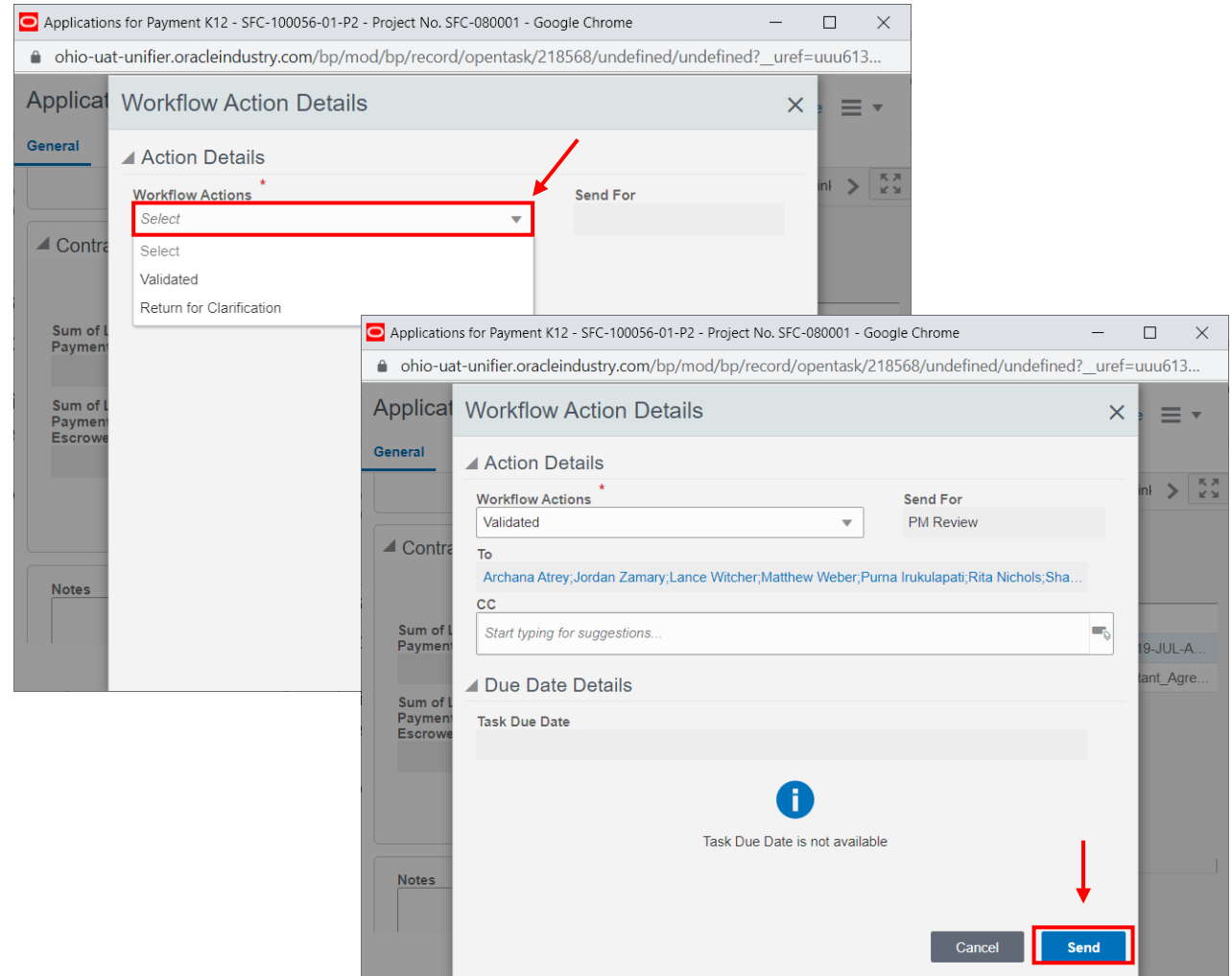
Attachments > ⌵

📎

Information
No Attachments.

PC Review and Validation

- ▶ If record must be returned for update:
 - Add a General Comment. See [General Comments](#) section for instructions.
 - ▶ Choose **Return for Clarification**
 - ▶ Click **Send**
- ▶ If record is ready to move forward to PM Review:
 - ▶ Choose **Accept**
 - ▶ Click **Send**



Review Application for Payment

Final Payment

Click the General tab to view record

- ▶ **Check Final Payment field- If Yes;** ensure that the following documents are attached:
 - ▶ Certification of Contract Completion (OFCC Website – Form F390-01v0912)
 - ▶ Payment Release Affidavit (OFCC Website F390-04v0912) Signed and Notarized by Contractor

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214679/undefined/undefined?__uref=uuu387999349t2

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

General

Organization Department of Administrative Services	Record Number CPR-0018
Project Name OAKS CI Training 1	Creator Matthew Weber
Project Number OCI-080001	Creation Date 07/28/2020 09:45 PM (UTC-8)
Project Location Surface Road	Status Pending
Title * OCI-100056-01-02 PR2	Request Date * 03/02/2020 05:00 PM (UTC-8)
Contract Reference Fred 20091009 OAKS Plumbing	Contractor Name Sands Decker Ltd.
Final Payment? * Yes	EDGE Certified Prime? No
Retainage Release Requested? No	

Attachments Comments

Information
No Attachments.

Review Application for Payment

Final Payment

- ▶ Check Retainage Release Field- If Yes; ensure the following documents are attached:
 - ▶ Payment Release Affidavit (OFCC Website F390-04v0912) Signed and notarized by Contractor
 - ▶ Executed Substantial Completion Certification with AE's Punch list attached (OFCC Website F390-05)
 - ▶ Consent of Surety

The screenshot shows a web application interface for reviewing a payment application. The form is divided into two main sections: 'General' and 'Attachments'. The 'General' section contains the following fields:

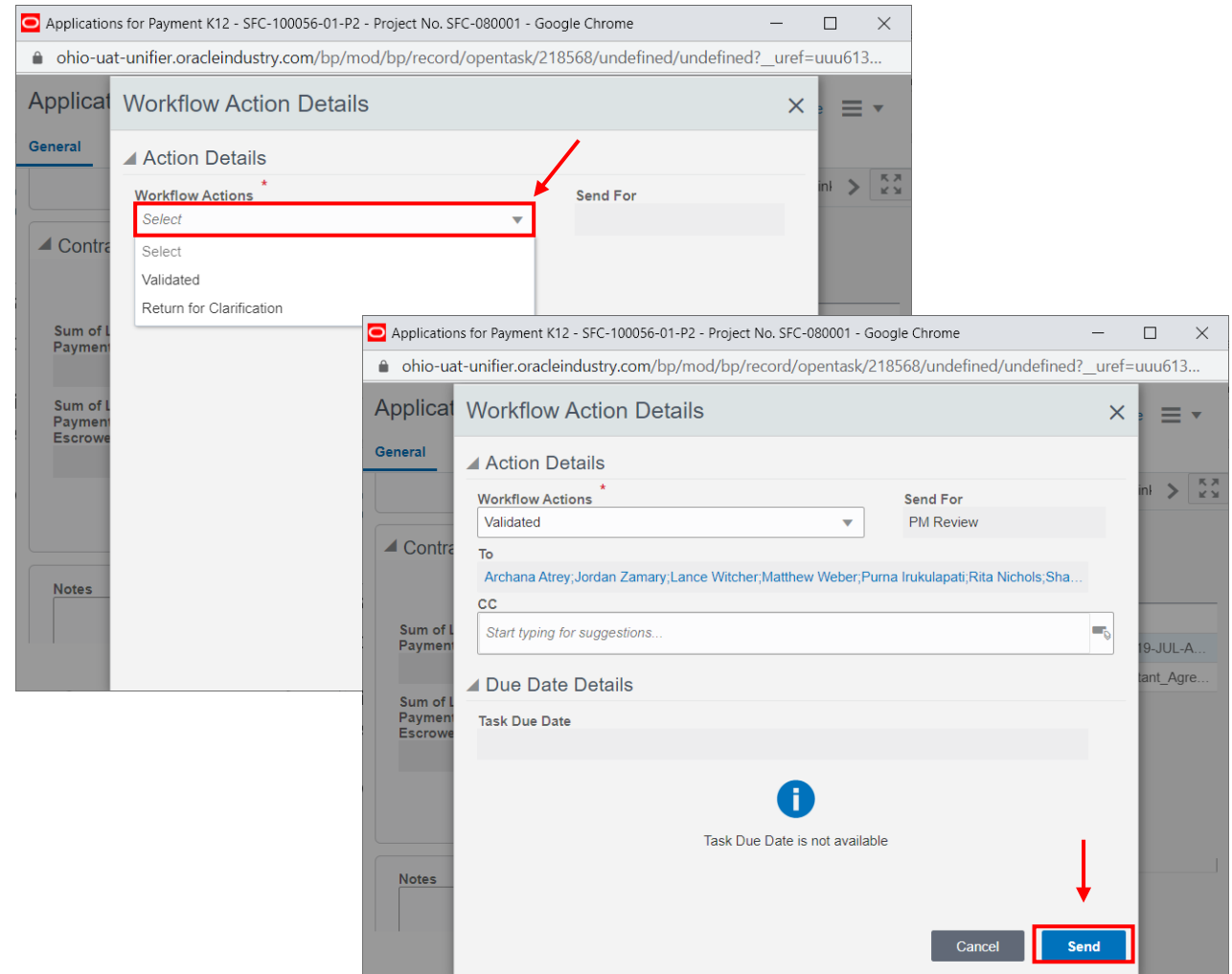
Organization	Department of Administrative Services	Record Number	CPR-0018
Project Name	OAKS CI Training 1	Creator	Matthew Weber
Project Number	OCI-080001	Creation Date	07/28/2020 09:45 PM (UTC-8)
Project Location	Surface Road	Status	Pending
Title *	OCI-100056-01-02 PR2	Request Date *	03/02/2020 05:00 PM (UTC-8)
Contract Reference	Fred 20091009 OAKS Plumbing	Contractor Name	Sands Decker Ltd.
Final Payment? *	No	EDGE Certified Prime?	No
Retainage Release Requested?	Yes		

The 'Retainage Release Requested?' field is highlighted with a red box and set to 'Yes'. The 'Attachments' section on the right shows a tab for 'Attachments' and a message: 'Information No Attachments.'.

Review Application for Payment

Final Payment

- ▶ If record must be returned for update:
 - Add a General Comment. See [General Comments](#) section for instructions.
 - ▶ Choose **Return for Clarification**
 - ▶ Click **Send**
- ▶ If record is ready to move forward to PM Review:
 - ▶ Choose **Accept**
 - ▶ Click **Send**



Pay Applications

Required Documents During Close-Out

1) Partial Release of Retainage

Upon consent of the Contractor's Surety, the Contracting Authority may reduce the amount of funds retained for the faithful performance of Work by 50% of the amount of funds required to be retained, provided the Contractor's Surety remains responsible for all damages that may be caused due to default by the Contractor, including, but not limited to, the following:

*Completion of the Work
All interference, disruption, hindrance and delay claims/
All Liquidate Damages; and
All additional expenses incurred by the State*

Note: this should be a rare occurrence – if a request comes in via a pay application – please consult with the Project Manager before moving it forward.

a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)

- i) Payment Release Affidavit (OFCC Website F390-04v0912)
- ii) Consent of Surety

2) Release of Retainage / Substantial Completion

a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)

- i) Payment Release Affidavit (OFCC Website F390-04v0912)
- ii) Executed Substantial Completion Certification with AE's Punch list attached (OFCC Website F390-05)

3) Contract Completion / Final Pay Application

a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)

- i) Certification of Contract Completion (OFCC Website – Form F390-01v0912)
- ii) Payment Release Affidavit (OFCC Website F390-04v0912)

4) Partial Contract Completion (to be attached to the pay application business process in OAKS-CI)

a) Required Documents needed

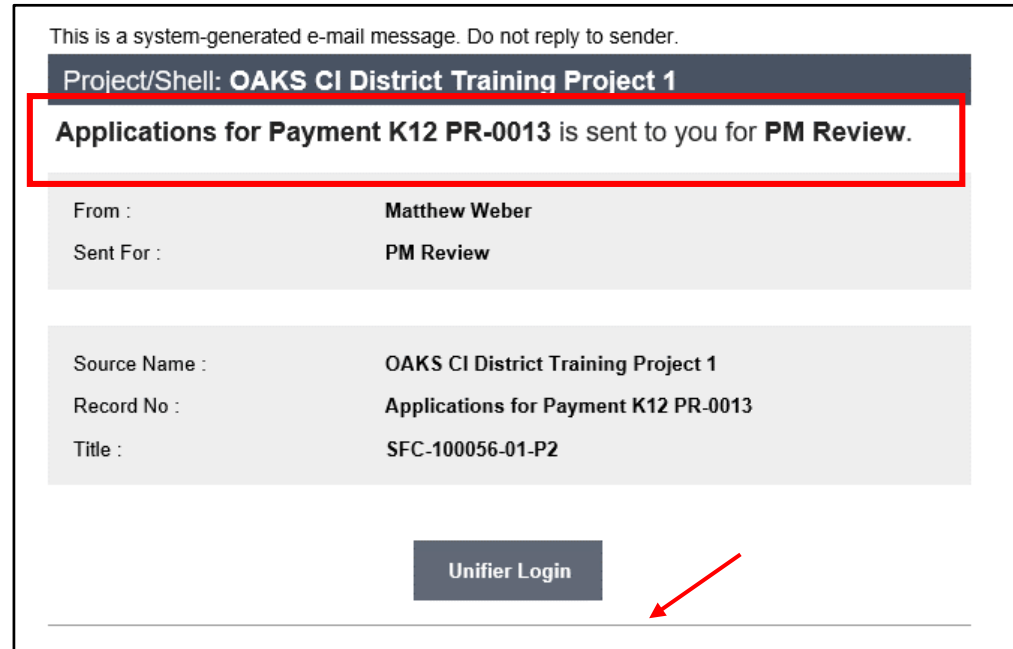
- i) Certificate of Contract Completion – marked partial (Form F390-01v0912) *(contract balance would still remain)*
- ii) Payment Release Affidavit (OFCC Website F390-04v0912)
- iii) Consent of Surety

Project Manager Review

- The Project Manager will receive a notification via email that an Contractor Pay Request/Application for Payment is awaiting Approval

Receive Task (PM)

- ▶ Vendor receives an Email
- ▶ Click on the “Unifier Login” button to access the task



Accept Task (PM)

- ▶ To begin work on the record, click **Accept**

The screenshot displays the Oracle Applications for Payment K12 interface. The browser address bar shows the URL: `ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/open/uafpk/67/0/0?srcid=67&model=uafpk&fromcostlog=1&project_id=1084&nfl=0&_uref=...`. The page title is "Applications for Payment K12". In the top right corner, there are two buttons: "Accept" and "Decline". The "Accept" button is circled in red, and a red arrow points to it from the right. Below the title bar, there are tabs for "General", "Pay Request Details", "Added Purchase Orders", and "Vouchers". The "General" tab is active. The main content area is divided into two sections: "Task Details" and "General".

Task Details

- From:** Matthew Weber
- To:** Archana Atrey; Jordan Zamy; Lance Witcher; Matthew Weber; Purna Irukulapati; Rita Nichols; Shaun...
- Sent For:** PM Review

General

Project Name	OAKS CI District Training Project 1	Record Number	PR-0013
Project Number	SFC-080001	Creator	Matthew Weber
Organization Name	OAKS CI District Training Project - 1	Creation Date	10/14/2020 11:15 AM (UTC-8)
Facility Name		Status	Pending
Title		Request Date	

Attachments

Name
Published Attachments
<input checked="" type="checkbox"/> L110-08-CI-2019-JUL-A...
<input checked="" type="checkbox"/> Signed Consultant_Agre...

Total: 2

PM Review

- ▶ Review the **General** tab of the record
- ▶ Check Final Payment and Retainage Release fields- If one or both are Yes, [see the slides at the end of this section](#)

The screenshot shows a web browser window displaying a 'Contractor Pay Request' record. The browser address bar shows the URL: ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436/undefined/undefined?_uref=uuu818388450t2. The page title is 'Contractor Pay Request'. There are tabs for 'General', 'Pay Request Details', and 'Added Purchase Orders'. The 'General' tab is selected and circled in red. The 'General' section contains the following fields:

Organization	Department of Administrative Services	Record Number	CPR-0018
Project Name	OAKS CI Training 1	Creator	Matthew Weber
Project Number	OCI-080001	Creation Date	07/28/2020 09:45 PM (UTC-8)
Project Location	Surface Road	Status	Pending
Title	Sands Decker Ltd_PR02	Request Date	03/02/2020 05:00 PM (UTC-8)
Contract Reference	Fred 20091009 OAKS Plumbing	Contractor Name	Sands Decker Ltd.
Final Payment?	No	EDGE Certified Prime?	No
Retainage Release Requested?	No	Period From	02/01/2020 05:00 PM (UTC-8)
Period To	02/29/2020 05:00 PM (UTC-8)	A/E Approval Date	MM/DD/YYYY HH.MM AM
Internal Ref. Number			

On the right side of the page, there is an 'Attachments' section with a paperclip icon and a dropdown arrow, and an 'Information' section with an information icon and the text 'No Attachments'.

PM Review

- ▶ Check the format of the **Title** of the record- The format should include the Contract Number or Contractor Name_Pay Request Number
- ▶ Check **Period From:** and **Period To:** date, verify with Pencil Copy

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436/undefined/undefined?_uref=uuu818388450t2

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

General

Organization Department of Administrative Services	Record Number CPR-0018
Project Name OAKS CI Training 1	Creator Matthew Weber
Project Number OCI-080001	Creation Date 07/28/2020 09:45 PM (UTC-8)
Project Location Surface Road	Status Pending
Title Sands Decker Ltd_PR02	Request Date 03/02/2020 05:00 PM (UTC-8)
Contract Reference Fred 20091009 OAKS Plumbing	Contractor Name Sands Decker Ltd.
Final Payment? No	EDGE Certified Prime? No
Retainage Release Requested? No	
Period From 02/01/2020 05:00 PM (UTC-8)	Period To 02/29/2020 05:00 PM (UTC-8)
Internal Ref. Number	A/E Approval Date MM/DD/YYYY HH.MM AM

Attachments Comm

Information
No Attachments.

PM Review

- a) Click the **Select** button in the Contractor Address block
- b) Choose the appropriate Project Vendor
- c) Click **Select**
- d) Check insurance Verification section, this information pulls from the Contract record
 - ▶ Ensure Commercial General Liability has not expired

The screenshot shows a web application interface for a Contractor Pay Request. It is divided into several sections: Contractor Address, Project Vendors, and Insurance Verification. Annotations a, b, c, and d are placed on the screen to guide the user through the process.

Contractor Address Section: The Contractor field is set to "Sands Decker Ltd.". A red circle labeled 'a' highlights a "Select" button next to the contractor name.

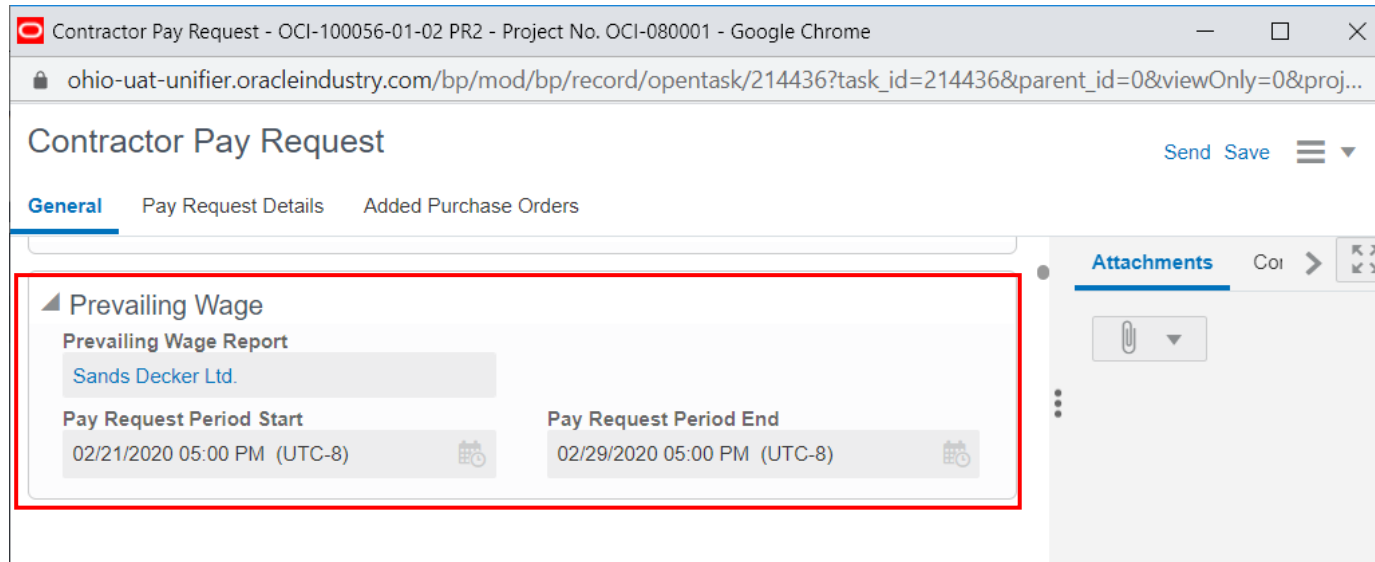
Project Vendors Section: A modal window displays a table of vendors. A red circle labeled 'b' highlights the "Sands Decker Ltd." row. A red circle labeled 'c' highlights the "Select" button at the bottom right of the modal.

OAKS Business Unit	Vendor Name	OAKS Vendor ID	Local Vendor ID	City
DOT01	Matt's Vendor	0000009876		Columbus
UN01	OAKS Plumbing	0000061288		Columbus
DOT01	OAKS Plumbing	0000010252		Columbus
DOT01	Random Roofing and Repair	0000007114		Westerville
DOT01	Sands Decker Ltd.	0000008325		Columbus

Insurance Verification Section: A red circle labeled 'd' highlights the "General Liability Insurance Expiration Date" field, which is set to "12/31/2009 09:00 AM (UTC-8)".

PM Review

- Review the **Prevailing Wage** section (ensure dates match pay request)
 - Verify certified payroll reports are attached:
 - Review each payroll report submitted and verify the correct Prevailing Wage rates are being paid
 - Confirm that all subcontractors in payroll reports are declared as subcontractors in OAKS CI



PM Review

Initial Pay Request?

- If this is the first pay request against the contract; Yes should be selected
- If this is not the first pay request; No should be selected
 - If this is NOT the first pay request, the Contractor should have selected their previous pay request, if no pay request has been selected or if the wrong pay request has been selected, SEND BACK TO CONTRACTOR, with General Comments requesting the fix. See [General Comments](#) section for instructions.

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&proj...

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

Previous Pay Request

Select your most recent, approved pay request.

For first pay request leave blank.

Initial Pay Request?
No

Previous Pay Request *
Sands Decker Ltd._PR01

Previous PR Vendor
Sands Decker Ltd.

Period From
02/01/2020 05:00 PM (UTC-8)

Period To
02/29/2020 05:00 PM (UTC-8)

Attachments

PM Review

- **Earned Current Request:** this information is pulled from the Pay Request Details tab
 - Take note of **Current Earned**

The screenshot shows a web browser window with the title "Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&proj...". The page title is "Contractor Pay Request" with "Send Save" and a menu icon. The main content area has tabs for "General", "Pay Request Details", and "Added Purchase Orders". The "General" tab is active, showing a section titled "Earned Current Request" with a table of financial data. A red box highlights the "Current Earned" value of 122,500.00. Below the table is a "Completed to Date" section. On the right, there is an "Attachments" sidebar with a paperclip icon and a blue information icon at the bottom.

Earned Current Request	
Current Services	20,000.00
Current Labor	52,500.00
Current DPE/Reimb	0.00
Current Labor Total	72,500.00
Current Material	50,000.00
Stored Materials	0.00
Current Materials Total	50,000.00
Current Earned	122,500.00

PM Review

- **Retainage Block:**

- IF this is the first pay request put 8% into the Retainage % field
- When the contract percent complete hits 50% or above, copy the Retainage field to the Contract Retainage Withheld field and set Retainage % back to 0

- **Withheld Amounts:**

- Withheld this period will show the Total Contract withholds, **not** only the withheld this period

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&mo...

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

Retainage

Enter 8% on the first pay request. When the contract % complete exceeds 50%, enter the actual contract retainage in the Contract Retainage Withheld field and set the Retainage % to 0.

Retainage % *	8.00	Retainage	4200.00	Contract Percent Complete	31.06
Contract Retainage Withheld	0.00	Withheld Retainage Released	0.00	Withheld Retainage Balance	4,200.00
Retainage Check Requested on	MM/DD/YYYY				

Withheld Amounts

Retainage Current Period	4,200.00				
Liens *	0.00	Liens (from Material \$)	0.00	Sum of Liens Filed	0.00
Liquidated Damages *	0.00	Liquidated Damages (from Material \$)	0.00		
Other	0.00	Other (from Material \$)	0.00		
Withheld Labor	4,200.00	Withheld Material	0.00	Withheld This Period	4,200.00

Attachments Commer

Information
No Attachments.

PM Review

- ▶ **Escrow Paid to Bank:** if the Contract Retainage Withheld is filled in, then check with the appropriate party about letter for Escrow.
 - ▶ *For additional info review your procedures for managing Escrow*

The screenshot shows a web browser window with the title "Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&mo...". The page title is "Contractor Pay Request" with "Send Save" and a menu icon. The main content area has tabs for "General", "Pay Request Details", and "Added Purchase Orders". The "General" tab is active, and the "Escrow Paid to Bank" section is highlighted with a red box. Below this section, there is a table with three columns: "Contract Retainage Escrowed", "Escrowed Retainage Released", and "Escrowed Retainage Balance". The values in the table are all 0.00. Below the table, there is a "Payment Requested" button. To the right of the main content area, there is an "Attachments" section with a "Commer" button and a menu icon. An information icon is visible at the bottom right of the page.

Contract Retainage Escrowed	Escrowed Retainage Released	Escrowed Retainage Balance
0.00	0.00	0.00
Lien Escrow Labor	Lien Escrow Labor Released	Lien Escrow Labor Balance
0.00	0.00	0.00
Lien Escrow Material	Lien Escrow Material Released	Lien Escrow Material Balance
0.00	0.00	0.00

▶ Payment Requested

PM Review

- ▶ Check the Lien BP to make sure there are no liens on the contractor. If there are liens listed for the contractor, total the amount of the liens and enter in the field “Sum of Liens Filled” in the Withheld Amount section of the pay request. Enter the sum of the liens as labor and materials in the fields “Liens” and “Liens (from Material)” to decrease the amount of the payment. The amounts you enter as labor and material cannot decrease the amount of the “Labor Payment Requested” and “Material Payment Requested” fields to a negative number.

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&pr

Contractor Pay Request

General Pay Request Details Added Purchase Orders

▲ Withheld Amounts

Retainage Current Period 4,200.00

Liens *	Liens (from Material \$)	Sum of Liens Filled
0.00	0.00	0.00

Liquidated Damages * Liquidated Damages (from Material \$) | 0.00 || 0.00 | 0.00 | |

Other Other (from Material \$) | 0.00 || 0.00 | 0.00 | |

Withheld Labor 4,200.00

Withheld Material 0.00

Withheld This Period 4,200.00

▶ Escrow Paid to Bank

▲ Payment Requested

Enter Previous Payment fields by copying the Sum of Labor Payments and Sum of Material Payments from the previous pay request.

Earned for Labor 72,500.00	Earned for Materials 50,000.00	
Withheld from Labor 4,200.00	Withheld from Material 0.00	
Previous Payments Labor 629.50	Previous Payment Material 207.00	Previous Payments 836.50
Escrowed Payments Labor 0.00	Escrowed Payments Material 0.00	
Labor Payment Requested 67,670.50	Material Payment Requested 49,793.00	Total Requested 117,463.50

PM Review

- ▶ Pay Request Details: Review the WBS Code and percent complete, labor should correlate with a labor column, material with material column, Services, etc.
- ▶ Ensure that DPE Reimbursable documents are attached
- ▶ Check Stored Material- get confirmation that material is stored, and certificate of insurance is attached with photos
- ▶ Check General Conditions CM Fee (if applicable)
- ▶ If you see any negative dollars earned, review record to ensure it is correct

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&model=ucpr&_uref=uuu387999349t2

Contractor Pay Request

General **Pay Request Details** Added Purchase Orders

Ref.	SOV Ref... Nu...	WBS Code	Code Name	Commit Short Description	Short Description*	S...	Scheduled Value	% Labor Complete	% Materials Complete	% Services Complete
001	1	CE-FC-03L	Concrete Labr	labor - concrete	Concrete Labor		70,000.00	25.00	0.00	0.00
002	2	CE-FC-03M	Concrete Matl	material - concrete	Concrete Material		100,000.00	0.00	50.00	0.00
003	3	CE-FC-03L	Concrete Labr	concrete labor 2	Concrete Labor		70,000.00	25.00	0.00	0.00
004	4	CE-FC-03L	Concrete Labr	concrete labor 3	Concrete Labor		70,000.00	25.00	0.00	0.00
005	5	CE-01-IN	CE Insurance	insurance	Insurance		40,000.00	0.00	0.00	50.00
TOTAL							350,000.00	75.00	50.00	50.00

Total: 5

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id=1006&mo...

Contractor Pay Request

General **Pay Request Details** Added Purchase Orders

Previous E/Reimb	DPE/Reimb This Period	DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period	EDGE Certified Prime Contractor?	EDGE Certified?
0.00	0.00	0.00	0.00	17,500.00	17,500.00	No	
0.00	0.00	0.00	0.00	50,000.00	50,000.00	No	
0.00	0.00	0.00	0.00	17,500.00	17,500.00	No	
0.00	0.00	0.00	0.00	20,000.00	20,000.00	No	
0.00	0.00	0.00	0.00	122,500.00	122,500.00		

Total: 5

PM Review

- ▶ **Earned Current** field (a) from the General tab will always match the **Total Amount** field (b) from the Pay Request Details tab, if it does not, check for negative earnings this period in the SOV (**Contact OAKS CI for Assistance**)
- ▶ The Total Requested (c) field, will ALWAYS equal the Current Earned minus withholds and retainage

The screenshot displays the Contractor Pay Request interface. On the left, the 'Earned Current Request' section shows a 'Current Earned' value of 122,500.00, highlighted with a red box and labeled 'a'. In the center, a table shows 'Earned To Date' and 'Earned This Period' values, with the 'Earned To Date' value of 122,500.00 highlighted by a red box and labeled 'b'. On the right, the 'Payment Requested' section shows a 'Total Requested' value of 117,463.50, highlighted with a red box and labeled 'c'. Below the table, a summary row shows 'Total: 5' with a value of 122,500.00 highlighted by a red box.

DPE/Reimb To Date	Previously Earned	Earned To Date	Earned This Period
0.00	0.00	17,500.00	17,500.00
0.00	0.00	50,000.00	50,000.00
0.00	0.00	17,500.00	17,500.00
0.00	0.00	17,500.00	17,500.00
0.00	0.00	20,000.00	20,000.00

Earned Current Request	
Current Services	20,000.00
Current Labor	52,500.00
Current DPE/Reimb	0.00
Current Labor Total	72,500.00
Current Material	50,000.00
Stored Materials	0.00
Current Materials Total	50,000.00
Current Earned	122,500.00

Payment Requested			
Earned for Labor	72,500.00	Earned for Materials	50,000.00
Withheld from Labor	4,200.00	Withheld from Material	0.00
Previous Payments Labor	629.50	Previous Payment Material	207.00
Escrowed Payments Labor	0.00	Escrowed Payments Material	0.00
Labor Payment Requested	67,670.50	Material Payment Requested	49,793.00
Total Requested		117,463.50	

Summary	
0.00	122,500.00
Total: 5	

PM Review

- ▶ Verify that a PO has been applied by viewing the Purchase Order information area
- ▶ If an additional PO requires attachment:
 - ▶ Click the Purchase Orders tab, Click Add
 - ▶ See instructions in this job aid for adding PO

The screenshot shows a web application interface for a Contractor Pay Request. At the top, there are tabs for 'General', 'Pay Request Details', and 'Added Purchase Orders'. The 'Added Purchase Orders' tab is highlighted with a red box. Below the tabs is a table with columns: 'No.', 'OAKS PO No.', 'OAKS PO Amount (\$)', 'OAKS Amount Applied (\$)', and 'OAKS PO Date'. The table is currently empty, and a red arrow points to an 'Add' button located to the left of the table. On the right side of the interface, there is a 'Line Item Details' panel with fields for 'PO No.', 'OAKS PO No.', 'OAKS PO Amount (\$)', 'OAKS Amount Applied (\$)', 'OAKS PO Date', 'Local PO No.', 'Local PO Amount (\$)', 'Local Amount Applied (\$)', and 'Local PO Date'. The 'OAKS PO Amount (\$)' field is populated with '175,000.00'. At the bottom of the table, it says 'Total: 0'. At the bottom of the 'Line Item Details' panel, there are buttons for 'Cancel', 'Save', and 'Save & Add New'.

PM Review

- ▶ When the record is ready to move forward, click **Send**

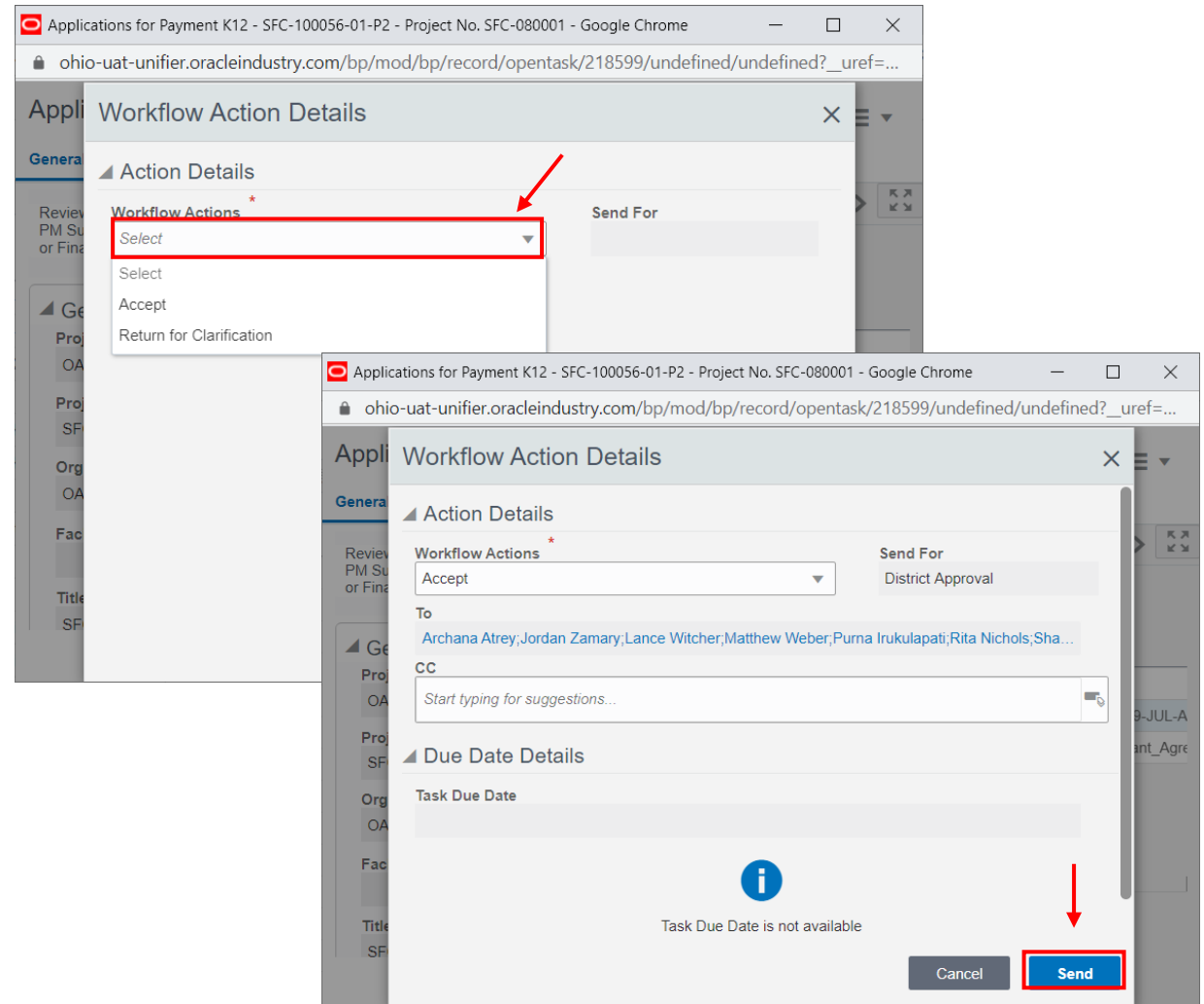
The screenshot shows a web browser window with the title "Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome". The URL is "ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214436?task_id=214436&parent_id=0&viewOnly=0&project_id...". The page title is "Contractor Pay Request". In the top right corner, there are buttons for "Send", "Save", and a menu icon. The "Send" button is circled in red, and a red arrow points to it from the right. Below the title, there are tabs for "General", "Pay Request Details", and "Added Purchase Orders". The "General" tab is active. The form contains the following fields:

General	
Organization	Department of Administrative Services
Record Number	CPR-0018
Project Name	OAKS CI Training 1
Creator	Matthew Weber
Project Number	OCI-080001
Creation Date	07/28/2020 09:45 PM (UTC-8)
Project Location	Surface Road
Status	Pending
Title	OCI-100056-01-02 PR2
Request Date	03/02/2020 05:00 PM (UTC-8)
Contract Reference	Fred 20091009 OAKS Plumbing
Contractor Name	Sands Decker Ltd.
Final Payment?	No
EDGE Certified Prime?	No

On the right side of the form, there is an "Attachments" section with a plus icon and a minus icon. Below it, there is an "Information" icon and the text "Information No Attachments."

PM Review

- ▶ If record must be returned for update:
 - Add a General Comment. See [General Comments](#) section for instructions.
 - ▶ Choose **Return for Clarification**
 - ▶ Click **Send**
- ▶ If record is ready to move forward to District Approval:
 - ▶ Choose **Accept**
 - ▶ Click **Send**



Review Application for Payment

Final Payment

Click the General tab to view record

- ▶ **Check Final Payment field- If Yes;** ensure that the following documents are attached:
 - ▶ Certification of Contract Completion (OFCC Website – Form F390-01v0912)
 - ▶ Payment Release Affidavit (OFCC Website F390-04v0912) Signed and Notarized by Contractor

Contractor Pay Request - OCI-100056-01-02 PR2 - Project No. OCI-080001 - Google Chrome

ohio-uat-unifier.oracleindustry.com/bp/mod/bp/record/opentask/214679/undefined/undefined?__uref=uuu387999349t2

Contractor Pay Request

Send Save

General Pay Request Details Added Purchase Orders

General

Organization Department of Administrative Services	Record Number CPR-0018
Project Name OAKS CI Training 1	Creator Matthew Weber
Project Number OCI-080001	Creation Date 07/28/2020 09:45 PM (UTC-8)
Project Location Surface Road	Status Pending
Title * OCI-100056-01-02 PR2	Request Date * 03/02/2020 05:00 PM (UTC-8)
Contract Reference Fred 20091009 OAKS Plumbing	Contractor Name Sands Decker Ltd.
Final Payment? * Yes	EDGE Certified Prime? No
Retainage Release Requested? No	

Attachments Comments

Information
No Attachments.

Review Application for Payment

Retainage Release-Substantial Completion

- ▶ Check Retainage Release Field- If Yes; ensure the following documents are attached:
 - ▶ Payment Release Affidavit (OFCC Website F390-04v0912) Signed and notarized by Contractor
 - ▶ Executed Substantial Completion Certification with AE's Punch list attached (OFCC Website F390-05)
 - ▶ Consent of Surety

The screenshot shows a web application interface with a 'General' tab selected. The form contains the following fields:

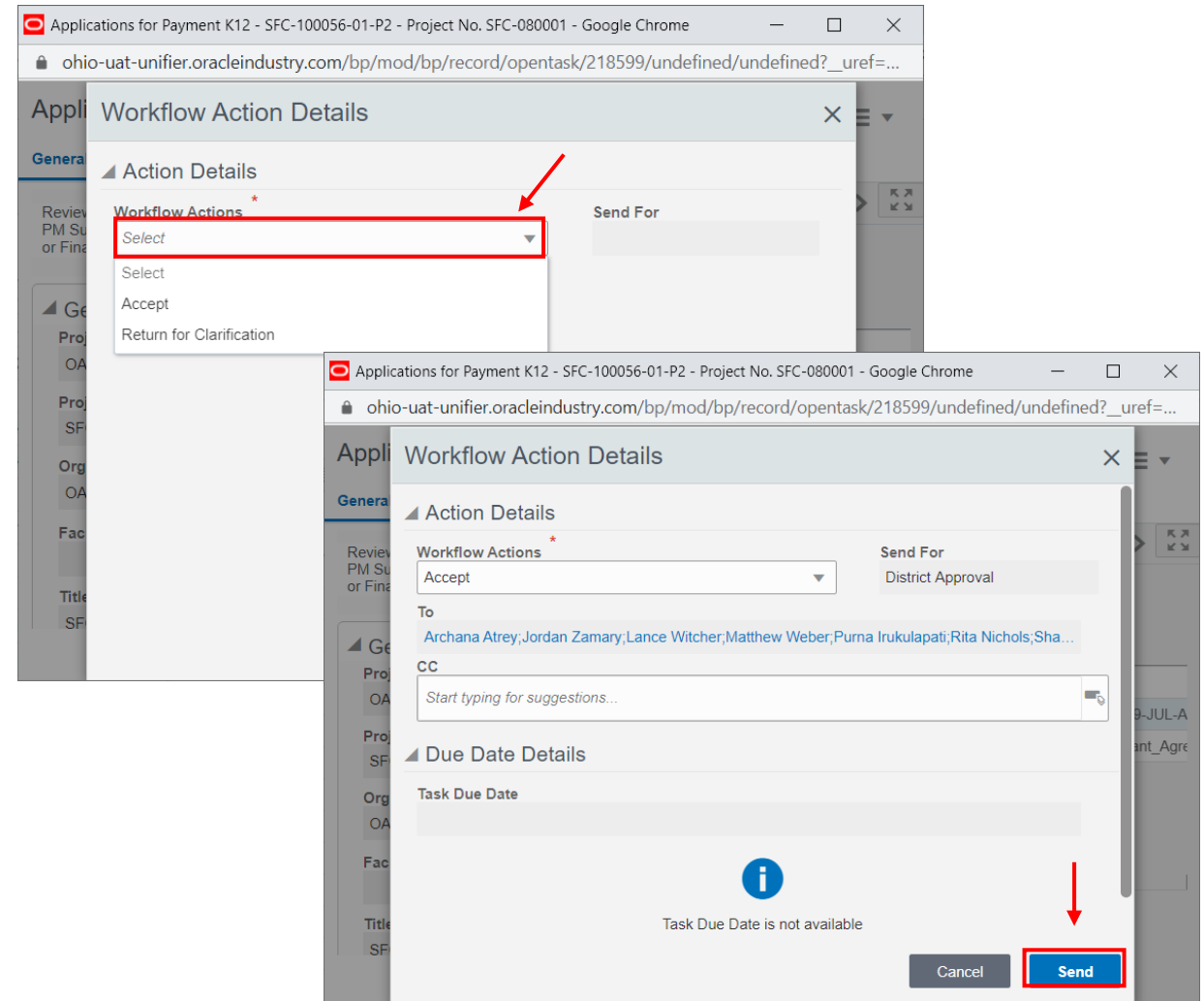
Organization	Department of Administrative Services	Record Number	CPR-0018
Project Name	OAKS CI Training 1	Creator	Matthew Weber
Project Number	OCI-080001	Creation Date	07/28/2020 09:45 PM (UTC-8)
Project Location	Surface Road	Status	Pending
Title *	OCI-100056-01-02 PR2	Request Date *	03/02/2020 05:00 PM (UTC-8)
Contract Reference	Fred 20091009 OAKS Plumbing	Contractor Name	Sands Decker Ltd.
Final Payment? *	No	EDGE Certified Prime?	No
Retainage Release Requested?	Yes		

On the right side of the form, there are tabs for 'Attachments' and 'Comments'. The 'Attachments' tab is active, showing an information icon and the text 'Information No Attachments.'

PM Review

Final Payment

- ▶ If record must be returned for update:
 - Add a General Comment. See [General Comments](#) section for instructions.
 - ▶ Choose **Return for Clarification**
 - ▶ Click **Send**
- ▶ If record is ready to move forward to District Approval:
 - ▶ Choose **Accept**
 - ▶ Click **Send**



Pay Applications

Required Documents During Close-Out

1) Partial Release of Retainage

Upon consent of the Contractor's Surety, the Contracting Authority may reduce the amount of funds retained for the faithful performance of Work by 50% of the amount of funds required to be retained, provided the Contractor's Surety remains responsible for all damages that may be caused due to default by the Contractor, including, but not limited to, the following:

*Completion of the Work
All interference, disruption, hindrance and delay claims/
All Liquidate Damages; and
All additional expenses incurred by the State*

Note: this should be a rare occurrence – if a request comes in via a pay application – please consult with the Project Manager before moving it forward.

a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)

- i) Payment Release Affidavit (OFCC Website F390-04v0912)
- ii) Consent of Surety

2) Release of Retainage / Substantial Completion

a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)

- i) Payment Release Affidavit (OFCC Website F390-04v0912)
- ii) Executed Substantial Completion Certification with AE's Punch list attached (OFCC Website F390-05)

3) Contract Completion / Final Pay Application

a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)

- i) Certification of Contract Completion (OFCC Website – Form F390-01v0912)
- ii) Payment Release Affidavit (OFCC Website F390-04v0912)

4) Partial Contract Completion (to be attached to the pay application business process in OAKS-CI)

a) Required Documents needed

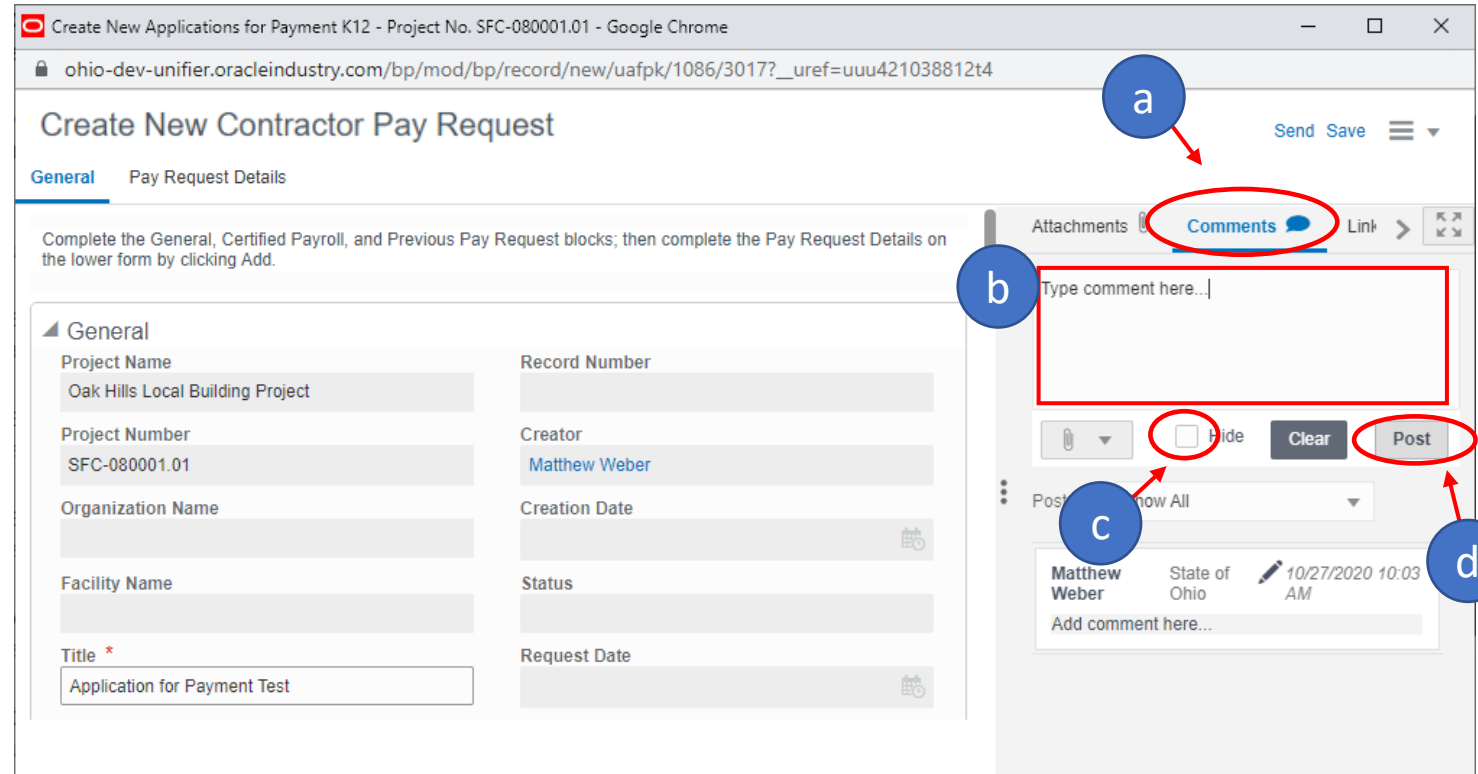
- i) Certificate of Contract Completion – marked partial (Form F390-01v0912) *(contract balance would still remain)*
- ii) Payment Release Affidavit (OFCC Website F390-04v0912)
- iii) Consent of Surety

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Questions?

Please contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov

614.644.2211