

SECTION 00 83 00 - MISCELLANEOUS CONTRACT FORMS

PART 1 - FORMS

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MATERIAL PURCHASED

STORE ON-PREMISES

TO: _____

This Affidavit is submitted in accordance with provisions of the
Construction Contract dated _____ and accompanies
Project Requisition and Payment Certificate No. _____.

THE UNDERSIGNED hereby certifies that the _____
Material listed on Project Requisition No. _____
has been purchased/fabricated exclusively for use in:

PROJECT: _____ PROJECT NO. _____

LOCATION: _____

The material is separated from other like materials and is physically identified as our-property for use
only on the above-named project.

The material is stored at _____

It is expressly understood and agreed that this information and Affidavit is furnished to the Owner for the
purpose of obtaining payment for the above materials before they are incorporated into the project
described above, and that any payment therefore is made pursuant to the provisions of Article 9 – General
Conditions. (Attach Invoice)

It is further understood that payment made on account of said materials not incorporated in the work does
not relieve the Contractor from the responsibility for proper insurance coverage or for replacing said
materials that may subsequently damaged, lost, or stolen, or rejected for non-compliance with the contract
prior to or during installation, or prior to final acceptance by the Owner.

CONTRACTOR: _____

BY: _____

(Title)

Sworn to and subscribed before me this _____ day of _____, 20 ____.

NOTARY PUBLIC: _____

(Seal)

My commission expires _____, 20 ____.

Notary Public State of Florida at Large.

NOTICE OF COMMENCEMENT
(Prepare in Duplicate)

To Whom it May Concern:

The undersigned hereby informs you that improvements will be made to certain real property, and in accordance with Section 8.4.131 of the Florida Statutes, the following information is stated in this NOTICE OF COMMENCEMENT.

Description of Property:

General description of improvements:

Owner: _____

Address: _____

Owner's interest in site of the improvement:

Fee Simple Title Holder (if other than Owner).

Name: _____

Address: _____

Contractor: _____

Address: _____

Surety (if any): _____

Address: _____

Name of person within the State of Florida designated by owner upon whom notices or other documents may be served.

Name:

Address:

In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 8.4.061 (2)(b), Florida Statutes. (Fill in at Owner's option).

Address: _____

Name: _____

OWNER'S SIGNATURE:

Sworn to and subscribed before me this day of , 20 .

NOTARY PUBLIC

THIS SPACE FOR RECORDER'S USE ONLY

CONTRACTOR'S DAILY PROGRESS REPORT

(Sample Form)

REPORT NO.: _____ DATE: _____

PROJECT: _____ PROJECT NO.: _____

CONTRACTOR: _____

1. WEATHER: _____ NOON TEMP.: _____ 2. GENERAL CONTRACTOR'S

WORKMEN:

Classification	Man Hours	Total to Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTALS	_____	_____

3. SUB-CONTRACTOR'S WORKMEN:

Firm/Description	Man Hours	Total to Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTALS	_____	_____

CONTRACTOR'S DAILY PROGRESS REPORT

(Sample Form)

4. CONTRACTOR'S WORK:

5. SUB-CONTRACTOR'S WORK:

Firm

Work

6. VISITORS:

7. NOTES:

RELEASE OF LIEN

That the undersigned, for and in consideration of the payment of the sum of _____ and /100 Dollars (\$ ____) paid by the _____ receipt of which is hereby acknowledged, hereby releases and quit claims to the said _____

Its successors and assigns, and _____ the owner, all liens, lien rights, claims or demands of any kind whatsoever, which the undersigned now has or might have against the building on premises legally described as _____

_____ an account of labor performed and/or material furnished for the construction of any improvement thereon. That all labor and materials used by the undersigned in the erection of said improvements have been fully paid for.

IN WITNESS WHEREOF, I have hereunto set my hand seal this ____ day of _____, 20__.

WITNESSES: _____(SEAL)

BY: _____

STATE OF FLORIDA COUNTY OF: SS. _____

I hereby acknowledge that the statements contained in the foregoing Release of Lien are true and correct _____ Sworn to and subscribed before me this __ day of __ , 20__

My commission expires:

_____ Notary Public State of Florida at Large.

LIST OF SUBCONTRACTORS

Only one (1) sub-contractor shall be listed on each line of this form. In the event the General Contractor wishes to perform one or more phases of work listed with his own personnel rather than employing a sub-contractor, he shall state on appropriate line "by General Contractor". In this event, General Contractor shall show evidence that he is in fact fully qualified to perform said work.

Said list of subcontractors after approved by A/E may be changed only upon written approval of A/E, as agreed upon between A/E and Owner.

Submit to A/E within five (5) working days after submission of Bid Proposal.

TYPE OF WORK	NAME AND ADDRESS OF SUB-CONTRACTOR
1. Excavation	_____
2. Paving	_____
3. Form Work	_____
4. Concrete Supplier	_____
5. Steel Supplier	_____
6. Steel Placement or Erection	_____
7. Cabinets	_____
8. Millwork	_____
9. Caulking and Sealants	_____
10. Roofing	_____
11. Sheet Metal	_____
12. Exterior Windows	_____
13. Metal Doors and Frames, Ferrous	_____
14. Aluminum Entrances and Fixed Glass Sections	_____
15. Glass and Glazing	_____
16. Finish Hardware	_____
17. Acoustical Units	_____
18. Resilient Flooring	_____
19. Lathing, Plastering and Stucco	_____
20. Drywall	_____
21. Painting	_____
22. Carpeting	_____

- 23. X-Ray Protection _____
- 24. Elevators _____
- 25. Air Conditioning, Heating
and Ventilation _____
- 26. Plumbing _____
- 27. Fire Protection _____
- 28. Electrical _____
- 29. Name of General Contractor's _____ Superintendent _____

NOTICE TO OWNER

DATE: _____

TO: _____
(OWNER)

ADDRESS: _____

The undersigned hereby informs you that he has furnished, or is furnishing services or materials as follows:
For the improvement of the real property identified as: (Describe real property sufficiently for
identification, including street and number if known.)

Under order given by

Florida law prescribes the serving of this notice and restricts your right to make payments under your
contract in accordance with Section 84.61, of the Florida Statutes.

Copies to

(Person(s) designated by owner to receive notice.)

Firm: _____

By: _____

Address: _____

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

APPLICATION NO.:

containing Contractor's signed Certification, is attached.

APPLICATION DATE:

In tabulations below, amounts are stated to the nearest dollar.

PERIOD TO:

Use Column 1 on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE



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CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

- OWNER
- CONSTRUCTION MANAGER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

(Instructions on reverse side)

PROJECT:
(Name and address)

CHANGE ORDER NO.:

INITIATION DATE:

TO CONTRACTOR:
(Name and address)

PROJECT NOS.:

CONTRACT FOR:

CONTRACT DATE:

The Contract is changed as follows:

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was \$
 Net change by previously authorized Change Orders \$
 The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$
 The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by
 this Change Order \$
 The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be \$
 The Contract Time will be (increased) (decreased) (unchanged) by () days
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

CONSTRUCTION MANAGER
 ADDRESS
 BY DATE

ARCHITECT
 ADDRESS
 BY DATE

CONTRACTOR
 ADDRESS
 BY DATE

OWNER
 ADDRESS
 BY DATE



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CERTIFICATE OF SUBSTANTIAL COMPLETION

AIA DOCUMENT G704
(Instructions on reverse side)

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT:
(Name and address)

PROJECT NO.:

CONTRACT FOR:
CONTRACT DATE:

TO OWNER:
(Name and address)

TO CONTRACTOR:
(Name and address)

DATE OF ISSUANCE:
PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as

which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

 ARCHITECT BY _____ DATE _____
 The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above date of Substantial Completion.

 CONTRACTOR BY _____ DATE _____
 The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at _____ (time) on _____ (date).

 OWNER BY _____ DATE _____
 The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
(Note--Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage)



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**CONSENT OF SURETY
TO FINAL PAYMENT**

AIA Document G707

(Instructions on reverse side)

- OWNER
- ARCHITECT
- CONTRACTOR
- SURETY
- OTHER

TO OWNER:
(Name and address)

ARCHITECT'S PROJECT NO.:

CONTRACT FOR:

PROJECT:
(Name and address)

CONTRACT DATED:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(insert name and address of Surety)

on bond of
(insert name and address of Contractor)

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety of
any of its obligations to
(insert name and address of Owner)

as set forth in said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date:
(insert in writing the month followed by the numeric date and year.)

(Surety)

(Signature of authorized representative)

Attest:
(Seal):

(Printed name and title)



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ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

Owner
 Architect
 Consultant
 Contractor
 Field
 Other

AIA DOCUMENT G710 (Instructions on reverse side)

PROJECT: (name, address) ARCHITECT'S SUPPLEMENTAL INSTRUCTION NO:
 OWNER: DATE OF ISSUANCE:
 TO: (Contractor) ARCHITECT:
 CONTRACT FOR: ARCHITECT'S PROJECT NO:
 CONTRACT DATED:

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time.

Description:

Attachments: *(Here insert listing of documents that support description.)*

ISSUED BY:

Architect



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PROPOSAL REQUEST

AIA Document G709

(Instructions on reverse side)

OWNER
ARCHITECT
CONSULTANT
CONTRACTOR
FIELD
OTHER

PROJECT:
(Name and address)

PROPOSAL REQUEST NO.:

DATE OF ISSUANCE:

OWNER:
(Name and address)

CONTRACT FOR:

CONTRACT DATED:

TO CONTRACTOR:
(Name and address)

ARCHITECT'S PROJECT NO.:

ARCHITECT:
(Name and address)

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within _____ days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Description:
(Insert a written description of the Work.)

Attachments:
(List attached documents that support description.)

REQUESTED BY:

(Signature)

(Printed name and title)



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Request for Information ("RFI")

TO:		FROM:	
PROJECT:	ISSUE DATE:	RFI No.	
PROJECT NUMBERS: /	REQUESTED REPLY DATE: COPIES TO:		

RFI DESCRIPTION: *(Fully describe the question or type of information requested.)*

REFERENCES/ATTACHMENTS: *(List specific documents researched when seeking the information requested.)*
SPECIFICATIONS: DRAWINGS: OTHER:

SENDER'S RECOMMENDATION: *(If RFI concerns a site or construction condition, the sender may provide a recommended solution, including cost and/or schedule considerations.)*

RECEIVER'S REPLY: *(Provide answer to RFI, including cost and/or schedule considerations.)*

BY	DATE	COPIES TO
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Note: This reply is not an authorization to proceed with work involving additional cost, time or both. If any reply requires a change to the Contract Documents, a Change Order, Construction Change Directive or a Minor Change in the work must be executed in accordance with the Contract Documents.

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