

SECTION 012400
SCHEDULE OF VALUES

PART 1 - GENERAL

1.1 GENERAL PROVISIONS

- A. Attention is directed to the CONTRACT AND GENERAL CONDITIONS and all Sections within DIVISION 01 - GENERAL REQUIREMENTS which are hereby made a part of this Section of the Specifications.
- B. Examine all other sections of the specifications for requirements that affect work under this section whether or not such work is specifically mentioned in this section.
- C. Coordinate work with that of all other trades affecting, or affected by work of this section. Cooperate with such trades to assure the steady progress of all work under the Contract.

1.2 SUMMARY

- A. The Work of this Section includes requirements for the following procedures:
 - 1. Preparation and submittal of the Preliminary and Final Schedule of Values
- B. Sustainable Design Intent: Refer to Section 018113 - SUSTAINABLE DESIGN REQUIREMENTS.
- C. Related work includes, but is not limited to, the following work under other Sections:
 - 1. Requirements for construction schedules: Section 013200 – Construction Progress Documentation.
 - 2. General procedures for submittals: Section 013300 – Submittal Procedures.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SUBMITTALS

- A. Prepare and submit the following submittals in accordance with the requirements of Section 013300 – Submittal Procedures.
- B. SCHEDULE OF VALUES:
 - 1. Schedule of Values shall be typewritten on 8-1/2 by 11 inch white paper.

2. Submit to the Architect three (3) copies of each Schedule of Values within 7 days of receipt of Notice to Proceed.
- C. List of Subcontractors and Sub-subcontractors: Attached to the Preliminary Schedule of Values shall be a list of the names, addresses (and whether individual, partnership or corporation) of each Subcontractor or Sub-Subcontractor who is to perform all or any part of each subdivision. In the event any Subcontractors, or Sub-subcontractors are not known at the time said schedule is prepared, an amended or supplementary list containing the names of the Subcontractors and Sub-Subcontractors involved and indicating their division of the Work shall be furnished to the Architect as soon as the information is available. A code number for identification on requisitions shall be used to identify the Contractor, each of the Subcontractors and subordinate Subcontractors, and shall be shown in each requisition where any part of the Work performed by the Contractor, such Subcontractor, Sub-Subcontractors or material supplier is incorporated in the amount of the requisition for which payment is requested.
- D. Monthly Updates: Submit to the Owner with the Schedule of Values on a monthly basis such schedules of quantities and costs, payrolls, reports, estimates, records, and other data as the Owner may request concerning work performed or to be performed under this Contract. The Schedule of Values shall be submitted at the same time as the updated CPM Schedule showing the current status of the work, as required under Section 013200 – Construction Progress Documentation.

1.5 SCHEDULE REQUIREMENTS

- A. General: Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project CPM Schedule. Provide line items for principal subcontract amounts, where appropriate, and for portions of the work designated in this Section.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section. Identify each line item by Specification Number and Title, and by portion of the Work of that Section where the Work of a Section is allocated to more than one line item.
- C. The Schedule of Values shall be arranged in vertical columns identified with titles, including Names Of Items; Original Amounts, Percent Completed To Date; Previous Payments; Current Requests; and Balance Not Yet Requested. A summary of the total amount due to date and the amount of the five percent retained shall be included in the statement which shall be signed by the Contractor. A separate sheet shall be included with each requisition showing status of work covered by approved Change Orders. The Schedule of Values shall be revised if later found by the Architect to be inaccurate.
- D. In preparing the Schedule, each sub-division or classification of the Work shall be identified by code number referring to each individual Section (or Sub-Section where applicable) of the Specifications. The Schedule of Values shall be prepared in accordance with AIA Documents G702 and G703.
- E. Initial values will be recognized to be an accurate accounting of the value of the work. Upon request by the Architect, support values given with data that will substantiate their correctness.
- F. Identify quantities of designated materials or materials stored on which payment is expected to be made.

- G. Use monthly submissions of Schedule of Values only as basis for Contractor's Application for Payment.

1.6 PREPARING SCHEDULE OF VALUES

A. General Procedures:

1. Prepare Preliminary Schedule of Values for review by Architect, Owner and Owner's Project Manager.
2. Incorporate requested modifications to produce a Final Schedule of Values, which will become the basis for documenting the progress of the Work with each Application for Payment.
3. Update Final Schedule of Values as necessary to reflect changes in the Work.

B. Itemize separate line item cost for each of the general cost items as specified in this Section.

C. Breakdown installed costs into:

1. Delivered cost of product
2. Total installation cost, with overhead and profit.
3. Construction phase.
4. Note that the Owner is exempt from Sales and Use Tax for all materials incorporated into the Work.

D. For each line item which has installed value of more than \$20,000.00 breakdown costs to list major products, components, or operations under each line.

E. Sum of costs of all items listed in schedule shall be equal to total Contract Sum.

F. Each item shown on an Application for Payment Schedule of Values shall also appear on the CPM Schedule.

1.7 LINE ITEMS FOR SCHEDULE OF VALUES

A. Work Covered in Division 1: Itemize separate line item cost for each of the following general cost items:

1. Builder's Risk Insurance
2. Performance and Payment Bonds for General Contractor and Filed Subcontractors.
3. Field engineering; photographic documentation.
4. Coordination; project management.
5. Coordination Drawings.
6. Preparation of schedule and periodic updates.
 - a. If periodic updates of schedule are not performed in a timely manner, the amount shown on the Schedule of Values for this line item shall be forfeit.
7. Weather protection; temporary fence.
8. Temporary heat, water, power and lighting.
9. Temporary office facilities; temporary sanitary facilities.
10. Construction aids, including staging, scaffolding, shoring.

11. Project sign.
 12. Indoor air quality provisions.
 13. Construction waste management.
 14. Cutting and patching; selective demolition
 15. Final cleaning.
 16. Punchlist preparation and response.
 17. Maintenance of as-built documents for architectural and site work; preparation of closeout documents.
 18. Commissioning activities.
 19. Overhead.
 20. Sustainable Design Provisions.
 21. Other items of work as requested by the Architect or Owner.
- B. Work Covered in Divisions 2 through 50: Provide at least one separate line item for each Section of the Specifications. Section line items shall be further subdivided into separate line items as follows:
1. Subdivide each line item into separate line items for individual floors of the project where applicable.
 2. Identify material costs separately from labor costs.
 3. Provide separate line items for the following where applicable:
 - a. Submittals
 - b. Maintenance of as-built documents for mechanical and electrical work
 - c. Preparation of closeout documents
 - d. Operations and Maintenance Manuals;
 - e. Training
 - f. Other items of work as requested by the Architect or Owner.
 4. For mechanical and electrical work, provide the following additional separate line items where applicable:
 - a. Commissioning activities other than demonstration of FPT to the Commissioning Firm
 - b. Commissioning activities associated with demonstration of FPT to the Commissioning Firm
 5. For each line item which has installed value of more than \$20,000.00 break down costs to list major products, components, or operations under each line.

PART 2 - PRODUCTS [NOT USED]

PART 3 - EXECUTION [NOT USED]

END OF SECTION