

### CCDC 2 2020 Contracts – Payment Process Information

To: Consultants and Contractors

Date: September 12, 2022

The Board of Education of School District No. 36 (Surrey) (SD36) endeavours to ensure that CCDC 2 contracts are paid according to BC law, district policy and procedures and in a timely and efficient manner. To assist us in this effort please follow these payment process instructions.

Attached is the detailed 'Certificate of Payment (COP) Requirement Checklist' and payment forms. It is expected that these forms are used.

- The COP must be submitted on a monthly basis as a percentage of completion (progress payment).
- The first COP must not bill for 100% of the contract value. Contact your SD36 Project Manager should you have any questions regarding percent of work completed.
- Requests for payment or change orders must be submitted using the SD36 forms provided.

Please contact Beatrice Tincu, Manager, Capital Finance (604-595-5184 or <u>tincu\_b@surreyschools.ca</u>) should you have any questions regarding the payment process.

#### **Enclosures:**

- Certificate of Payment Requirement Checklist
- Payment Forms:
  - o SD36 Certificate of Payment
  - SD36 Architect Consultant Fees
  - SD36 Architect Consultant Disbursements
  - SD36 Change Order
  - SD36 Change Order (sample)

## Certificate of Payment Requirements Checklist



### Summary

The purpose of this document is to identify the requirements for Certificates of Payment (COP), including monthly progress draws, lien holdbacks, and early lien holdbacks, to ensure timely payment. The requirements are in accordance with CCDC2-2020, Part 1.3 Supplemental Conditions, Part 1.4 Project Specific Amendments, the Builder's Lien Act and Surrey School District policy.

No payment is released until a title search is complete by the District indicating a clean title.

The General Contractor and Contract Administrator are responsible for the completeness and accuracy of the package prior to submission for payment. **Any documents found to be incomplete or inaccurate will be returned and will delay payment.** 

Draft progress claims will be submitted in advance on an agreed schedule to the Contract Administrator for field review and certification. Certified Certificates of Payment will be submitted digitally to the Contract Administrator for electronic signatory distribution on a District approved platform, e.g. Notarious ConsignO. The required documents are identified in the sections below.

The original copy of the CCDC Statutory Declaration with seal must be sent to the Surrey School District head office for record retention. Release of payment is subject to receipt of the original CCDC 9A Statutory Declaration.

#### Address:

Surrey School District
District Education Centre
14033 92 Avenue
Surrey B.C.
V3V 0B7

Attn: Capital Project Office, Project Manager

There are three sections within the document for reference:

- Section A Monthly progress draw
- Section B Lien holdback
- Section C Early lien holdback

## **Certificate of Payment Requirements Checklist**



### Section A – Monthly Progress Draw

### Completeness

Ensure the COP contains the following:

- Certificate for Payment summary sheet is certified by the Contract Administrator
- Updated Schedule of Values including Cash Allowances and Change Orders
- Updated Cash Flow forecast and Project Schedule
- A copy of the signed CCDC 9A Statutory Declaration with seal\*
- Work Safe BC Clearance Letter effective as of the invoice date

\*The original CCDC 9A is sent to the Surrey School District for record retention. Release of payment is subject to receipt of the original CCDC 9A Statutory Declaration.

### Accuracy

Ensure accuracy of items listed below:

- The certificate number on COP summary is correctly sequenced and references the current payment
- The revised contract amount on the COP agrees with the current cumulative contract balance
- The total lien holdback amount correctly reflects 10% of work completed to date less any applicable early lien holdback release
- After Substantial Completion is achieved, future COPs should not have a Lien Holdback deducted
- The work completed agrees to the amount provided by the contractor
- The CCDC 9A Stat Dec correctly references the <u>Certificate Number</u> and <u>Date</u> of the last approved payment under the contract
- The CCDC 9A Stat Dec indicates the "second and subsequent progress payment" not "release of holdback". A CCDC 9A with both checked is also not accepted
- The CCDC 9A Stat Dec is dated correctly for the current COP and is signed by an officer for the contractor as well as a Commissioner of Oaths

<u>Payment of COPs with an active lien on Title requires approval from the Director Capital Project Office and the Assistant Secretary-Treasurer.</u>

# Certificate of Payment Requirements Checklist



### Section B – General Contractor Lien Holdback

A COP package must include the requirements identified below. The release of any lien holdback is 55 days from the date Substantial Completion is certified.

### Completeness

Ensure the COP contains the following:

- Certificate for Payment summary sheet is certified by the Contract Administrator
- Work progress report
- Stat Decs:
  - CCDC 9A Statutory Declaration with seal\*
- A copy of the signed Certificate of Substantial completion
- Work Safe BC Clearance Letter from the contractor (effective as of the invoice date)

\*The original CCDC 9A is sent to the Surrey School District for record retention. Release of payment is subject to receipt of the original CCDC 9A Statutory Declaration.

### Accuracy

Ensure accuracy of items below:

- The certificate number on COP summary is correctly sequenced and references the current payment
- The revised contract amount on the COP agrees with the current cumulative contract balance
- The total lien holdback amount correctly reflects 10% of work completed to date less any applicable early lien holdback release
- The work completed agrees to the amount provided by the contractor
- The CCDC 9A and 9B Stat Decs correctly reference the <u>Certificate Number</u> and <u>Date</u> of the last approved payment under the contract
- The CCDC 9A and 9B Stat Decs indicates the "release of holdback" and not "second and subsequent progress payment". A CCDC 9A and CCDC 9B with both checked is also not accepted.
- The CCDC 9A and 9B Stat Decs are dated correctly for the current COP and is signed by an officer for the contractor as well as a Commissioner of Oaths
- The WorkSafeBC Clearance letter may be dated to when the work was declared complete

## **Certificate of Payment Requirements Checklist**



### Section C – Sub Trade Early Lien Holdback

A COP package must include the requirements identified below. The release of any lien holdback is 55 days from the date Substantial Completion is certified.

### Completeness

- Certificate for Payment summary sheet is certified by the Contract Administrator
- Work progress report
- Invoice from sub to contractor for lien holdback amount
- Two Stat Decs:
  - o CCDC 9B with seal (copy)
  - CCDC 9A Statutory Declaration with seal\*
- A copy of the signed Certificate of Substantial completion
- Work Safe BC Clearance Letter from the contractor
   \*The original CCDC 9A is sent to the Surrey School District for record retention. Release of payment is subject to receipt of the original CCDC 9A Statutory Declaration.

### Accuracy

Ensure accuracy of items below:

- The certificate number on COP summary is correctly sequenced and references the current payment.
- The revised contract amount on the COP agrees with the current cumulative contract balance
- The total lien holdback amount correctly reflects 10% of work completed to date less any applicable early lien holdback release
- The work completed agrees to the amount provided by the contractor
- The CCDC 9A and 9B Stat Decs correctly reference the <u>Certificate Number</u> and <u>Date</u> of the last approved Progress Payment under the contract
- The CCDC 9A and 9B Stat Decs indicates the "release of holdback" and not "second and subsequent progress payment". A CCDC 9A and CCDC 9B with both checked is also not accepted.
- The CCDC 9A and 9B Stat Decs are dated correctly for the current COP and is signed by an officer for the contractor as well as a Commissioner of Oaths
- The WorkSafeBC Clearance letter may be dated to when the work was declared complete

### **CERTIFICATE FOR PAYMENT**

[Ve

Capital Project Office 14033 - 92nd Avenue Surrey, B.C. V3V 0B7

ersion: 2020-08-28]	Architect/Consultant Logo and Address
D: Board of Education of School District No. 36 (Surrey)	

Project Name:	Mechancial l	Jpgrade Ph	a 2 - ABC Secondary Sc	chool - Site # 123 Certificate No:					
SD36 Project Number:	08-168-003 (s	sample)		Date:	Date:				
This certificate entitles				Amount:		\$57,750.00			
to a payment in the amount of				00/100 dollars including taxes.					
in accordance with the contr	act for the abov	e project,	as shown on the att	ached Progress Claim					
Statement of Contrac	<u>ct</u>			Statement of Certificate	of Payme	<u>nts</u>			
Original Contract Price (no taxe	es)	\$	760,000.00	Work Completed	\$	550,000.00			
Contract changes:				Less Builder's Lien Holdback	\$	45,000.00			
Additions to C.O. No	0000-00	\$	100,000.00	Less Deficiency Holdback	\$	-			
Credits to C.O. No	0000-00	\$	75,000.00	Total Certified to Date	\$	505,000.00			
Revised Contract Amount		\$	785,000.00	Less Previously Certified	\$	450,000.00			
Statement of Lien Ho	oldbacks			Certificate Payable	\$	55,000.00			
Builder's Lien Holdback @ 10%		\$	55,000.00	G.S.T. @5%	\$	2,750.00			
Less Early Release of Lien hold	lback	\$	10,000.00	Total Certificate Payable	\$	57,750.00			
Less Current Lien Holdback Re	lease	\$	<u>-</u>	Certified to Date	\$	505,000.00			
Builder's Lien Holdback Retained \$ 45,000.00		Contract Balance	\$	280,000.00					
Per Pri	me Architect/Con	sultant		This certificate is based on observations made and the data comprising the contractor's apported detailed and exhaustive examination of quantinstalled and labour extended in the work. Can guarantee the Work is correct or complete.	lication for paymer	nt and not on a f materials			
Project Manager:			For School Distri	D.I.					
Funding Approval:				Date:					
Lien Clearance Received:				Date:		Furray Schools			
Work Safe BC Clearance:				LEADERSHIP IN LEARN					
Statutory Declaration Received	<del></del>			Date: Date:					
,				<del></del>					



### **Architects/Prime Consultants**

				Sta	indard Form o	f Invoice			
						INVOICE NUMBE	R:		
						DATE:			
Board	d of Education School L	District No	). 36 (	(Surrey)	$\overline{}$	(Insert )Architect/Pri	ime Consulta	nt	
Attn:	Insert Project Manager Capital Project Office, Sur 14033 - 92nd Avenue Surrey, BC V3V 0B7	rey School	Distric	ct		Attn:	Prime Contact (Insert Address	<u>s)</u>	
Proje	ct Number:	CAPC	)0089	0					
Proje	ct Name:	(Insert	t Scho	ool Name and	Description)				
Arch	itect/Prime Consult	ants Fee	Sun	nmary:					
Mutua	ally Agreed Cost Estimate	e (MACE) %		Value		Work Complete to Inve	oice Date %		Value
Schem	atic Design	10%	\$	25,000.00		Schematic Design	100%	\$	25,000.00
esign	Development	15%	\$	40,000.00		Design Development	50%	\$	20,000.00
Contrac	ct Documents	45%	\$	15,000.00		Contract Documents	0%	\$	-
Bidding	Phase - Tender	5%	\$	5,000.00		Bidding Phase - Tender	0%	\$	-
Contrac	ct Administration	25%	\$	25,000.00		Contract Administration	0%	\$	-
	TOTAL FEES	;		110,000.00		TOTAL WORK COMPLET	ΓED	\$	45,000
CHO	OL DISTRICT USE ONLY	APPRO	<u>JAVC</u>			Less Previously Billed		\$	2,500.00
						Subtotal Invoice:		\$	42,500.00
		Date: _				GST (5%) this Invoice:		\$	2,125.00
ccoun	at No:								

Architect/Prime Consultant Signature

Payment Due this Invoice \$

44,625.00

(NOTE - Attach Architect/Prime Consultant Summary Invoice)



### BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY)

### Architect/Prime Consultant Standard Form of Disbursement Invoice

Attn: Insert Project Manager Capital Project Office, Surrey School District 14033 - 92nd Avenue Surrey, BC V3V 0B7			Attn: (Insert Pr		nt)		
14033 - 92nd Avenue			Attn: (Insert Pr	ime Contact)	nt)		
Capital Project Office, Surrey School District 14033 - 92nd Avenue Surrey, BC V3V 0B7							
Proiect number:			Attn: (Insert Prime Contact) (Insert Address)				
Project Name: (Insert School Name and Project Description i.e.	Mechani	ical Project	·)				
	INVOICE A		G	ST			
Architects/ Prime Consultant Disbursements (invoices attached) \$		-	\$	<u>-</u>			
Sub-Consultant Invoices							
\$	1	-	\$	<u>-</u>			
(invoices attached) \$	;	-	\$	-			
(invoices attached)		_	\$				
(invoices attached)			Ψ	<del>-</del>			
(invoices attached) \$	,	-	\$	<u>-</u>			
Mark-Up If Applicable \$		-	\$	-			
SUBTOTALS \$		-	\$	-			
PAYMENT DUE THIS INVO	ICE:		\$	<u> </u>			
SCHOOL DISTRICT USE ONLY APPROVAL Date:							
Date:							
Account No:			Arch	tect/Prime Consultar	nt Signature		

(NOTE Architect/Consultant Summary Invoice must be Attached)





### BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY) CHANGE ORDER

CONSULTANT:		SCHOOL NAME:			
REFERENCE NO.:		SD36 PROJ. NO.	:		
CONTRACTOR:		DATE:			
		CHANGE ORDER	NO.:		
Reference Contemplated Change Or	der or Change Directive	e if applicable:	CCO NO.:		
Pursuant to paragraph 6.2.2 of GC 6.2 agreement between the <i>Owner</i> and the <i>Time</i> :  (attach Contractor's quotation)					
(attach contractor's quotation)					(\$150.00) (\$50.00)
QUOTED PRICE FOR THIS CHAN	IGE ORDER: <b>EX</b> T	ΓRA OR	(CREDIT)		(\$200.00)
Enter credit as negative amount (\$)		(Circle One)			
CONTRACT TIME IS INCREASED (C)	I / DECREASED BY ircle One)	WORKING DAYS	_		
REASON FOR CHANGE:					
Original Contract Price (No GST)	EXTRAS	CREDITS		\$	5,000.00
Previous change orders THIS CHANGE ORDER	\$ 100.00	\$ - \$ (200.00	0)		
TOTAL Change Orders Revised Contract Price (No GST)	\$ 100.00	\$ (200.00	0)	\$	4,900.00
<b>DO NOT PROCEED</b> until signed by Please sign all copies and return:	School District No. 36	S (Surrey)			
Recommended by Consultant	Date	Recommended by F School District No. 36 (S	•		Date
Approved by Contractor	Date	Approved by Owner		urrev)	Date

DISTRIBUTION: White: SD36 / Yellow: Architect or Consultant / Blue: Contractor / Green: Project Manager



### BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 36 (SURREY) CHANGE ORDER

CONSULTANT:	ABC Consultants	3	SCHO	OL NAME:	ABC Seco	ondary - Site #	123					
REFERENCE NO.:	403-031		SD36 F	PROJ. NO.:	07-168-00	-168-006 (Mech Upgrade Ph 3)				168-006 (Mech Upgrade Ph 3)		
CONTRACTOR:	DEF Contractor	Ltd.	DATE:	GE ORDER	Novembe	er 5, 2007 002						
Reference Contemplate Pursuant to paragraph 6. agreement between the Time: (attach Contractor's quota	2.2 of GC 6.2 - CHA Owner and the Con	ANGE ORDER in C	CDC 2 - 2008,	the following i								
- used less than origin - did not require	nally planned						(\$150.00) (\$50.00)					
-		samp	ole o	nly								
QUOTED PRICE FOR Enter credit as negative as CONTRACT TIME IS	mount (\$)	CREASED BY		OR ircle One)  1 KING DAYS	(CREDIT	) _	(\$200.00)					
REASON FOR CHANG	(Circle d	ne)	WORI	NING DATS								
Original Contract Price		<b>EXTRAS</b> 100.00	\$	REDITS		\$	5,000.00					
THIS CHANGE ORDE TOTAL Change Order Revised Contract Price	\$	100.00	\$ \$	(200.00)	_	\$	4,900.00					
DO NOT PROCEED u Please sign all copies		ool District No. 36	(Surrey)									
Recommended by Con	nsultant	Date		mended by P strict No. 36 (Su	•	ger	Date					
Approved by Contracto	or	Date		ed by <i>Owner</i> -Treasurer, Sch	ool District No.	36 (Surrey)	Date					

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