**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

**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 Certificate Number and Date 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

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

**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 Certificate Number and Date 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

**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:
  + 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 Certificate Number and Date 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