NOTE: THIS SECTION IS A COMMON DOCUMENT ON A MULTI-CONTRACT PROJECT.

SECTION 013000.01 - ADMINISTRATIVE REQUIREMENTS

DO NOT USE THIS SECTION FOR WORK ORDER CONTRACTS, OR CONTRACTS REQUIRING A PROJECT SCHEDULE (COST LOADED CPM). FOR THESE TYPES OF CONTRACTS USE THE NON-ECP ELIGBLE PROJECTS VERSION OF THIS SECTION.

1. GENERAL
	* + 1. RELATED REQUIREMENTS SPECIFIED ELSEWHERE
				1. Other requirements pertaining to payments are included in the General Conditions and in the various sections of the Specifications.
				2. Cost Computations: Section 012200.
				3. Submittals: Section 013300.
			2. WAIVER OF CERTAIN SUBMITTAL REQUIREMENTS
				1. The Electronic Contractor Payments (ECP) program facilitates electronic submission of payment applications and related documents and information via a secure web-based portal. This portal is hereinafter referred to as the “Vendor Interface”. Hardcopy (paper) submission of the following forms is waived, and the information required by these forms shall be submitted via the Vendor Interface:

BDC 169 (Contractor’s Application for Payment form).

BDC 187 (Detailed Estimate form).

BDC 329 (Contractor’s List of Subcontractors–Suppliers).

* + - 1. SCHEDULES AND RECORDS
				1. Submit the following information not later than 15 days after approval of the Contract unless the Contractor or the Director determines an earlier submission is required to properly schedule or progress the Work.

CONTRACTOR’S LIST OF SUBCONTRACTORS – SUPPLIERS: An affirmative review of the subcontractor’s responsibility will be conducted. Any subcontractor disapprovals resulting from negative information derived from the State’s review will result in written notice (by letter or e-mail) to the Contractor. A responsibility meeting may result from these actions. The Contractor will defer to the provisions of Article 6, General Conditions, regarding its responsibility to prosecute the work.

Submit the CONTRACTOR’S LIST OF SUBCONTRACTORS – SUPPLIERS information using the required electronic entry process via the Vendor Interface.

Indicate the items of Work proposed to be accomplished by subcontractors, the name and address of each proposed subcontractor, the dollar value of the subcontract, and Minority and Women-Owned Business Enterprise (MWBE) information.

Attach a properly completed and executed NEW YORK STATE VENDOR RESPONSIBILITY QUESTIONNAIRE – FOR PROFIT CONSTRUCTION (CCA-2) and forward to the Vendor Responsibility Unit for each subcontractor whose subcontract is valued at $100,000.00 or more unless requested otherwise by the Contracting Officer and/or the Director’s Representative.

As an alternative to submitting a paper version of the form, subcontractors may opt to submit the CCA-2 on-line via the New York State VendRep System. Information on this system and the New York State vendor responsibility requirements is available at: http://www.osc.state.ny.us/vendrep/index.htm.

Indicate the names and addresses of proposed suppliers, the dollar value of the supplies, and MWBE information.

Failure in providing this information may result in payments being withheld and referral to the Contracting Officer for a responsibility determination.

* + - * 1. If after initial approval, circumstances require a change in a subcontractor or supplier or require additional subcontractors or suppliers to be used, use the Vendor Interface to submit a revised BDC 329 form that reflects the changes or additions.
			1. DETAILED ESTIMATE
				1. Before making the first requisition for a progress payment, prepare a detailed estimate of quantities and prices for materials, labor and other items required for the Work, which shall aggregate the contract sum.

Submit the DETAILED ESTIMATE information using the required electronic entry process via the Vendor Interface.

* + - * 1. The detailed estimate shall be supported by such evidence, including certified copies of subcontracts, as the Director may require.
				2. The detailed estimate must be approved by the Director who may revise it as, in their reasonable judgment, is necessary to make the various items conform to their true values.

The value of each requisition for payment shall be based on the approved detailed estimate.

* + - * 1. The Contractor shall bill any item of work listed as “Lump Sum” to 100%, no partial percentages will be allowed.
1. PRODUCTS (Not Used)
2. EXECUTION (Not Used)

END OF SECTION 013000.01