



**Contractor Pay Request/Application for
Payment Process
Project Coordinator/Project Manager**



Purpose & Procedure

- ▶ The Application for Payment/Contractor Pay Request Business Process (BP) allows for the contractor to request payment for items recorded in the Contract SOV.
- ▶ Please note that these procedures may not include all functions of your job, please speak with your manager or team member to ensure that you are fulfilling all expectations.

- ▶ **Workflow**

Created by: **Contractor** → Submitted to: **A/E Review** → Sent to: **Contractor Update (if necessary)** → Sent to: **OA Review(K12 Only)** (PM will hold this role if no OA)
→ Sent to: **PC Review & Validation** → Sent to: **PM Review** → Sent to: **District Approval/Owner Approval** → Sent to: **Payment Processing**

Steps, Roles and Responsibilities

- Contractor
 - Creates the Pay Request record
 - Provides clarifications and updates to the Pay Request record
- A/E
 - Reviews and Accepts the Pay Request record
- OA (K12) (If no OA the PM will hold this role)
 - Reviews and recommends approval of the Pay Request record
- Project Coordinator
 - Reviews and validates the Pay Request record including check of compliance with Certified Payroll regulations
- Project Manager
 - Reviews, verifies and approves the Pay Request record
- Project Manager Supervisor
 - Approves the *final* Pay Request record
- District Representative or Agency Owner
 - Approves payment
- District Treasurer or Agency Owner Financial
 - Determines source of Funding
 - Creates voucher
 - Processes payment in own system of record and records payment in OAKS CI

Project Coordinator Review of Application for Payment/Contractor Pay Request

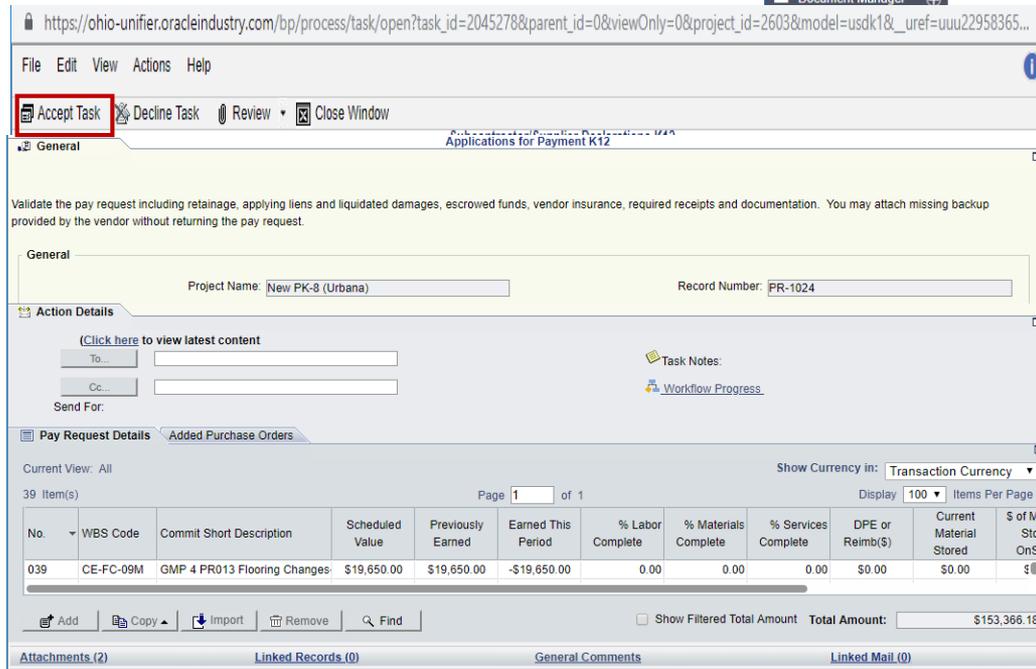
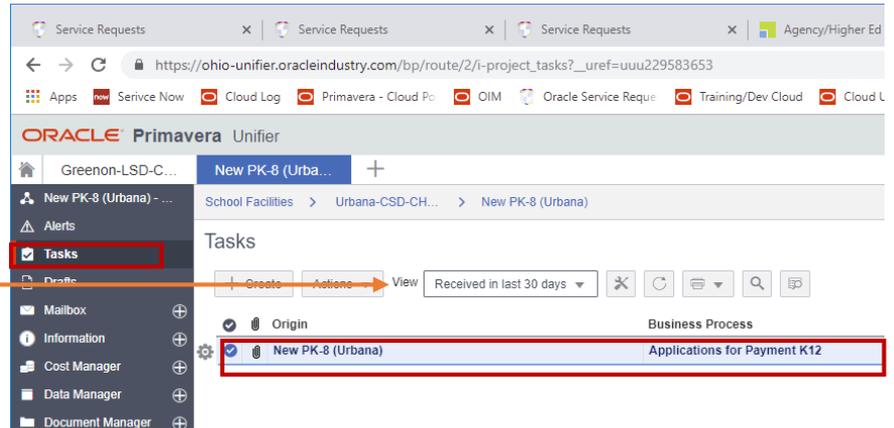
- The Project Coordinator will receive a notification via email that an Application for Payment is awaiting Review/Validation

Review Application for Payment

Log into OAKS CI

Log into your Project

- Click the Tasks link on left
- Double click on record
 - Note: if you do not find the record you are searching for, change your view
- Click Accept Task



Review Application for Payment

Click the General tab to view record

- Project Coordinator review notes:

- Check the format of the title of the record- The format should include the “Contract Number or Contractor Name_Pay Request Number.

The screenshot shows a web browser window titled "Contractor Pay Request - DRC-17F173-01-01_PR04 - Project No. DRC-17F173) - Google Chrome". The URL is https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=8900&model=ucpr&fromcostlog=1&project_id=2820&nfl=1&_uref=uuu934213679t7. The application has a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar is a toolbar with "Save", "Spelling..", "Add Attachment", "Line Item History", "SOV", "Review", and "Close Window". The main content area is titled "Contractor Pay Request" and has a "General" tab selected. The "General" section contains the following fields:

Organization:	Rehabilitation and Correction	Record Number:	CPR-0004
Project Name:	MCI Electrical Upgrades and Door Controls	Creator:	Bev Giacalone
Project Number:	DRC-17F173	Creation Date:	12/17/2018 12:45 PM (UTC-5)
Project Location:	Marion Correctional Institution (MCI)	Status:	Approved
Title:	DRC-17F173-01-01_PR04	Request Date:	12/17/2018 05:00 PM (UTC-5)
Contract Reference:	DRC-17F173-01-01 SOV	Contractor Name:	Vaughn Industries, LLC
Final Payment?:	No	EDGE Certified Prime?:	No
Retainage Release Requested?:	No	Period To:	11/30/2018 05:00 PM (UTC-5)
Period From:	11/01/2018 05:00 PM (UTC-5)	A/E Approval Date:	12/18/2018 03:00 PM (UTC-5)
Internal Ref. Number:			

Below the "General" section is the "Contractor Address" section, which includes:

- Contractor: Vaughn Industries, LLC (with a "Select..." button)
- Address Line 1: 1201 E. Findlay Street
- Address Line 2: (empty)
- City: Carey
- State: Ohio

At the bottom of the form, there is a "Task Details" section with tabs for "Pay Request Details", "Added Purchase Orders", and "Voucher". Below this are four links: "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Review Application for Payment

Click the General tab to view record

- Project Coordinator review notes:

- Check Final Payment and Retainage Release fields- If one or both are Yes; see slides 16-18

- *For complete instruction: Please review your Pay Applications – Required Documents During Close-Out PC Version Job Aid*

Contractor Pay Request - DRC-17F173-01-01_PR04 - Project No. DRC-17F173) - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=8900&model=ucpr&fromcostlog=1&project_id=2820&nfl=1&_uref=uuu934213679t7

File Edit View Actions Help

Save Spelling.. Add Attachment Line Item History SOV Review Close Window

General Contractor Pay Request

General

Organization:	Rehabilitation and Correction	Record Number:	CPR-0004
Project Name:	MCI Electrical Upgrades and Door Controls	Creator:	Bev Giacalone
Project Number:	DRC-17F173	Creation Date:	12/17/2018 12:45 PM (UTC-5)
Project Location:	Marion Correctional Institution (MCI)	Status:	Approved
Title:	DRC-17F173-01-01_PR04	Request Date:	12/17/2018 05:00 PM (UTC-5)
Contract Reference:	DRC-17E173-01-01 SOV	Contractor Name:	Vaughn Industries, LLC
Final Payment?:	No	EDGE Certified Prime?:	No
Retainage Release Requested?:	No	Period To:	11/30/2018 05:00 PM (UTC-5)
Period From:	11/01/2018 05:00 PM (UTC-5)	A/E Approval Date:	12/18/2018 03:00 PM (UTC-5)
Internal Ref. Number:			

Contractor Address

Contractor: Vaughn Industries, LLC Select... *

Address Line 1: 1201 E. Findlay Street

Address Line 2:

City: Carey

State: Ohio

Task Details

Pay Request Details Added Purchase Orders Voucher

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Review Application for Payment

- Project Coordinator review notes:
 - Click Select in the Contractor Address block, pull in the appropriate Project Vendor record
 - Check insurance Verification field, this information pulls from the Contract record
 - Ensure Commercial General Liability has not expired

The screenshot displays two browser windows. The left window shows a form for 'Applications for Payment K12'. The right window shows a 'Project Vendors K12' table.

Contractor Address Form:

- Contractor:
- Address Line 1:
- Address Line 2:
- City:
- State:
- ZIP:

Insurance Verification:

Ensure that the "Insurance Expiration Date" is greater than or equal to "Period To Date".

Contractor Name:	<input type="text" value="Gilbane Building Company"/>
Vendor Notes:	<input type="text"/>
General Liability Insurance Expiration Date:	<input type="text" value="05/19/2019"/>
Professional Liability Insurance Expiration Date:	<input type="text" value="08/07/2019"/>
Worker's Comp Expiration Date:	<input type="text" value="07/01/2019"/>

Project Vendors K12 Table:

Vendor Name	Contact	School District Vendor ID	Status	Record Number
Gilbane Building Company			Active	PV-001

Review Application for Payment

- Project Coordinator review notes:
 - Certified Payroll Block- Review the Certified Payroll record (ensure dates match pay request)
 - Verify certified payroll reports are attached
 - Review each payroll report submitted and verify correct Prevailing Wage rates are being paid
 - Confirm that all subcontractors in payroll reports are actually declared as subcontractors in OAKS CI
 - Previous Pay Request block:
 - Initial Pay Request?
 - If this is the first pay request against the contract; Yes should be selected
 - If this is not the first pay request; No should be selected
 - If this is NOT the first pay request, the Contractor should have selected their previous pay request, if no pay request has been selected or if the wrong pay request was selected, SEND BACK TO CONTRACTOR, with General Comments requesting they fix

Applications for Payment K12 - Draw #23 - Urbana PK8 - Project No. SFC-160386.01) - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=2045404&parent_id=0&viewOnly=0&project_id=2192&model=uafpk&__uref=uuu229583653t2

File Edit View Actions Help

Workflow Actions -Select- Send Save Spelling.. Add Attachment Discussion SOV Review Close Window

General Applications for Payment K12

Worker's Comp Expiration Date:

Certified Payroll

Certified Payroll: **CP-1022** Vendor Name:

Pay Request Period Start: Pay Request Period End:

Previous Pay Request

Initial Pay Request?: **No**

Previous Pay Request:

Previous PR Contractor:

Period From: Period To:

Stored Material Summary

Review Application for Payment

- Project Coordinator review notes:
 - Earned Current Request block: this information is pulled from the Pay Request Details tab
 - Take note of Current Earned
 - Retainage Block:
 - IF this is the first pay request put 8% into the Retainage % field
 - When the contract percent complete hits 50% or above, copy the Retainage field to the Contract Retainage With held field and set Retainage % back to 0
 - Withheld Amounts: Withheld this period will show the Total Contract withholds, **not** the withheld this period
 - Scroll down page to continue review

Current Services:	\$14,455.69	Current Material:	\$28,343.91
Current Labor:	\$105,100.00	Stored Materials:	\$0.00
Current DPFRemib:	\$5,466.58		
Current Labor Total:	\$125,022.27	Current Materials Total:	\$28,343.91
		Current Earned:	\$153,366.18

Completed to Date			
Services:	\$734,366.78	Materials:	\$19,156,026.57
Labor:	\$13,301,202.29	Stored Materials Allowed:	\$2,091,441.06
DPFRemib:	\$1,491,345.52	Earned Materials:	\$21,247,467.63
Earned Labor:	\$15,526,854.59	Earned To Date:	\$36,774,322.22

Retainage			
Enter 0% on the first pay request. When the contract % complete exceeds 50%, copy the Retainage field to the Contract Retainage Withheld field and set Retainage % to 0.			
Retainage %:	0.00 %	Retainage:	\$0.00
Contract Retainage Withheld:	\$671,836.79	Withheld Retainage Released:	\$503,879.00
Retainage Check Requested on:		Withheld Retainage Balance:	\$167,959.79
		Contract Percent Complete:	97.81073551

Withheld Amounts			
Retainage Current Period:	\$167,959.79	Liens (from Material \$):	\$0.00
Liens:	\$0.00	Liquidated Damages (from Material \$):	\$0.00
Liquidated Damages:	\$0.00	Other (from Material \$):	\$0.00
Other:	\$0.00	Withheld Labor:	\$167,959.79
Withheld Labor:	\$167,959.79	Withheld Material:	\$0.00
		Sum of Liens Filed:	\$0.00
		Withheld This Period:	\$167,959.79

Review Application for Payment

- Project Coordinator review notes:
- Escrow Paid to bank field : If the Contract Retainage Withheld is filled in, then check the Escrow Accounts Business Process to see if Deposit transaction is complete. If yes, move escrow amount from Contract Retainage Withheld to Contract Retainage Escrow. If not, do nothing.
- Check the Lien BP to make sure there are no liens on the contractor. If there are liens listed for the contractor, total the amount of the liens and enter in the field "Sum of Liens Filled" in the Withheld Amount section of the pay request. Enter the sum of the liens as material and labor in the fields "Liens (Labor)" and "Liens from Material" to decrease the amount of the payment. The amounts you enter as labor and material cannot decrease the amount of the "Labor Payment Requested" and "Material Payment Requested" fields to a negative number.
 - For additional info review your procedures for managing Escrow

Escrow Paid to Bank		
Move amounts from Withheld Amounts to Escrow Paid to Bank when the escrow check is sent to the bank		
Contract Retainage Escrowed:	\$0.00	Escrowed Retainage Released:
Lien Escrow Labor:	\$0.00	Lien Escrow Labor Released:
Lien Escrow Material:	\$0.00	Lien Escrow Material Released:
		Escrowed Retainage Balance:
		Lien Escrow Labor Balance:
		Lien Escrow Material Balance:

Payment Requested		
The Previous Payments fields are autopopulated from the Sum of Payments fields on the Previous Pay Request. Make sure the correct previous pay request has been selected.		
Earned for Labor:	\$15,526,854.59	Earned for Materials:
Withheld from Labor:	\$167,959.79	Withheld from Material:
Previous Payments Labor:	\$15,233,872.53	Previous Payment Material:
Escrowed Payments Labor:	\$0.00	Escrowed Payments Material:
Labor Payment Requested:	\$125,022.27	Material Payment Requested:
		Previous Payments:
		Total Requested:

Fund Distribution		
Earned To Date (\$):	\$36,774,322.22	Earned To Date LFI Portion (\$):
Previous Payments (\$):	\$36,452,996.25	Previous Payments from LFI (\$):
Withheld This Period (\$):	\$167,959.79	Withheld from LFI (\$):
Total Requested (\$):	\$153,366.18	LFI Portion (\$):
		Sum of LFI Paid (\$):
		Earned To Date Project Fund (\$):
		Previous Payments from Project Fund (\$):
		Withheld from Project Funds (\$):
		Project Fund Portion (\$):
		Sum of Project Fund Paid (\$):

Purchase Order Information		
OAKS PO No.:	152371	PO 1 Amount (\$):
OAKS PO No.:		PO 2 Amount (\$):
OAKS PO No.:		PO 3 Amount (\$):
OAKS PO No.:		PO 4 Amount (\$):
OAKS PO No.:		PO 5 Amount (\$):
		Amount Applied (\$):
		Amount Applied (\$):
		Amount Applied (\$):
		Amount Applied (\$):
		Amount Applied (\$):

Contract Balance		
Sum of Labor Payments:	\$15,358,894.80	Sum of Material Payments:
Sum of Labor Payments Escrowed:	\$0.00	Sum of Material Payments Escrowed:
		Sum of SOV:
		Sum of Payments:
		Sum of Payments Escrowed:

Action Details		
Pay Request Details	Added Purchase Orders	

Attachments (2)	Linked Records (0)	General Comments	Linked Mail (0)
-----------------	--------------------	------------------	-----------------

Review Application for Payment

- Project Coordinator review notes:
 - Pay Request Details: Review the WBS Code and percent complete, labor should correlate with a labor column, Labor with Labor column, Services etc....
 - If you see any negative dollars Earned this Period, review record to ensure it is correct
 - View Stored Material column, if material has been stored, review attachments (stored material receipts, photographs etc..)

Make note of Total Amount block

Pay Request Details Added Purchase Orders

Current View: All Show Currency in: Transaction Currency

39 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb(\$)	Current Material Stored
034	CE-01-IN	GMP 4 CMR-026 1st floor water damaged	\$64.40	\$0.00	\$64.40	0.00	0.00	0.00	\$64.40	\$0.00
033	CE-01-IN	GMP 4 CMR-025 SVT Floor Wax-SDI	\$74.71	\$0.00	\$74.71	0.00	0.00	0.00	\$74.71	\$0.00
032	CE-FC-08M	GMP 3 CMR-043 Rep Roof Hatches-Kerka	\$5,375.92	\$0.00	\$5,375.92	0.00	100	0.00	\$0.00	\$0.00
031	CE-FC-08L	GMP 3 CMR-043 Rep Roof Hatches-Kerka	\$2,484.00	\$0.00	\$2,484.00	100	0.00	0.00	\$0.00	\$0.00
030	CE-FS-22M	GMP 4 CMR-054 Flipping Dishwasher-Slag	\$102.40	\$0.00	\$102.40	0.00	100	0.00	\$0.00	\$0.00
029	CE-FS-22L	GMP 4 CMR-054 Flipping Dishwasher-Slag	\$2,300.09	\$0.00	\$2,300.09	100	0.00	0.00	\$0.00	\$0.00
028	CE-FC-09M	GMP 4 CMR-051 Volleyball Sleeves/Cover	\$2,990.00	\$0.00	\$2,990.00	0.00	100	0.00	\$0.00	\$0.00
027	CE-FC-09M	GMP 4 CMR-050 Ceiling Repairs-Peters-M	\$6,202.41	\$0.00	\$6,202.41	0.00	100	0.00	\$0.00	\$0.00
026	CE-FS-22L	GMP 4 CMR-049 Sump pit relocation-Slagl	\$1,254.04	\$0.00	\$1,254.04	100	0.00	0.00	\$0.00	\$0.00
025	CE-FC-09M	GMP 4 CMR-048 Rep Damag Thresholds-f	\$2,581.75	\$0.00	\$2,581.75	0.00	100	0.00	\$0.00	\$0.00
024	CE-FC-09L	GMP 4 CMR-048 Rep Damag Thresholds-f	\$942.26	\$0.00	\$942.26	100	0.00	0.00	\$0.00	\$0.00
023	CE-FC-09M	GMP 4 CMR-047 Rep Damaged Doors-Pef	\$2,386.25	\$0.00	\$2,386.25	0.00	100	0.00	\$0.00	\$0.00
022	CE-FC-09L	GMP 4 CMR-047 Rep Damaged Doors-Pef	\$1,413.40	\$0.00	\$1,413.40	100	0.00	0.00	\$0.00	\$0.00

Show Filtered Total Amount
 Total Amount: \$153,366.18

[Attachments \(2\)](#)
[Linked Records \(0\)](#)
[General Comments](#)
[Linked Mail \(0\)](#)

Review Application for Payment

- Project Coordinator review notes:
 - Current Earned Block will Always match the Total Amount block, if it does not, check for negative earnings this period in the SOV (*CONTACT OAKS CI FOR ASSISTANCE*)
 - The Total Requested block, will ALWAYS equal the Current Earned *minus* withholds and retainage

Store Material Summary

On Site Stored Materials: Payment Allowed %:
 Off Site Stored Materials:
 Installed Materials:

Previous Stored Materials: This Period Stored Materials: Current Stored Materials:
 Previous Payment Allowed: This Period Payment Allowed: Current Payment Allowed:

Earned Current Request

Current Services: Current Material:
 Current Labor: Stored Materials:
 Current DPE/Reimb:
 Current Labor Total: Current Materials Total: **Current Earned:**

Contractor Pay Request - DRC-16L164_PR02 - Project No. DRC-16L164 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?scid=8950&model=ucpr&f

File Edit View Actions Help

Accept Task Decline Task Line Item History SOV Review Close Window

General Contractor Pay Request

Task Details Pay Request Details Added Purchase Orders Voucher

Current View: All Page 1 of 1

13 Item(s)

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period							
013	CE-FC-10M	Sally Port 2 Fence and Gate	\$173,050.00	\$0.00	\$119,404.50	\$0.00	\$0.00	\$0.00	\$0.00	\$129,787.50	\$129,787.50	
012	CE-FC-13M	Sally Port 1 Fence and Gate	\$173,050.00	\$0.00	\$119,404.50	\$0.00	\$0.00	\$0.00	\$0.00	\$129,787.50	\$129,787.50	
011	CE-FC-03M	Sally Port 2 ReSteel M	\$3,400.00	\$92.00	\$3,128.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,400.00	
010	CE-FC-03M	Sally Port 1 ReSteel M	\$3,400.00	\$422.80	\$2,285.20	\$0.00	\$35.00	\$0.00	\$0.00	\$1,650.00	\$1,560.00	
009	CE-FC-03L	Sally Port 1 ReSteel L	\$6,700.00	\$670.00	\$1,675.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
008	CE-FC-03M	Sally Port 1 CIP Concrete M	\$36,817.24	\$3,802.50	\$9,083.53	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	
007	CE-FC-03L	Sally Port 1 - CIP Concrete L	\$11,199.71	\$1,192.50	\$2,727.40	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
006	CE-01-OTM	Field Office and Sheds - M	\$2,200.00	\$550.00	\$220.00	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	
005	CE-01-OTL	Project Management - L	\$44,839.00	\$11,209.75	\$4,483.90	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
004	CE-FS-26M	Sally Port 2	\$51,810.00	\$12,434.40	\$3,108.60	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	
003	CE-FS-26L	Sally Port 2	\$83,910.00	\$18,460.20	\$6,712.80	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
002	CE-FS-26M	Sally Port 1	\$51,810.00	\$9,843.90	\$15,543.00	\$0.00	\$49.00	\$0.00	\$0.00	\$0.00	\$0.00	
001	CE-FS-26L	Sally Port 1	\$83,910.00	\$15,103.80	\$26,012.10	\$49.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Find Show Filtered Total Amount **Total Amount:**

Attachments (1) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Voucher amounts in Labor Payment Requested and Material Payment Requested.

Earned for Labor: Earned for Materials:
 Withheld from Labor: Withheld from Material:
 Previous Payments Labor: Previous Payment Material: Previous Payments:
 Escrowed Payments Labor: Escrowed Payments Material:
 Labor Payment Requested: Material Payment Requested: **Total Requested:**

Review Application for Payment

- Verify that a PO has been applied by viewing the Purchase Order information area
- If an additional PO requires attachment: Click the Purchase Orders tab, Click Add

Purchase Order Information

POs from the Contract are carried over (OAKS/Local). Enter Amounts Applied for each.

Additional PO Amounts and Applied are added in the Detail Form and totaled here in the Upper Form.

Contract PO No. - OAKS:

Contract PO No. - Local:

Contract PO Amount (\$) OAKS Amount Applied

\$:	<input type="text" value="\$0.00"/>
\$:	<input type="text" value="\$0.00"/>
ount	<input type="text" value="\$0.00"/>
\$:	<input type="text" value="\$0.00"/>
ount	<input type="text" value="\$0.00"/>
\$:	<input type="text" value="\$0.00"/>
\$:	<input type="text" value="\$0.00"/>
est -	<input type="text" value="\$1,104.00"/>
ed:	
\$:	<input type="text" value="\$0.00"/>

Additional PO No. -

Action Details

Pay Request Details **Added Purchase Orders**

No.	OAKS PO No.	OAKS PO Amount (\$)	OAKS Amount Applied (\$)	OAKS PO Date	Local PO No.	Local PO Amount (\$)
[Empty Table]						

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Attachments (0) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Review Application for Payment

- If record must be returned to the Vendor for update:
 - Add a general comment
 - Choose Return for Clarification (Workflow Action)
 - Click Send
- If record is ready to move forward:
 - Choose Validate (Workflow Action)
 - Click Send

The screenshot displays a web browser window titled "Contractor Pay Request - CPR-0007 - Project No. OCI-080001". The URL is https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=2174492&model=ucpr&project_id=1003&initiateBP=&bulkautoaccept=&fromRefLog=&.... The interface includes a menu bar with "File", "Edit", "View", "Actions", and "Help". Below the menu bar, there are workflow actions: "-Select-", "Send", "Save", "Spelling..", "Add Attachment", "Discussion", "SOV", "Review", and "Close Window". The "General" tab is active, showing "Contractor Pay Request" and "Action Details" with "Return for Clarification" selected. The "Pay Request Details" tab is also visible, showing "Added Purchase Orders". The current view is "All", and the currency is set to "Transaction Currency". The table shows 0 items, with page 1 of 1. The table columns are: No., OAKS PO No., OAKS PO Amount (\$), OAKS Amount Applied (\$), OAKS PO Date, Local PO No., and Local PO Amount (\$). The table is currently empty. At the bottom, there are buttons for "Add", "Copy", "Import", "Remove", "Grid", and "Find". The footer shows "Attachments (0)", "Linked Records (0)", "General Comments", and "Linked Mail (0)".

Review Application for Payment

Final Payment

Click the General tab to view upper form

- Project Coordinator review notes:

- Check Final Payment field- If Yes; ensure that the following documents are attached:

- Certification of Contract Completion (OFCC Website – Form F390-01v0912)
- Payment Release Affidavit (OFCC Website F390-04v0912) (signed and notarized by contractor)

- *Please review : Pay Applications – Required Documents During Close-Out PC Version, for additional information (slide 31) or contact your Segment Manager*

Contractor Pay Request - DRC-17F173-01-01_PR04 - Project No. DRC-17F173) - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=8900&model=ucpr&fromcostlog=1&project_id=2820&nfl=1&_uref=uuu934213679t7

File Edit View Actions Help

Save Spelling.. Add Attachment Line Item History SOV Review Close Window

General Contractor Pay Request

General

Organization: Rehabilitation and Correction	Record Number: CPR-0004
Project Name: MCI Electrical Upgrades and Door Controls	Creator: Bev Giacalone
Project Number: DRC-17F173	Creation Date: 12/17/2018 12:45 PM (UTC-5)
Project Location: Marion Correctional Institution (MCI)	Status: Approved
Title: DRC-17F173-01-01_PR04	Request Date: 12/17/2018 05:00 PM (UTC-5)
Contract Reference: DRC-17E173-01-01 SOV	Contractor Name: Vaughn Industries, LLC
Final Payment?: No	EDGE Certified Prime?: No
Retainage Release Requested?: No	Period To: 11/30/2018 05:00 PM (UTC-5)
Period From: 11/01/2018 05:00 PM (UTC-5)	A/E Approval Date: 12/18/2018 03:00 PM (UTC-5)
Internal Ref. Number:	

Contractor Address

Contractor: Vaughn Industries, LLC Select..

Address Line 1: 1201 E. Findlay Street

Address Line 2:

City: Carey

State: Ohio

Task Details

Pay Request Details Added Purchase Orders Voucher

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Review Application for Payment

Final Payment

- Project Coordinator review notes:
 - If Final Payment and all documents have been attached:
 - Go to Data Manager in the project in OAKS CI. Click Project Milestones.
 - Bring up the milestone record.
 - Click Edit.
 - Go to the section that says Construction Milestones.
 - Use the date of the PM Supervisor's signature on the Certificate of Substantial Completion as the Actual Construction End Date.
 - Click Finish Editing.
 - If you have multiple contractors (Multi Prime) use the last pay request of the last contractor to finish as your Construction End Date. Follow the same process as above.
 - *For complete instruction - Required Documents During Close-Out PC Version Job Aid (slide 31) or contact your Segment Manager*

Organization: Rehabilitation and Correction
Project Number: DRC-16L164
Project Name: SOCF Sailyport Gates
Project Location: LUCASVILLE
Title:
Project Phase: 0

Record Number:
Creator: Shauna Hooks
Creation Date:
Status: -Select-
Stage: Unselected

No.	Sm	Short Description	Original Completion Date	Revised Completion Date	Actual Completion Date	Schedule Impact (Days)	Reason For Change
-----	----	-------------------	--------------------------	-------------------------	------------------------	------------------------	-------------------

Review Application for Payment

Retainage Release-Substantial Completion

Click the General tab to view record

- Project Coordinator review notes:

- Check Retainage Release Field- If Yes; ensure the following documents are attached:

- Payment Release Affidavit (OFCC Website F390-04v0912) (signed and notarized by contractor)
- Executed Substantial Completion Certification with AE's Punch list attached (OFCC Website F390-05)
- Consent of Surety

- *For complete instruction - Required Documents During Close-Out PC Version Job Aid (slide 31) or contact your Segment Manager*

The screenshot shows a web application interface for a Contractor Pay Request. The 'General' tab is active, displaying various fields for project and payment information. The 'Retainage Release Requested?' field is highlighted with a red border and contains the value 'No'. Other fields include Organization (Rehabilitation and Correction), Project Name (MCI Electrical Upgrades and Door Controls), Project Number (DRC-17F173), Project Location (Marion Correctional Institution (MCI)), Title (DRC-17F173-01-01_PR04), Contract Reference (DRC-17F173-01-01 SOV), Final Payment? (No), Record Number (CPR-0004), Creator (Bev Giacalone), Creation Date (12/17/2018 12:45 PM (UTC-5)), Status (Approved), Request Date (12/17/2018 05:00 PM (UTC-5)), Contractor Name (Vaughn Industries, LLC), EDGE Certified Prime? (No), Period From (11/01/2018 05:00 PM (UTC-5)), Period To (11/30/2018 05:00 PM (UTC-5)), and A/E Approval Date (12/18/2018 03:00 PM (UTC-5)).

Organization:	Rehabilitation and Correction	Record Number:	CPR-0004
Project Name:	MCI Electrical Upgrades and Door Controls	Creator:	Bev Giacalone
Project Number:	DRC-17F173	Creation Date:	12/17/2018 12:45 PM (UTC-5)
Project Location:	Marion Correctional Institution (MCI)	Status:	Approved
Title:	DRC-17F173-01-01_PR04	Request Date:	12/17/2018 05:00 PM (UTC-5)
Contract Reference:	DRC-17F173-01-01 SOV	Contractor Name:	Vaughn Industries, LLC
Final Payment?:	No	EDGE Certified Prime?:	No
Retainage Release Requested?:	No	Period From:	11/01/2018 05:00 PM (UTC-5)
Period From:	11/01/2018 05:00 PM (UTC-5)	Period To:	11/30/2018 05:00 PM (UTC-5)
Internal Ref. Number:		A/E Approval Date:	12/18/2018 03:00 PM (UTC-5)

Project Manager Review

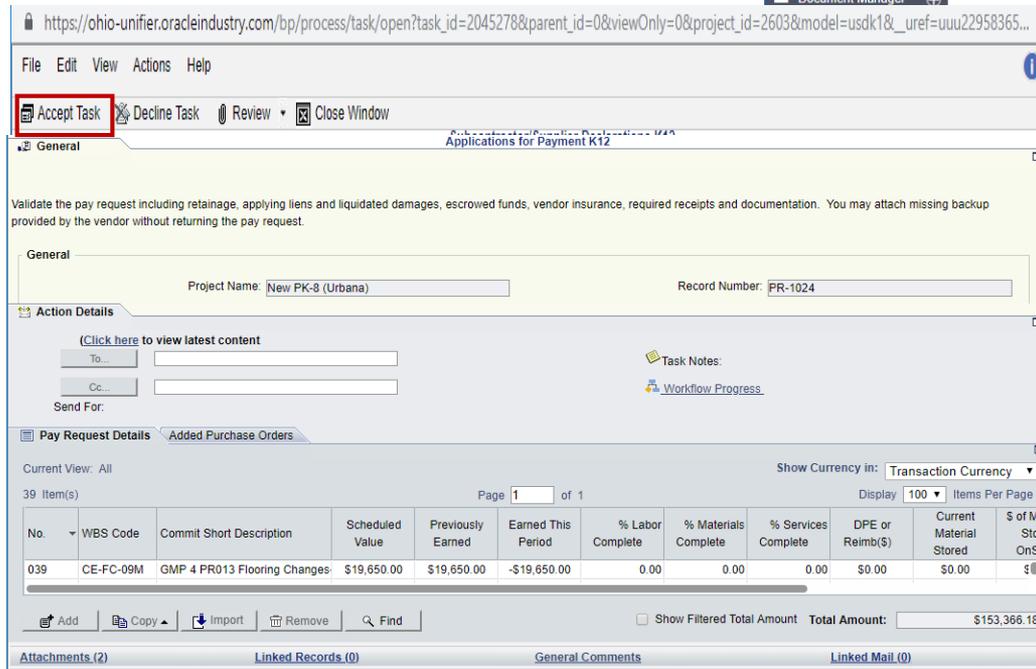
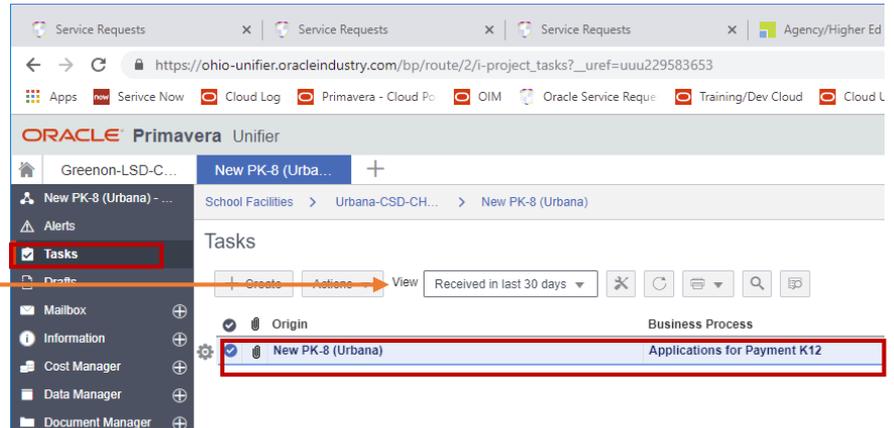
The Project Manager will receive a notification via email that an Contractor Pay Request/Application for Payment is awaiting Approval

Review Application for Payment

Log into OAKS CI

Log into your Project

- Click the Tasks link on left
- Double click on record
 - Note: if you do not find the record you are searching for, change your view
- Click Accept Task

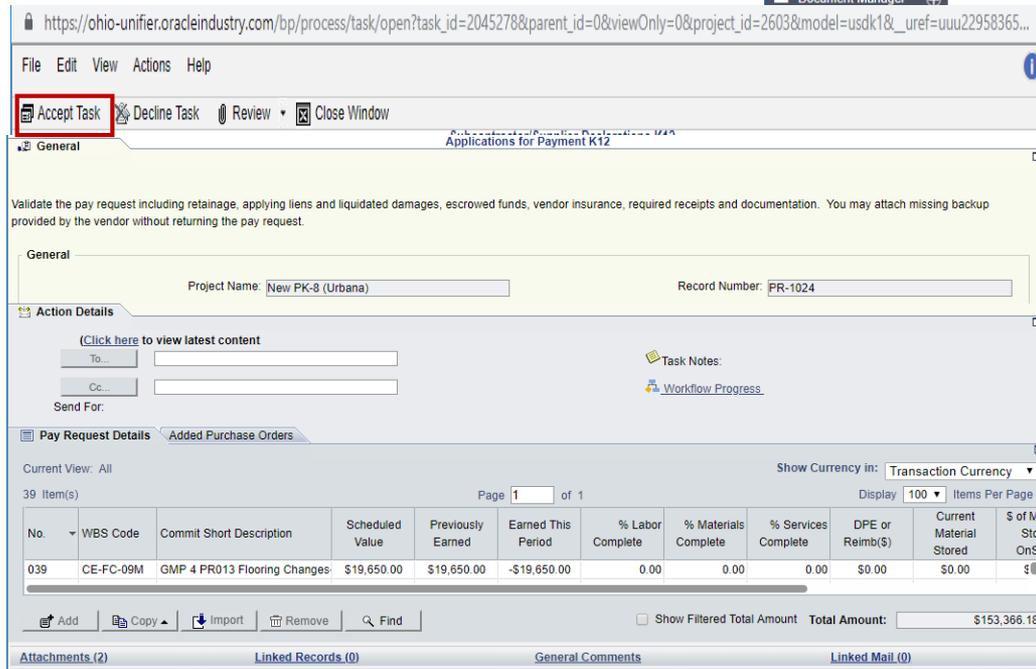
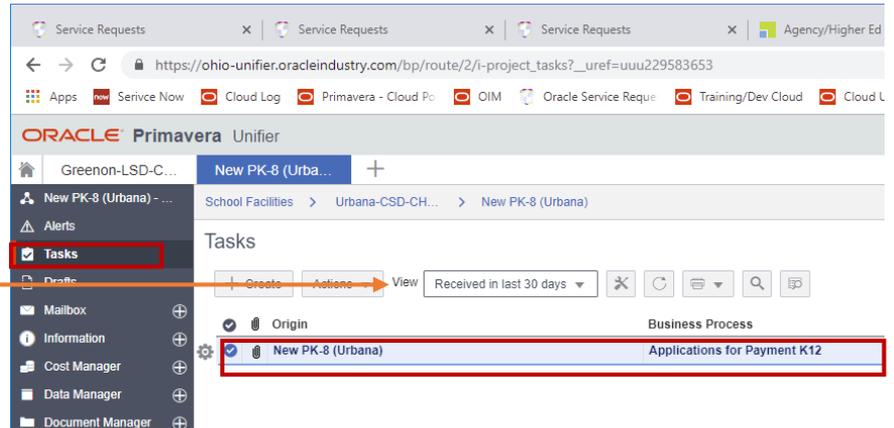


Review Application for Payment

Log into OAKS CI

Log into your Project

- Click the Tasks link on left
- Double click on record
 - Note: if you do not find the record you are searching for, change your view
- Click Accept Task



Review Application for Payment

Click the General tab to view record

- Project Manager review notes:
 - Check Final Payment and Retainage Release fields- If one or both are Yes; see slides 29-31

Contractor Pay Request - DRC-17F173-01-01_PR04 - Project No. DRC-17F173) - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=8900&model=ucpr&fromcostlog=1&project_id=2820&nfl=1&_uref=uuu934213679t7

File Edit View Actions Help

Save Spelling.. Add Attachment Line Item History SOV Review Close Window

General Contractor Pay Request

General

Organization:	Rehabilitation and Correction	Record Number:	CPR-0004
Project Name:	MCI Electrical Upgrades and Door Controls	Creator:	Bev Giacalone
Project Number:	DRC-17F173	Creation Date:	12/17/2018 12:45 PM (UTC-5)
Project Location:	Marion Correctional Institution (MCI)	Status:	Approved
Title:	DRC-17F173-01-01_PR04	Request Date:	12/17/2018 05:00 PM (UTC-5)
Contract Reference:	DRC-17E173-01-01 SOV	Contractor Name:	Vaughn Industries, LLC
Final Payment?:	No	EDGE Certified Prime?:	No
Retainage Release Requested?:	No	Period To:	11/30/2018 05:00 PM (UTC-5)
Period From:	11/01/2018 05:00 PM (UTC-5)	A/E Approval Date:	12/18/2018 03:00 PM (UTC-5)
Internal Ref. Number:			

Contractor Address

Contractor: Vaughn Industries, LLC Select... *

Address Line 1: 1201 E. Findlay Street

Address Line 2:

City: Carey

State: Ohio

Task Details

Pay Request Details Added Purchase Orders Voucher

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Review Application for Payment

Click the General tab to view record

- Project Manager review notes:

- Check the format of the title of the record- The format should include the “Contract Number or Contractor Name_Pay Request Number. (please refer to your Project Coordinator Pay Request Processing sheet)
- Check Period From and To: dates verify with Pencil Copy

Contractor Pay Request - DRC-17F173-01-01_PR04 - Project No. DRC-17F173) - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=8900&model=ucpr&fromcostlog=1&project_id=2820&nfl=1&_uref=uuu934213679t7

File Edit View Actions Help

Save Spelling.. Add Attachment Line Item History SOV Review Close Window

General Contractor Pay Request

General

Organization:	Rehabilitation and Correction	Record Number:	CPR-0004
Project Name:	MCI Electrical Upgrades and Door Controls	Creator:	Bev Giacalone
Project Number:	DRC-17F173	Creation Date:	12/17/2018 12:45 PM (UTC-5)
Project Location:	Marion Correctional Institution (MCI)	Status:	Approved
Title:	DRC-17F173-01-01_PR04	Request Date:	12/17/2018 05:00 PM (UTC-5)
Contract Reference:	DRC-17F173-01-01 SOV	Contractor Name:	Vaughn Industries, LLC
Final Payment?:	No	EDGE Certified Prime?:	No
Retainage Release Requested?:	No	Period From:	11/01/2018 05:00 PM (UTC-5)
Internal Ref. Number:		Period To:	11/30/2018 05:00 PM (UTC-5)
		AVE Approval Date:	12/18/2018 03:00 PM (UTC-5)

Contractor Address

Contractor: Vaughn Industries, LLC Select..

Address Line 1: 1201 E. Findlay Street

Address Line 2:

City: Carey

State: Ohio

Task Details

Pay Request Details Added Purchase Orders Voucher

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Review Application for Payment

- Project Manager review notes:
 - Check insurance Verification field, this information pulls from the Contract record
 - Ensure liability has not expired

Insurance Verification

Ensure that the "Insurance Expiration Date" is greater than or equal to "Period To Date".

Contractor Name:

Vendor Notes:

General Liability Insurance Expiration Date:

Professional Liability Insurance Expiration Date:

Worker's Comp Expiration Date:

Certified Payroll

Action Details

Pay Request Details **Added Purchase Orders**

[Attachments \(2\)](#) [Linked Records \(0\)](#) [General Comments](#) [Linked Mail \(0\)](#)

Review Application for Payment

- Project Manager review notes:
 - Certified Payroll Block- Review the Certified Payroll record (ensure dates match pay request)
 - Verify certified payroll reports are attached.
 - Previous Pay Request block:
 - Initial Pay Request?
 - If this is the first pay request against the contract; Yes should be selected
 - If this is not the first pay request; No should be selected
 - If this is NOT the first pay request, the Contractor should have selected their previous pay request, if no pay request has been selected or if the wrong pay request was been selected, SEND BACK TO CONTRACTOR, with General Comments requesting the fix

The screenshot displays a web browser window with the following details:

- Browser Title:** Applications for Payment K12 - Draw #23 - Urbana PK8 - Project No. SFC-160386.01 - Google Chrome
- URL:** https://ohio-unifier.oracleindustry.com/bp/process/task/open?task_id=2045404&parent_id=0&viewOnly=0&project_id=2192&model=uafpk&__uref=uuu229583653t2
- Workflow Actions:** -Select-, Send, Save, Spelling..., Add Attachment, Discussion, SOV, Review, Close Window
- General Section:**
 - Worker's Comp Expiration Date: [Empty field]
 - Certified Payroll:**
 - Certified Payroll: CP-1022 (highlighted with a red box)
 - Vendor Name: Gilbane Building Company
 - Pay Request Period Start: 11/01/2018
 - Pay Request Period End: 12/31/2018
 - Previous Pay Request:**
 - Initial Pay Request?: No (highlighted with a red box)
 - Previous Pay Request: Draw #22 - Urbana PK8 (with a Select... button)
 - Previous PR Contractor: Gilbane Building Company
 - Period From: 10/01/2018
 - Period To: 10/31/2018
 - Stored Material Summary

Review Application for Payment

- Project Manager review notes:
 - Earned Current Request block: this information is pulled from the Pay Request Details tab
 - Take note of Current Earned
 - Retainage Block:
 - Spot check Retainage withheld
 - IF this is the first pay request, 8% should be in the Retainage % field
 - When the contract percent complete hits 50% or above, the Retainage field should house total Contract Retainage and the Retainage % field should reflect 0%
 - Withheld Amounts: Retainage current period will reflect Total Contract withholds, not just the withheld this period

Current Services:	\$14,455.69	Current Material:	\$28,343.91		
Current Labor:	\$105,100.00	Stored Materials:	\$0.00		
Current DPFRemib:	\$5,466.58				
Current Labor Total:	\$125,022.27	Current Materials Total:	\$28,343.91	Current Earned:	\$153,366.18

Completed to Date					
Services:	\$734,366.78	Materials:	\$19,156,026.57	Total:	\$33,191,535.64
Labor:	\$13,301,202.29	Stored Materials Allowed:	\$2,091,441.06		
DPFRemib:	\$1,491,345.52	Earned Materials:	\$21,247,467.63	Earned To Date:	\$36,774,322.22
Earned Labor:	\$15,526,854.59				

Retainage					
Enter 0% on the first pay request. When the contract % complete exceeds 50%, copy the Retainage field to the Contract Retainage Withheld field and set Retainage % to 0.					
Retainage %:	\$0.00	Retainage:	\$0.00	Contract Percent Complete:	97.81073551
Contract Retainage Withheld:	\$671,836.79	Withheld Retainage Released:	\$503,879.00	Withheld Retainage Balance:	\$167,959.79
Retainage Check Requested on:					

Withheld Amounts					
Retainage Current Period:	\$167,959.79	Liens (from Material \$):	\$0.00	Sum of Liens Filed:	\$0.00
Liens:	\$0.00	Liquidated Damages (from Material \$):	\$0.00		
Liquidated Damages:	\$0.00	Other (from Material \$):	\$0.00		
Other:	\$0.00				
Withheld Labor:	\$167,959.79	Withheld Material:	\$0.00	Withheld This Period:	\$167,959.79

Review Application for Payment

- Project Manager review notes:
 - Pull Pencil Copy, if applicable and compare to record
 - Pay Request Details: Review the WBS Code and percent complete, labor should correlate with a labor column, Labor with Labor column, Services etc....
 - Ensure that DPE Reimbursable documents are attached
 - Check Stored Material- get confirmation that material is stored and certificate of insurance is attached with photos
 - Check General Conditions CM Fee (if applicable)
 - If you see any negative dollars earned, review record to ensure it is correct

Pay Request Details Added Purchase Orders

Current View: All Show Currency in: Transaction Currency

39 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period	% Labor Complete	% Materials Complete	% Services Complete	DPE or Reimb(\$)	Current Material Stored
034	CE-01-IN	GMP 4 CMR-026 1st floor water damaged	\$64.40	\$0.00	\$64.40	0.00	0.00	0.00	\$64.40	\$0.00
033	CE-01-IN	GMP 4 CMR-025 SVT Floor Wax-SDI	\$74.71	\$0.00	\$74.71	0.00	0.00	0.00	\$74.71	\$0.00
032	CE-FC-08M	GMP 3 CMR-043 Rep Roof Hatches-Kerka	\$5,375.92	\$0.00	\$5,375.92	0.00	100	0.00	\$0.00	\$0.00
031	CE-FC-08L	GMP 3 CMR-043 Rep Roof Hatches-Kerka	\$2,484.00	\$0.00	\$2,484.00	100	0.00	0.00	\$0.00	\$0.00
030	CE-FS-22M	GMP 4 CMR-054 Flipping Dishwasher-Slag	\$102.40	\$0.00	\$102.40	0.00	100	0.00	\$0.00	\$0.00
029	CE-FS-22L	GMP 4 CMR-054 Flipping Dishwasher-Slag	\$2,300.09	\$0.00	\$2,300.09	100	0.00	0.00	\$0.00	\$0.00
028	CE-FC-09M	GMP 4 CMR-051 Volleyball Sleeves/Cover	\$2,990.00	\$0.00	\$2,990.00	0.00	100	0.00	\$0.00	\$0.00
027	CE-FC-09M	GMP 4 CMR-050 Ceiling Repairs-Peters-M	\$6,202.41	\$0.00	\$6,202.41	0.00	100	0.00	\$0.00	\$0.00
026	CE-FS-22L	GMP 4 CMR-049 Sump pit relocation-Slagl	\$1,254.04	\$0.00	\$1,254.04	100	0.00	0.00	\$0.00	\$0.00
025	CE-FC-09M	GMP 4 CMR-048 Rep Damag Thresholds-f	\$2,581.75	\$0.00	\$2,581.75	0.00	100	0.00	\$0.00	\$0.00
024	CE-FC-09L	GMP 4 CMR-048 Rep Damag Thresholds-f	\$942.26	\$0.00	\$942.26	100	0.00	0.00	\$0.00	\$0.00
023	CE-FC-09M	GMP 4 CMR-047 Rep Damaged Doors-Pef	\$2,386.25	\$0.00	\$2,386.25	0.00	100	0.00	\$0.00	\$0.00
022	CE-FC-09L	GMP 4 CMR-047 Rep Damaged Doors-Pef	\$1,413.40	\$0.00	\$1,413.40	100	0.00	0.00	\$0.00	\$0.00

Show Filtered Total Amount
 Total Amount: \$153,366.18

[Attachments \(2\)](#)
[Linked Records \(0\)](#)
[General Comments](#)
[Linked Mail \(0\)](#)

Review Application for Payment

- Project Manager review notes:

- Current Earned Block will Always match the Total Amount block, if it does not, check for negative earnings this period in the SOV
- The Total Requested block, will ALWAYS equal the Current Earned **minus** withholds and retainage

Store Material Summary

On Site Stored Materials: \$264,535.00 Payment Allowed %: \$92.00
 Off Site Stored Materials: \$0.00
 Installed Materials: \$0.00

Previous Stored Materials: \$190.00 This Period Stored Materials: \$264,535.00 Current Stored Materials: \$264,725.00
 Previous Payment Allowed: \$174.80 This Period Payment Allowed: \$243,372.20 Current Payment Allowed: \$243,547.00

Earned Current Request

Current Services: \$0.00 Current Material: \$28,805.13
 Current Labor: \$41,611.20 Stored Materials: \$243,372.20
 Current DPE/Reimb: \$0.00
 Current Labor Total: \$41,611.20 Current Materials Total: \$272,177.33 **Current Earned: \$313,788.53**

Contractor Pay Request - DRC-16L164_PR02 - Project No. DRC-16L164 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?scrid=8950&model=ucpr&f

File Edit View Actions Help

Accept Task Decline Task Line Item History SOV Review Close Window

General Contractor Pay Request

Task Details Pay Request Details Added Purchase Orders Voucher

Current View: All Page 1 of 1

No.	WBS Code	Commit Short Description	Scheduled Value	Previously Earned	Earned This Period						
013	CE-FC-10M	Sally Port 2 Fence and Gate	\$173,050.00	\$0.00	\$119,404.50	\$0.00	\$0.00	\$0.00	\$0.00	\$129,787.50	\$129,787.50
012	CE-FC-13M	Sally Port 1 Fence and Gate	\$173,050.00	\$0.00	\$119,404.50	\$0.00	\$0.00	\$0.00	\$0.00	\$129,787.50	\$129,787.50
011	CE-FC-03M	Sally Port 2 ReSteel M	\$3,400.00	\$92.00	\$3,128.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$3,400.00
010	CE-FC-03M	Sally Port 1 ReSteel M	\$3,400.00	\$422.80	\$2,285.20	\$0.00	\$35.00	\$0.00	\$0.00	\$1,650.00	\$1,560.00
009	CE-FC-03L	Sally Port 1 ReSteel L	\$6,700.00	\$670.00	\$1,675.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
008	CE-FC-03M	Sally Port 1 CIP Concrete M	\$36,817.24	\$3,802.50	\$9,083.53	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00
007	CE-FC-03L	Sally Port 1 - CIP Concrete L	\$11,199.71	\$1,192.50	\$2,727.40	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
006	CE-01-OTM	Field Office and Sheds - M	\$2,200.00	\$550.00	\$220.00	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00
005	CE-01-OTL	Project Management - L	\$44,839.00	\$11,209.75	\$4,483.90	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
004	CE-FS-26M	Sally Port 2	\$51,810.00	\$12,434.40	\$3,108.60	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00
003	CE-FS-26L	Sally Port 2	\$83,910.00	\$18,460.20	\$6,712.80	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
002	CE-FS-26M	Sally Port 1	\$51,810.00	\$9,843.90	\$15,543.00	\$0.00	\$49.00	\$0.00	\$0.00	\$0.00	\$0.00
001	CE-FS-26L	Sally Port 1	\$83,910.00	\$15,103.80	\$26,012.10	\$49.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Find Show Filtered Total Amount **Total Amount: \$313,788.53**

Attachments (1) Linked Records (0) General Comments Linked Mail (0)

Voucher amounts in Labor Payment Requested and Material Payment Requested.

Earned for Labor: \$143,172.45 Earned for Materials: \$335,332.93
 Withheld from Labor: \$11,453.80 Withheld from Material: \$0.00
 Previous Payments Labor: \$93,436.35 Previous Payment Material: \$63,155.60 Previous Payments: \$156,591.95
 Escrowed Payments Labor: \$0.00 Escrowed Payments Material: \$0.00

Labor Payment Requested: \$38,282.30 Material Payment Requested: \$272,177.33 **Total Requested: \$310,459.63**

Review Application for Payment

Final Payment

Click the General tab to view record

- Project Manager review notes:

- Check Final Payment field- If Yes; ensure that the following documents are attached:

- Certification of Contract Completion (OFCC Website – Form F390-01v0912)
- Payment Release Affidavit (OFCC Website F390-04v0912) Signed and Notarized by Contractor

For complete instruction - Required Documents During Close-Out PC Version Job Aid (slide 31) or contact your Segment Manager

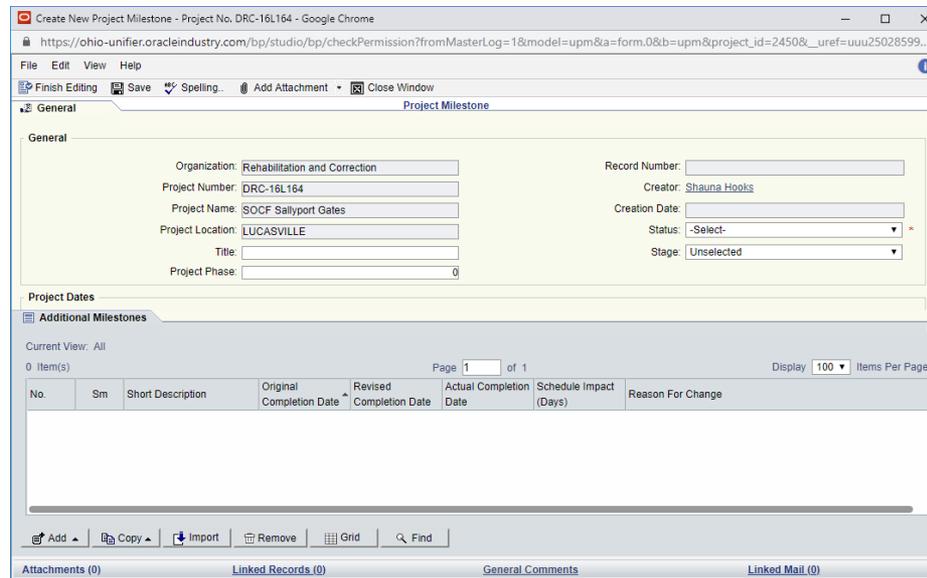
The screenshot shows a web browser window with the following details:

- Browser:** Google Chrome, URL: https://ohio-unifier.oracleindustry.com/bp/studio/bp/log/open?srcid=8900&model=ucpr&fromcostlog=1&project_id=2820&nfl=1&_uref=uuu934213679t7
- Page Title:** Contractor Pay Request - DRC-17F173-01-01_PR04 - Project No. DRC-17F173
- Menu:** File, Edit, View, Actions, Help
- Toolbar:** Save, Spelling, Add Attachment, Line Item History, SOV, Review, Close Window
- Form Section: Contractor Pay Request**
 - General**
 - Organization: Rehabilitation and Correction
 - Project Name: MCI Electrical Upgrades and Door Controls
 - Project Number: DRC-17F173
 - Project Location: Marion Correctional Institution (MCI)
 - Title: DRC-17F173-01-01_PR04
 - Contract Reference: DRC-17E173-01-01 SOV
 - Final Payment?: No** (highlighted with a red box)
 - Retainage Release Requested?: No
 - Period From: 11/01/2018 05:00 PM (UTC-5)
 - Internal Ref. Number: [Empty]
 - Record Number: CPR-0004
 - Creator: Bev Giacalone
 - Creation Date: 12/17/2018 12:45 PM (UTC-5)
 - Status: Approved
 - Request Date: 12/17/2018 05:00 PM (UTC-5)
 - Contractor Name: Vaughn Industries, LLC
 - EDGE Certified Prime?: No
 - Period To: 11/30/2018 05:00 PM (UTC-5)
 - A/E Approval Date: 12/18/2018 03:00 PM (UTC-5)
 - Contractor Address**
 - Contractor: Vaughn Industries, LLC (Select...)
 - Address Line 1: 1201 E. Findlay Street
 - Address Line 2: [Empty]
 - City: Carey
 - State: Ohio
- Task Details**
 - Pay Request Details | Added Purchase Orders | Voucher
- Footer:** Attachments (0), Linked Records (0), General Comments, Linked Mail (0)

Review Application for Payment

Final Payment

- Project Manager review notes:
 - If Final Payment and all documents have been attached:
 - Go to Data Manager in the project in OAKS CI.
 - Click Project Milestones.
 - Milestone BP
 - Click Edit.
 - Go to the Construction Milestones section
 - Use the date of the PM Supervisor's signature on the Certificate of Substantial Completion as the Actual Construction End Date.
 - Click Finish Editing.
- If you have multiple contractors (Multi Prime) use the last pay request of the last contractor to finish as your Construction End Date. Follow the same process as above.



Create New Project Milestone - Project No. DRC-16L164 - Google Chrome

https://ohio-unifier.oracleindustry.com/bp/studio/bp/checkPermission?fromMasterLog=1&model=upm&a=form.08&b=upm&project_id=24508_uref=uuu25028599...

File Edit View Help

Finish Editing Save Spelling... Add Attachment Close Window

Project Milestone

General

General

Organization: Rehabilitation and Correction Record Number:

Project Number: DRC-16L164 Creator: Shauna Hooks

Project Name: SOCF Sallyport Gates Creation Date:

Project Location: LUCASVILLE Status: -Select-

Title: Stage: Unselected

Project Phase: 0

Project Dates

Additional Milestones

Current View: All

0 Item(s) Page 1 of 1 Display 100 Items Per Page

No.	Sm	Short Description	Original Completion Date	Revised Completion Date	Actual Completion Date	Schedule Impact (Days)	Reason For Change
-----	----	-------------------	--------------------------	-------------------------	------------------------	------------------------	-------------------

Add Copy Import Remove Grid Find

Attachments (0) Linked Records (0) General Comments Linked Mail (0)

Review Application for Payment Retainage Release-Substantial Completion

Click the General tab to view record

- Project Manager review notes:

- Check Retainage Release Field- If Yes; ensure the following documents are attached:

- Payment Release Affidavit (OFCC Website F390-04v0912) Signed and notarized by Contractor
- Executed Substantial Completion Certification with AE's Punch list attached (OFCC Website F390-05)

- *For complete instruction - Required Documents During Close-Out PC Version Job Aid (slide 31) or contact your Segment Manager*

The screenshot shows a software application window titled "Contractor Pay Request" with a menu bar (File, Edit, View, Actions, Help) and a toolbar (Save, Spelling, Add Attachment, Line Item History, SOV, Review, Close Window). The "General" tab is active, displaying the following fields:

Organization:	Rehabilitation and Correction	Record Number:	CPR-0004
Project Name:	MCI Electrical Upgrades and Door Controls	Creator:	Bev Giacalone
Project Number:	DRC-17F173	Creation Date:	12/17/2018 12:45 PM (UTC-5)
Project Location:	Marion Correctional Institution (MCI)	Status:	Approved
Title:	DRC-17F173-01-01_PR04	Request Date:	12/17/2018 05:00 PM (UTC-5)
Contract Reference:	DRC-17F173-01-01 SOV	Contractor Name:	Vaughn Industries, LLC
Final Payment?:	No	EDGE Certified Prime?:	No
Retainage Release Requested?:	No	Period From:	11/01/2018 05:00 PM (UTC-5)
Period From:	11/01/2018 05:00 PM (UTC-5)	Period To:	11/30/2018 05:00 PM (UTC-5)
Internal Ref. Number:		A/E Approval Date:	12/18/2018 03:00 PM (UTC-5)

Pay Applications– Required Documents During Close-Out (PC Version)

The below information is maintained by the Project Team

1) Partial Release of Retainage

Upon consent of the Contractor's Surety, the Contracting Authority may reduce the amount of funds retained for the faithful performance of Work by 50% of the amount of funds required to be retained, provided the Contractor's Surety remains responsible for all damages that may be caused due to default by the Contractor, including, but not limited to, the following:

*Completion of the Work
All interference, disruption, hindrance and delay claims
All Liquidate Damages; and
All additional expenses incurred by the State*

Note: this should be a rare occurrence – if a request comes in via a pay application – please consult with the Project Manager before moving it forward.

- a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)
 - i) Payment Release Affidavit (OFCC Website F390-04v0912)
 - ii) Consent of Surety

2) Release of Retainage / Substantial Completion

- a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)
 - i) Payment Release Affidavit (OFCC Website F390-04v0912)
 - ii) Executed Substantial Completion Certification with AE's Punch list attached (OFCC Website F390-05)

3) Contract Completion / Final Pay Application

- a) Required Documents needed (to be attached to the pay application business process in OAKS-CI)
 - i) Certification of Contract Completion (OFCC Website – Form F390-01v0912)
 - ii) Payment Release Affidavit (OFCC Website F390-04v0912)

4) Partial Contract Completion (to be attached to the pay application business process in OAKS-CI)

- a) Required Documents needed
 - i) Certificate of Contract Completion – marked partial (Form F390-01v0912) *(contract balance would still remain)*
 - ii) Payment Release Affidavit (OFCC Website F390-04v0912)
 - iii) Consent of Surety

Questions?

Technical Questions:

Contact OAKS CI Support Desk:

oaksci@ofcc.ohio.gov OR
614.644.2211

Process Questions:

Contact your Segment Manager