



NEW YORK CITY DEPARTMENT OF  
DESIGN + CONSTRUCTION

**DAVID J. BURNEY, FAIA**  
Commissioner

**CAROL DIAGOSTINO**  
Agency Chief  
Contracting Officer

August 24, 2011

**ADDENDUM NO. 1**

**PROJECT: RQ\_A & E, Requirements Contracts for Special Inspection and Laboratory Services for Various Projects, Citywide, PIN: 8502012VP0005P-7P**

**THE ADDENDUM IS ISSUED FOR THE PURPOSE OF AMENDING THE REQUIREMENTS OF THE REQUEST FOR PROPOSALS AND IS HEREBY MADE A PART OF SAID REQUEST FOR PROPOSALS TO THE SAME EXTENT AS THOUGH IT WERE ORIGINALLY THEREIN.**

**CONTRACT DOCUMENT**

**ARTICLE 7.5 REQUISITION FOR PAYMENT**

Delete Article 7.5 and replace with the revised Article 7.5 attached to this Addendum.

**Contract: Kareem Alibocas, [alibocaka@ddc.nyc.gov](mailto:alibocaka@ddc.nyc.gov)  
Phone no.: 718-391-3038**

**By signing in the space provided below, the Proposer acknowledges receipt of this Addendum.**

**THIS ADDENDUM MUST BE SIGNED BY THE PROPOSER FOR THE CONTRACT AND ATTACHED TO THE TECHNICAL PROPOSAL.**

\_\_\_\_\_  
**Carol DiAgostino**  
**Agency Chief Contracting Officer**

\_\_\_\_\_  
**Name of Proposer**

By \_\_\_\_\_

Title \_\_\_\_\_



7.5 Requisitions for Payment: Requisitions for payment may be submitted as the work progresses, but not more often than once a month. The Consultant's requisition for payment may include more than one Task Order; however, the requisition shall be organized so that the payment requested for each Task Order is separately presented and documented. Requisitions shall be in the authorized form and shall set forth the services performed by the Consultant and the total amount of partial payment requested for each Task Order. The total amount of partial payment requested for each Task Order shall be broken down into various categories, depending on the required services and the method of payment specified in the Task Order. Such payment categories may include the following: (1) Payment for Services on a Time Card Basis, (2) Payment for Services Based on Unit Prices, and (3) Payment for Reimbursable Services. The Consultant shall submit one original and two copies of each requisition for payment. The requisition shall be submitted in a binder or bound booklet.

7.5.1 Each requisition for payment shall be accompanied by the documentation set forth below.

(a) Task Order: The Consultant shall submit the following for each Task Order for which payment is requested:

- (1) Copy of the Task Order and/or Supplementary Task Order for which payment is requested
- (2) Statement of the services completed during the payment period
- (3) Copy of the Resident Engineer's written acceptance of the services provided
- (4) Total amount of payment requested for Services on a Time Card Basis
- (5) Total amount of payment requested for Services on a Unit Price Basis
- (6) Total amount of payment requested for Reimbursable Services
- (7) Total amount of payment requested for all services completed during the payment period

(b) Services on a Time Card Basis: For any period for which the Consultant is requesting payment for services on a time card basis, the Consultant shall submit the documentation set forth below:

- (1) Name and title of the Assigned Employee, as defined above.
- (2) Commissioner approval of the Assigned Employee, either approved Staffing Plan or documentation approving the Assigned Employee as a replacement.
- (3) All Inclusive Hourly Rate applicable to the Assigned Employee. The All Inclusive Hourly Rate for an Assigned Employee shall be the rate set forth in Exhibit B for the title for which the Commissioner determines the employee meets the minimum requirements.
- (4) Number of hours worked each day by the Assigned Employee for the week(s) in question during which the Assigned Employee actually performed services for the Project on a time card basis.
- (5) Detailed time sheets completed by the Assigned Employee for the week(s) in question. Such detailed time sheets shall reflect all hours of service by the Assigned Employee, including without limitation: (1) actual hours during which the employee performed services for this Project on a time card basis; (2) actual hours during which the employee performed services for other projects; (3) non-billable hours, as defined above; (4) actual hours, if any, during which the Assigned Employee performed services for this Project for which the Consultant is not entitled to compensation, and (5) any non-regular business hours.
- (6) Commissioner authorization for services during non-regular business hours, if applicable

(c) Payment for Services Based on Unit Prices: For any period for which the Consultant is requesting payment for services on a unit price basis, the Consultant shall submit the documentation set forth below. Payment for such services shall be in accordance with the unit prices set forth in Exhibits D, E and F.

- (1) Cover sheet summarizing the types of services provided on a unit price basis.
- (2) For each type of services provided, specify the applicable Exhibit, the item number, the applicable unit price for the item and number of units completed during the payment period
- (3) Total amount for all services completed during the payment period
- (4) Copies of all required reports, including backup documentation

- (5) Copy of the Resident Engineer's written acceptance of the services provided
- (d) Payment for Reimbursable Services: For any period for which the Consultant is requesting payment for Reimbursable Services, the Consultant shall submit the documentation set forth below:
  - (1) Description of the Reimbursable Service the Consultant was directed to provide.
  - (2) If payment is on a lump sum basis, a report on the progress of the work, indicating the percentage of completion of all required services.
  - (3) If payment is on a unit price basis, a report indicating the number of completed units.
  - (4) If payment is based on actual cost, receipted bills or any other data required by the Commissioner.

7.5.2 Satisfactory Progress: All payments hereunder are contingent upon the Consultant's satisfactory performance of the required services. The Commissioner is authorized to make deductions for any services performed hereunder which he/she determines to be unsatisfactory. In the event payment is made for services which are subsequently determined to be unsatisfactory, the Consultant shall be obligated to perform corrective services. The Consultant shall not be entitled to any compensation whatsoever for the performance of corrective services.