

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 tincu_b@surreyschools.ca) should you have any questions regarding the payment process.

Enclosures:

- Certificate of Payment Requirement Checklist
- Payment Forms:
 - 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 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.

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 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

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:
 - 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

CERTIFICATE FOR PAYMENT

[Version: 2020-08-28]

Architect/Consultant Logo and Address

TO: Board of Education of School District No. 36 (Surrey)
 Capital Project Office
 14033 - 92nd Avenue
 Surrey, B.C. V3V 0B7

Project Name: Mechancial Upgrade Ph 2 - ABC Secondary School - Site # 123 Certificate No: _____
 SD36 Project Number: 08-168-003 (sample) Date: _____
 This certificate entitles _____ Amount: \$57,750.00
 to a payment in the amount of _____ 00/100 dollars including taxes.

in accordance with the contract for the above project, as shown on the attached Progress Claim

Statement of Contract

Original Contract Price (no taxes)	\$ 760,000.00
Contract changes:	
Additions to C.O. No 0000-00	\$ 100,000.00
Credits to C.O. No 0000-00	\$ 75,000.00
Revised Contract Amount	\$ 785,000.00

Statement of Certificate of Payments

Work Completed	\$ 550,000.00
Less Builder's Lien Holdback	\$ 45,000.00
Less Deficiency Holdback	\$ -
Total Certified to Date	\$ 505,000.00
Less Previously Certified	\$ 450,000.00

Statement of Lien Holdbacks

Builder's Lien Holdback @ 10%	\$ 55,000.00
Less Early Release of Lien holdback	\$ 10,000.00
Less Current Lien Holdback Release	\$ -
Builder's Lien Holdback Retained	\$ 45,000.00

Certificate Payable	\$ 55,000.00
G.S.T. @5%	\$ 2,750.00
Total Certificate Payable	\$ 57,750.00
Certified to Date	\$ 505,000.00
Contract Balance	\$ 280,000.00

294,000.00

Per _____
 Prime Architect/Consultant

This certificate is based on observations made during period visits to the site and the data comprising the contractor's application for payment and not on a detailed and exhaustive examination of quantities and quality of materials installed and labour extended in the work. Certificate of Payment does not guarantee the Work is correct or complete.

For School District Use Only

Project Manager: _____	Date: _____
Funding Approval: _____	Date: _____
Lien Clearance Received: _____	Date: _____
Work Safe BC Clearance: _____	Date: _____
Statutory Declaration Received: _____	Date: _____



**Architects/Prime Consultants
Standard Form of Invoice**

INVOICE NUMBER: _____

DATE: _____

Board of Education School District No. 36 (Surrey)
Attn: Insert Project Manager
Capital Project Office, Surrey School District
14033 - 92nd Avenue
Surrey, BC V3V 0B7

(Insert)Architect/Prime Consultant
Attn: Prime Contact
(Insert Address)

Project Number: CAPO00890

Project Name: (Insert School Name and Description)

Architect/Prime Consultants Fee Summary:

Mutually Agreed Cost Estimate (MACE)

	%	Value
Schematic Design	10%	\$ 25,000.00
Design Development	15%	\$ 40,000.00
Contract Documents	45%	\$ 15,000.00
Bidding Phase - Tender	5%	\$ 5,000.00
Contract Administration	25%	\$ 25,000.00
TOTAL FEES		110,000.00

Work Complete to Invoice Date

	%	Value
Schematic Design	100%	\$ 25,000.00
Design Development	50%	\$ 20,000.00
Contract Documents	0%	-
Bidding Phase - Tender	0%	-
Contract Administration	0%	-
TOTAL WORK COMPLETED		\$ 45,000

SCHOOL DISTRICT USE ONLY	APPROVAL
_____	Date: _____
_____	Date: _____
_____	Date: _____
Account No: _____	

Less Previously Billed	\$ 2,500.00
Subtotal Invoice:	\$ 42,500.00
GST (5%) this Invoice:	\$ 2,125.00
Payment Due this Invoice	\$ 44,625.00

Architect/Prime Consultant Signature

(NOTE - Attach Architect/Prime Consultant Summary Invoice)

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

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

Invoice Number: _____

Date: _____

Board of Education School District No. 36 (Surrey)
 Attn: Insert Project Manager
 Capital Project Office, Surrey School District
 14033 - 92nd Avenue
 Surrey, BC V3V 0B7

(Insert Architect/Prime Consultant)
 Attn: (Insert Prime Contact)
 (Insert Address)

Project number: _____

Project Name: _____ (Insert School Name and Project Description i.e. Mechanical Project)

	INVOICE AMOUNT WITHOUT GST	GST
<u>Architects/ Prime Consultant Disbursements</u> (invoices attached)	\$ -	\$ -
<u>Sub-Consultant Invoices</u>		
_____ (invoices attached)	\$ -	\$ -
_____ (invoices attached)	\$ -	\$ -
_____ (invoices attached)	\$ -	\$ -
_____ (invoices attached)	\$ -	\$ -
Mark-Up If Applicable	\$ -	\$ -
SUBTOTALS	\$ -	\$ -
PAYMENT DUE THIS INVOICE:		\$ -

SCHOOL DISTRICT USE ONLY	APPROVAL
Date: _____	_____
Date: _____	_____
Date: _____	_____
Account No: _____	_____

 Architect/Prime Consultant Signature
 (NOTE Architect/Consultant Summary Invoice must be Attached)

