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

SECTION 013000.02 - ADMINISTRATIVE REQUIREMENTS

USE THIS SECTION FOR WORK ORDER CONTRACTS OR CONTRACTS REQUIRING A PROJECT SCHEDULE (COST LOADED CPM). FOR ALL OTHER TYPES OF CONTRACTS USE ECP ELIGIBLE 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.

USE PARAGRAPH BELOW ONLY for work order or unit price contracts.

* + - * 1. Measurement and Payment: Section 012977.
				2. Submittals: Section 013300.
			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 form BDC 329. Transmit a signed original form to each of the following addresses:

OGS - Design and Construction Group

Office of Business Diversity

35th Floor, Corning Tower

Empire State Plaza

Albany, NY 12242

OGS - Design and Construction Group

Division of Contract Administration

Vendor Responsibility Unit

35th Floor, Corning Tower

Empire State Plaza

Albany, NY 12242

Deliver a copy of the BDC 329 form to the Director’s Representative at the site.

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 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 Minority and Women-Owned Business Enterprise (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, submit a revised BDC 329 form to reflect the changes or additions.

USE ARTICLE BELOW IF SECTION 013113 PROJECT PLANNING AND SCHEDULING IS INCLUDED IN PROJECT MANUAL. THE CONSTRUCTION MANAGEMENT UNIT REQUIRES THE SCHEDULE OF SUBMITTALS TO COORDINATE WITH THE PROJECT SCHEDULE. DELETE ARTICLE BELOW IF SECTION 013113 PROJECT PLANNING AND SCHEDULING IS NOT USED. NOTE: CERTAIN CPM PROJECTS MAY BECOME ECP-ELIGIBLE, BUT THIS DETERMINATION WILL NOT BE MADE UNTIL AFTER THE CONTRACT IS AWARDED.

* + - 1. DETAILED ESTIMATE (WITH CPM)
				1. Before making the first requisition for a progress payment, submit a detailed estimate of quantities and prices for materials, labor and other items required for the Work, which shall aggregate the contract sum. Prepare the detailed estimate on the form**s** supplied by the State**.**

Form BDC 187: After award of Contract, the Contractor may prepare and submit to the Director’s Representative the BDC 187 detailed estimate in the same sequence as the Project Manual Table of Contents, beginning with the General Conditions.

Indicate the material cost separately for each item of Work.

After approval, the Contractor may prepare and submit Application for Payment (Form BDC 169) compatible with this detailed estimate during the period up to 45 days after the CPM activity breakdown is made available to the Contractor.

As soon as Project Schedule CPM activity breakdown is made available to the Contractor (normally at the Project Schedule Definition Meeting within 10 days after award of Contract), the Contractor will prepare the detailed estimate which is the cost loaded CPM.

Prepare and submit to the Director’s Representative the detailed estimate in the format and sequence directed, beginning with the General Conditions and incorporating Project Schedule Activity codes for each activity.

Submit separate breakdowns for each building and for the site work including subtotals and a grand total amount.

The costs for each building shall include everything to a line 5 feet outside the perimeter of the building and canopies (if any).

Indicate the material cost separately for each activity item of work. After approval, the Contractor may prepare and submit Application for Payment (Form BDC 169) compatible with this detailed estimate.

After the period ending 45 days after the CPM activity breakdown is made available to the Contractor, any Application for Payment submitted must be compatible with this activity based detailed estimate.

* + - * 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.

USE ARTICLE BELOW WHEN SECTION 013113 PROJECT PLANNING AND SCHEDULING IS NOT INCLUDED IN THE PROJECT MANUAL. WHEN SECTION 013113 PROJECT PLANNING AND SCHEDULING IS INCLUDED IN PROJECT MANUAL, USE ARTICLE 1.05 LOCATED IN THE INFORMATION ONLY AREA AT THE END OF THIS SECTION.

* + - 1. DETAILED ESTIMATE
				1. Before making the first requisition for a progress payment, submit 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 form BDC 187 supplied by the State and in the same sequence as the Project Manual Table of Contents, beginning with the General Conditions.

Indicate the material cost separately for each item of Work. Deliver the BDC 187 form to the Director’s Representative at the site.

* + - * 1. The detailed estimate shall be supported by such evidence, including certified copies of subcontracts, as required by the Director.
				2. The detailed estimate must be approved by the Director who may revise it as, in his 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.
				3. 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 013000.02

THE REMAINDER OF THIS DOCUMENT IS FOR INFORMATION ONLY; NOT USUALLY INCLUDED IN THE PROJECT SPECIFICATIONS

INSTRUCTIONS AND MODIFICATIONS FOR THIS SECTION

Insert the following article in place of 1.04 detailed estimate above IF SECTION 013113 – PROJECT PLANNING AND SCHEDULING IS USED. THE CONSTRUCTION MANAGEMENT UNIT REQUIRES THE SCHEDULE OF SUBMITTALS TO COORDINATE WITH THE PROJECT SCHEDULE.

1.05 DETAILED ESTIMATE (With COST LOADED CPM)

A. Before making the first requisition for a progress payment, submit a detailed estimate of quantities and prices for materials, labor and other items required for the Work, which shall aggregate the contract sum. Prepare the detailed estimate on the forms supplied by the State.

1. Form BDC 187: After award of Contract, the Contractor may prepare and submit to the Director’s Representative the BDC 187 detailed estimate in the same sequence as the Project Manual Table of Contents, beginning with the General Conditions. Indicate the material cost separately for each item of Work. After approval, the Contractor may prepare and submit Application for Payment (Form BDC 169) compatible with this detailed estimate during the period up to 45 days after the CPM activity breakdown is made available to the Contractor.

2. As soon as Project Schedule CPM activity breakdown is made available to the Contractor (normally at the Project Schedule Definition Meeting within 10 days after award of Contract), the Contractor will prepare the detailed estimate which is the cost loaded CPM. Prepare and submit to the Director’s Representative the detailed estimate in the format and sequence directed, beginning with the General Conditions and incorporating Project Schedule Activity codes for each activity. Submit separate breakdowns for each building and for the site work including subtotals and a grand total amount. The costs for each building shall include everything to a line 5 feet outside the perimeter of the building and canopies (if any). Indicate the material cost separately for each activity item of work. After approval, the Contractor may prepare and submit Application for Payment (Form BDC 169) compatible with this detailed estimate. After the period ending 45 days after the CPM activity breakdown is made available to the Contractor, any Application for Payment submitted must be compatible with this activity based detailed estimate.

B. The detailed estimate shall be supported by such evidence, including certified copies of subcontracts, as the Director may require.

C. The detailed estimate must be approved by the Director who may revise it as, in his 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.

END OF INFORMATION