IDC GENERAL CONSTRUCTION CONTRACTOR PROCEDURE:

The Contractor is to take direction consistent with the Office of the State Engineer Manual and only from the Project Manager, Director of Engineering or Chief Facilities Officer.

CONTRACT DOCUMENTS

Contractor shall not incur any expense until the Contract (SE-680) has been awarded. An award requires that either both the Medical University of South Carolina and the Contractor sign a Contract or a Notice to Proceed (SE-680 or SE-690) is executed.

CHANGE ORDERS/CHANGE DIRECTIVES

Change Order requests shall include substantiating data from Contractor and subcontractors indicating costs, quantities, overhead and profit as permitted by Supplementary Conditions.

Change Order requests should be mailed to the architect unless the Medical University of South Carolina is the architect. Change order requests in this case would be mailed to the Project Manager.

Only formally approved change orders (SE-690) are to appear on payment applications. "Formally approved" is defined as the SE-690 form executed by the Director of Financial Management, Medical University South Carolina (if the change order or any item or change in work is $100,000 or less) or the State Engineer (if the change order or any item or change in work is over $100,000).

An adjustment in time shall require a change order to be executed within fourteen (14) days after the Contractor submits written notice of the claim for additional time. This notification shall include written substantiation and justification.

Contractor may only bill against an approved Change Order up to ninety-five (95%) of an estimated amount when the change is based on time and material.

PAYMENTS

MUHA/State/MUSC project number and project name must appear on all payment applications (AIA forms G702 and G703).

Payment will be made to the contractor within twenty-one (21) calendar days from receipt of undisputed payment application form (AIA G702 and G703).
Applications for payment (AIA G702 and G703) should be mailed to the architect. The architect in turn should then mail the executed application to the Project Manager, Engineering and Facilities, Medical University of South Carolina, Post Office Box 250190, Charleston, SC 29425 or hand deliver it to 97 Jonathan Lucas, Parking Garage I, Second Floor. If there is no Architect the application for payment should be mailed directly to the Project Manager.

Applications for final payment must be accompanied with a SE-550C, G704, G706. If bonds were required you must also provide a G707 and a release of lien printed on Contractor letterhead in addition to those items required in Section 01701. All Invoices and Closeout Documents must be originals with original signatures and notarized where requested.