# General

## Summary

* + 1. The Work of this Section includes, but is not limited to the following:
       1. Construction act holdback
       2. Submission of proper invoices for payment
       3. Workers’ compensation clearance
       4. Statutory declarations
       5. Payment for products stored off site

## Construction act holdback

* + 1. In accordance with the Construction Act, a 10% holdback will be deducted from each progress payment.
    2. The Owner shall have the right to withhold the 10% Construction Act regular and finishing holdbacks until the Owner is in receipt of the submissions specified in Section 01 33 00, for submissions at Substantial Performance of the Work and submissions at completion, as applicable.

## Submission of proper invoices for payment

* + 1. In accordance with Appendix B – Supplementary Conditions, applications for payment shall be preceded by a payment review meeting to be held no less than five (5) Working Days before the end of the monthly payment period.
    2. In accordance with Appendix B – Supplementary Conditions, email draft invoices to the Consultant and the Owner at least one (1) Working Day prior to the scheduled monthly payment review meeting.
    3. At the payment review meeting, review with Owner and Consultant the Contractor’s draft invoice, status of Change Orders and Change Directives, holdbacks and net amount due for that billing period.
    4. Consultant and Owner will provide a marked-up copy of the Contractor’s draft invoice within five (5) Working Days of the payment review meeting.
    5. **Submit Proper Invoice by email to the Owner’s Project Manager, Mr. \_\_\_\_\_ and the Contract Services Coordinator, Ms. \_\_\_\_** for processing no earlier than five (5) Working Days after the end of the billing period. **Do not mail a hardcopy**. Ensure Proper Invoice complies with all requirements detailed in Appendix B – Supplementary Conditions. Email title shall include “**URGENT – PROGRESS PAYMENT REQUEST for Contract T-XXXX-202X**” and be marked as High Priority.

## Workers’ compensation clearance

* + 1. Submit proof of workers’ compensation clearance with each application for payment.

## Statutory declarations

**RoD SPEC NOTE:** Keep this article for CCDC 2-2020 Contracts.

* + 1. Submit a statutory declaration in the form of CCDC 9A-2018 – Statutory Declaration of Progress Payment Distribution by Contractor with each application for payment except the first.

## Payment for products stored off site

* + 1. Owner may, due to extraordinary circumstances and at Owner’s sole discretion, make payments for Products delivered to and stored at a location other than Place of the Work, subject to:
       1. A request submitted by Contractor in writing, with appropriate justification, and;
       2. Whatever conditions Owner or Consultant may establish for such payments, as required to protect Owner’s interests.

# Products – not used

# Execution – not used

End of section