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CONTRACTOR'S HANDBOOK

**For Use Under Contract With
Local Housing Authorities**

**Housing and Home Finance Agency
PUBLIC HOUSING ADMINISTRATION**

P R E F A C E

THIS HANDBOOK IS ISSUED TO ASSIST CONTRACTORS IN THE PREPARATION OF DOCUMENTS TO BE SUBMITTED BY THEM IN CONFORMITY WITH THE TERMS OF THEIR CONTRACTS WITH LOCAL HOUSING AUTHORITIES. IT IS NOT A CONTRACT DOCUMENT AND DOES NOT MODIFY IN ANY MANNER THE REQUIREMENTS OF ANY CONSTRUCTION OR EQUIPMENT CONTRACT.

TIMELY SUBMISSION OF COMPLETE AND PROPERLY PREPARED DOCUMENTS SERVES TO EXPEDITE THE NECESSARY APPROVALS AND PERIODIC PAYMENTS. IT ALSO GREATLY ASSISTS IN THE ORDERLY ADMINISTRATION AND CLOSING OUT OF ALL CONTRACTS.

INSTRUCTIONS FOR PREPARING AND SUBMITTING FORMS REQUIRED OF SUBCONTRACTORS (SUCH AS PAYROLL FORM HHFA-1) ARE TO BE REPRODUCED AND FURNISHED BY THE PRIME CONTRACTOR AS NECESSARY FOR THEIR USE. NUMBERED FORMS WILL BE FURNISHED THE PRIME CONTRACTOR BY THE LOCAL AUTHORITY.

THE NUMBER OF COPIES OF THE FORMS SHOWN HEREIN TO BE SUBMITTED TO THE LOCAL AUTHORITY IS THE MINIMUM. CONSULT WITH THE LOCAL AUTHORITY FOR ANY ADDITIONAL COPIES IT MAY NEED.

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CONTRACTOR'S INSURANCE COVERAGE, FORM PHA-299

1. Before the prime Contractor commences any work at the project site, he shall submit to the Local Authority for review and approval Form PHA-299, together with the original and one conformed copy of the policies listed therein or such other acceptable evidence as may be required. Similarly, before any subcontractor or sub-subcontractor is permitted to commence work on the project site, the prime Contractor shall submit a Form PHA-299 and its required policies or acceptable evidence of policies for the Local Authority's review and approval. Any original policies submitted will be returned upon approval.

2. An original and two copies of Form PHA-299 is the minimum number required. The original, when approved, will be returned to the prime Contractor. The other two copies are for the use of the Local Authority.

3. The type of insurance required of both the prime Contractor and each of his subcontractors is Workmen's Compensation Insurance and also Manufacturers' and Contractors' Public Liability Insurance. The prime Contractor is also required to carry Builder's Risk (fire and extended coverage) Insurance during construction. Some printed forms of Builder's Risk Insurance do not become effective until windows and doors are permanently in place. Such coverage is worthless during construction. Policies should be carefully examined for coverage in all stages of construction. The extended coverage in the builder's risk insurance should include all coverages required by the contract. Check this requirement carefully.

4. For detailed contract requirements concerning insurance, see section captioned "INSURANCE" included in the General Conditions.

5. Form PHA-299 will be furnished by the Local Authority. The attached specimen copy is for information and is illustrative only.

Form PHA-799, Rev. Dec. 1958. This form has been prepared by the Public Housing Administration of the Housing and Home Finance Agency for use of a Local Authority in connection with the submission of insurance policies by contractors.

Form Approved
Budget Bureau No. 63-R244.4

CONTRACTOR'S INSURANCE COVERAGE

March 16, 1960

Lakeview Dwellings
(Name of Project)

Chestertown, Missouri
(Location of Project)

Chestertown Housing Authority
(Name of Local Authority)

111 Center Street, Chestertown 2, Missouri
(Address)

Project No. MO-19-2

Contract No. AB-62

GENTLEMEN:

In accordance with the terms of our contract for General Construction work at the above-named project we submit below a schedule of insurance policies pertaining to required coverage.

The schedule is supported by the policies or evidence of our policies and the policies or evidence of the policies of our subcontractors as listed below.

NAME AND ADDRESS OF INSURER AND INSURED	POLICY No.	TYPE OF COVERAGE	AMOUNT OF INSURANCE	POLICY DATES	
				EFFECTIVE	EXPIRATION
Best Contracting Company 12-14 Broadway Webster Grove 17, Missouri	WC-710476	Workmen's Compen.	Statutory	1-17-60	1-17-61
World Insurance Company 242 Carter Street New York 11, N. Y.	SM-846932	Mfrs. & Contrs. Liability	Bodily Injury $100,000/ $300,000 Property Damage $10,000/ $100,000	1-2-60	1-2-61

BEST CONTRACTING COMPANY
(Name of Contractor)

By /s/ Ira M. Best
(Authorized Representative)

Best Contracting Company
(Contractor)

Webster Grove 17, Missouri
(Address)

March 20, 1960

GENTLEMEN:

We have examined the appended evidence of insurance coverage represented above for Project No. ..... and the same is accepted as meeting contract requirements up to the date of this report. The undersigned, however, does not represent that this evidence affords the contractor adequate or full protection.

Chestertown Housing Authority
(Name of Local Authority)

By /s/ John Doe
(Title) Contracting Officer

- -

CERTIFICATE FROM CONTRACTOR APPOINTING OFFICER OR EMPLOYEE TO SUPERVISE PAYMENT OF EMPLOYEES, FORM PHA-282

1. The Local Authority will require that the prime Contractor and his subcontractors each appoint a person to supervise the payment of his respective employees prior to preparation of his first payroll. Such authorization shall be evidenced by execution and submission of Form PHA-282 and shall accompany each copy of the first payroll submitted. If the paymaster is changed, a new Form PHA-282 must accompany each copy of the first payroll following the appointment of the new paymaster.

2. An original and two copies of Form PHA-282 are to be prepared, fully executed and, if required by the Local Authority, attested. The original and one copy are to be submitted to the Local Authority. The remaining copy is to be filed with the copy of the payroll required to be retained by the prime Contractor.

3. The contract requirements for the submission of this certification are included in the section of the General Conditions captioned "SUBMITTAL OF PAYROLLS AND RELATED REPORTS."

4. Form PHA-282 will be furnished by the Local Authority. The attached specimen copy is for information and is illustrative only.

- -

PHA-282
February 1959

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

CERTIFICATE FROM CONTRACTOR APPOINTING OFFICER OR EMPLOYEE
TO SUPERVISE PAYMENT OF EMPLOYEES

Project Name Lakeview Dwellings Date March 1, 1960

Location Chestertown 4, Missouri Project No. MO-19-2

(I) ~~(we)~~ hereby certify that (I am) ~~(we are)~~ (the prime contractor) ~~(a subcontractor)~~

~~(subcontractors)~~ for General Construction
(Specify "General Construction," "Plumbing," "Roofing," etc.)

in connection with construction of the above-mentioned Low-Rent Housing Project, and that (I) ~~(we)~~ have appointed Harold R. Greene, whose signature appears below, to supervise the payment of (my) ~~(our)~~ employees beginning March 1, 1960; That he is in a position to have full knowledge of the facts set forth in the payroll documents and in the statement of compliance required by the so-called Kick-Back Statute which he is to execute with (my) ~~(our)~~ full authority and approval until such time as (I) ~~(we)~~ submit to the

Chestertown Housing Authority a new certificate
(Name of Local Authority)
appointing some other person for the purposes hereinabove stated.

/s/ Harold R. Greene
(Identifying Signature of Appointee)

Attest (if required):

BEST CONSTRUCTION COMPANY
(Name of Firm or Corporation)

/s/ Charles M. Oliver
(Signature)

By: /s/ Ira M. Best
(Signature)

Secretary
(Title)

President
(Title)

- -

NOTE: This certificate must be executed by an authorized officer of a corporation or by a member of a partnership, and shall be executed prior to and be submitted with the first payroll. Should the appointee be changed, a new certificate must accompany the first payroll for which the new appointee executes a statement of compliance required by the Kick-Back Statute.

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PAYROLL

1. Under the terms of his contract, the prime Contractor is required to submit weekly to the Local Authority two complete, legible copies of his own payroll and those of each of his subcontractors on Form HHFA-1 not later than the 7th day following the payment of wages.

2. Detailed instructions for the preparation of the payroll are given below. Any corrections or erasures must be initialed by the paymaster currently serving under Form PHA-282.

   a. Heading. Enter all identifying data at the top of the form. Each employer shall number his payrolls consecutively starting with No. 1.

   b. Column 1. Anticipate the maximum number of employees in each classification and reserve sufficient tally (or badge) numbers in each occupation for all workers who may be employed. Enter the employee's number. Indicate Negro employees by the letter "N" immediately below the number.

   c. Column 2. Enter the employee's name and address the first week he works on the project. The address need not be shown on subsequent payrolls unless changed.

   d. Column 3. The classifications shall correspond to the schedule contained in the prime Contractor's contract. If included, the administrative, superintendent, clerical, and watchmen forces shall be entered first in order. The skilled occupations shall be entered next, followed by the semi-skilled and unskilled occupations. For example:

Skilled:	Bricklayers	(including foremen)
	Carpenters	(including foremen)
	Plumbers	(including foremen)
Semi-Skilled:	Carpenter's Helpers, Pipe Layers, Truck Drivers, Apprentices of any trade	
Unskilled:	Common Labor	

   (Classifications may be abbreviated as necessary.)

   e. Columns 4, 5, 6, and 7. Use a single numbered line for each employee. Enter the straight time and rate on the lower half of this line. Enter any overtime and overtime rate on the line above the straight time. Overtime shown shall be the actual hours worked at the higher rate. Enter total amount earned as one figure in column 7. (Cont'd)

f. Column 8. Enter the total number of withholding exemptions claimed by each employee for Federal income tax purposes.

g. Columns 9, 10, 11, 12, and 13. For the conditions and standards under which permissible payroll deductions may be made reference should be made to current regulations promulgated from time to time by the United States Government or to State law. Columns are provided for the following:

Column 9	Federal Withholding Tax
Column 10	Federal Old Age and Survivors Insurance
Columns 11, 12	Other Authorized Deductions (must be identified)
Column 13	Total of all deductions

h. Column 14. Enter the difference between columns 7 and 13.

i. Totals. Enter at the bottom of the sheet the totals of columns 5, 7, 9, 10, 11, 12, 13, and 14. Enter also the number of "Total Employees" (which shall include Negroes) and of "Total Negro Employees" at the bottom of the form.

j. Forwarding. Where the payroll of any employer extends to more than one sheet, carry the totals from the bottom of Sheet No. 1 forward to the top of sheet No. 2 and continue this forwarding cumulatively on any succeeding sheets so that the totals at the bottom of the final sheet represent the grand totals of the employer's full payroll for the week. In the lower left hand corner enter the number of the sheet to which totals are carried.

k. Classification Summary. Break down the complete payroll (on the back of the final sheet only) into the skilled, semi-skilled, unskilled, and all other classifications and enter the data for each as called for by the column captions. The data for Negroes shall be included in the totals but also listed separately. The Grand Totals for the first, second, third, and fifth columns shall agree with corresponding totals on the front of this sheet.

l. Weekly Statement of Compliance. This shall be executed (on the back of the final sheet only) by the person currently authorized by the employer (on Form PHA-282) to supervise payment of his employees. All copies must be executed.

3. Form HHFA-1 will be furnished by the Local Authority. The attached specimen is for information and is illustrative only.

4. EACH CONTRACTOR AND SUBCONTRACTOR IS REQUIRED BY LAW TO RETAIN AND PRESERVE FOR THREE YEARS ALL PAYROLL RECORDS OF PERSONS EMPLOYED BY HIM IN THE DEVELOPMENT OF THE PROJECT.

5. IT IS THE RESPONSIBILITY OF THE PRIME CONTRACTOR TO COMPLY WITH AND TO ENSURE THAT EACH OF HIS SUBCONTRACTS INCLUDES ALL CONTRACT PROVISIONS CONCERNING THE EMPLOYMENT OF LABOR ON THE PROJECT.

HHFA-1 (4-59)
Budget Bureau Approval No. 63-R067

SHEET 1 OF 1

HOUSING AND HOME FINANCE AGENCY

PAYROLL

NEW CONTRACT: General Construction
PROJECT NUMBER: AD-62
MODIFICATION NUMBER: - - - - - -
NAME AND ADDRESS OF OWNER (LOCAL AUTHORITY, FEDERAL AGENCY): Chestertown Housing Authority, 111 Center Street, Chestertown 2, Missouri

NAME OF CONTRACTOR: Bost Construction Company
NAME OF PRIME CONTRACTOR: Bost Construction Company

PROJECT NUMBER: MI-19-2
FOR PAY PERIOD ENDING: April 17, 1960
PAYROLL NUMBER: 3
NAME AND LOCATION OF PROJECT: Lakeview Dwellings, Chestertown 4, Missouri.

	(1) Payroll No.	(2) Name and Address of Employee	(3) Occupation Classification	(4) Day and Date: W 11	T 12	F 13	S 14	S 15	M 16	T 17	Total Hours	(5) Salary or Wage Rate	(6) Total Amount Earned	(7) Federal Tax Code	(8) Federal Withholding Tax	(9) FICA	(10) Deductions: State Other (specify) Wk. Tax	(11) Other (specify)	(12) Total	(13) Net Amount Paid to Employee
		Brought Forward From Sheet - - - Total Employees - - - Total Negro Employees - - - Column Totals →									- - - -		- - - -		- - -	- - -	- - -	- - -	- - -	- - -
1	12	O. R. Naylor	Supt.	8	8	8			8	8	40	Wk.	135.00	3	19.80	2.03			21.83	113.17
2	14	J. W. McIntire	Asst.Supt.	8	8	8			8	8	40	Wk.	106.00	5	8.70	1.59			10.29	95.71
3	15	Harold R. Greene 121 Jay Street Chestertown, Mo.	Timekeeper	0	0	8			8	8	24	Wk.	27.00	1	2.90	0.41			3.31	23.69
4	21	Everett Jones	General Foreman	8	8	8			8	8	40	Wk.	106.00	3	13.80	1.59			15.39	90.61
5	26	Reuben Meyers 19 Scott Street Chestertown, Mo.	Watchman	7	7	7	12	12	7	7	59	Wk	50.00	2	5.00	0.75			5.75	44.25
6																				
7	53	R. G. White	Carpenter Foreman	8	8	8			8	8	40	2.65	106.00	3	13.80	1.59			15.39	90.61
8	56	Albert Fort 261 Front Street Chestertown, Mo.	Carpenter	0	0	8			8	8	24	2.25	54.00	7	- -	0.81			0.81	53.19
9	57	George Freeman	Carpenter	8	8	8			2	8	34	2.25	76.50	5	2.60	1.15			3.75	72.75
10	157	Louis J. Smith 1121 Main Street Des Moines 15, Iowa	Reinforcing Rodman	2 8	8	7	6 1		8	8	8 40	4.33 2.75	143.04	1	23.80	3.58	3.60		30.98	112.06
11																				
12	60 N	O. K. Norden	2nd Year Carpenter Apprentice	8	8	8			8	8	40	1.60	64.00	1	10.40	0.96			11.36	52.64
13																				
14	106 N	Roscoe Bowser	Laborer	8	8	8			8	8	40	1.25	50.00	3	2.40	0.75			3.15	46.85
15	108 N	Throckmorton Jones	Laborer	0	8	8			8	8	32	1.40	44.80	2	3.80	0.67			4.47	40.33
16																				
17																				
18																				
19																				
20																				
		Carried Forward To Sheet - - - Total Employees 12 Total Negro Employees 3 Column Totals →									461		962.34		107.00	15.88	3.60	- -	126.48	835.86

[1] Indicate Negro employees by letter N. [2] The address must be shown the first week in which the employee works on the project; it need not be shown on subsequent payrolls unless it is changed.
[3] Indicate rates other than hourly by: Da. Day, Wk. Week, Mo. Month. All payments or corrections must be initialed by signatory.

Reverse Side of Form HHFA-1, Payroll

CLASSIFICATION SUMMARY

CLASSIFICATION OF EMPLOYEES	NUMBER OF EMPLOYEES		NUMBER OF MAN HOURS WORKED		AMOUNT EARNED	
	TOTAL	NEGRO	TOTAL	NEGRO	TOTAL	NEGRO
SKILLED	4	0	146	0	379.54	0.00
SEMISKILLED	1	1	40	40	64.00	64.00
UNSKILLED	2	2	72	72	94.80	94.80
ALL OTHER	5	0	203	0	424.00	0.00
GRAND TOTALS	12	3	461	112	962.34	158.80

REMARKS

WEEKLY STATEMENT OF COMPLIANCE

Date April 29, 1960

I, Harold R. Greene (Name of signatory party), Timekeeper (Title), do hereby state that I pay or supervise the payment of the persons employed by Best Construction Company (Contractor or subcontractor), on the Lakeview Dwellings Project MD-19-2 (Building work or project); that during the payroll period commencing on the 11th day of April, 1960, and ending the 17th day of April, 1960, covered by the foregoing payroll, all persons employed on said project have been paid the full weekly wages earned; with the exception of $ 0.00 in unclaimed wages; that no rebates have been or will be made either directly or indirectly to or on the behalf of said Best Construction Company (Contractor or subcontractor) from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly from the full weekly wages earned by any person, other than permissible deductions, as defined in Regulations, Part 3 (29 CFR Part 3), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat 948, 63 Stat 108, 72 Stat 967; 40 U S C 276c), and described on said payroll, that said payroll is correct and complete; that the wage rates contained in said payroll for laborers and mechanics are not less than those applicable to such laborers and mechanics pursuant to the contract under which such work was performed; and that the classification set forth for each laborer or mechanic conforms with the work he performed

(Signature) /s/ Harold R. Greene

(Title) Timekeeper

Section 1001 of Title 18 of the United States Code (Criminal Code and Criminal Procedure) shall apply to such statements—72 Stat. 967 (18 U S C 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than $10,000 or imprisoned not more than five years, or both)

CERTIFICATE

I, John Doe, CERTIFY that the Payroll identified in the foregoing Weekly Statement of Compliance has been examined by me and/or my authorized assistants and that based on such examination I find no evidence of violation of contract provisions relating to labor I further certify that I am not on notice of any presently uncorrected labor provision noncompliance occurring during the period covered by this payroll [1]

CHESTERTOWN HOUSING AUTHORITY

Date April 27, 1960

(Signature) /s/ John Doe

(Title) Contracting Officer

[1] In the event the person signing the certificate is on notice of noncompliance substitute a comma for the period after payroll and add the words "except as follows" and state what the alleged noncompliances are

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AUTHORIZATION TO SIGN FOR CONTRACTOR
(Suggested Form)

1. The prime Contractor may authorize his superintendent or other individual to sign, for him and in his name:

   (a) Schedule of Amounts for Contract Payments

   (b) Construction Progress Schedule

   (c) Periodical Estimates for Partial Payments and related papers

   (d) Change Orders

   provided that prior to the execution of the first of any such documents the prime Contractor has filed with the Local Authority three fully executed and notarized copies of a statement evidencing such authorization and authenticating the signature to be so honored. The foregoing list of documents may be limited or expanded at the discretion of the prime Contractor and the authorization will be binding until rescinded.

2. The contract requirements for this authorization are included in the section of the General Conditions captioned "CONTRACTOR."

3. The attached specimen form is suggested only. It may be varied as the prime Contractor may desire provided that not less than the information shown is included in the authorization submitted.

- -

Date March 1, 1960

To Chestertown Housing Authority
111 Center Street
Chestertown 2, Missouri

Project No. MO-19-2
Lakeview Dwellings
(Project Name)
Chestertown 4, Missouri
(Project Location)

Gentlemen:

In connection with the construction of Lakeview Dwellings Project No. MO-19-2 this is to authorize John H. Brown, Superintendent, whose official signature appears below, to sign for and in the name of this Company the following documents:

Schedule of Amounts for Contract Payments
Progress Schedule
Periodical Estimates for Partial Payments
and related papers
Change Orders
(Expand or limit, as desired)

/s/ John H. Brown
(Authorized Signature)

Superintendent
(Title)

BEST CONSTRUCTION COMPANY

By /s/ Ira M. Best

President
(Title)

Subscribed and sworn to before me

this 10th day of March, 1960

/s/ Helen Grigsby
(Notary Public)

My commission expires December 31, 1960

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REQUEST FOR APPROVAL OF SUBCONTRACTOR, FORM PHA-371

1. Before the award of any contract work by the prime Contractor to a subcontractor, or by a subcontractor to a sub-subcontractor, the approval of the Local Authority is to be obtained in writing. This also applies to suppliers of major items of specially fabricated materials for which shop drawings are required for approval. Form PHA-371 shall be used for this purpose. To the original of the Form PHA-371 submitted to the Local Authority there shall be attached a fully executed copy of the non-collusive AFFIDAVIT in the form shown in the section captioned "SUBCONTRACTS" in the General Conditions.

2. The minimum number of copies to be submitted is an original and four copies. The original and three copies are for the use of the Local Authority; the fourth copy will be returned to the prime Contractor showing either approval or disapproval.

3. For further detailed contract requirements concerning subcontracts see section captioned "SUBCONTRACTS" in the General Conditions.

4. Form PHA-371 will be furnished by the Local Authority. The attached specimen copies of Form PHA-371 and the accompanying form of affidavit are for information and are illustrative only.

- -

HA-371
April 1959

REQUEST FOR APPROVAL OF SUBCONTRACTOR
(submit an original and 3 copies)

Date March 3, 1960

TO: Chestertown Housing Authority
111 Center Street
Chestertown 2, Missouri

Project No. MO-19-2
Lakeview Dwellings
(Project Name)
Chestertown 4, Missouri
(Project Location)

Gentlemen:

In accordance with our prime contract for General Construction of this project we request your approval of the following proposed subcontractor to perform work or to supply material as indicated below:

1. Benson Painting and Decorating Company
*(Name)
210 Main Street (Street Address) St. Louis 1, (City) Missouri (State)

2. Scope of work (state kind of work, if for labor or material or both and give Specification reference):

   Labor and material for all painting work in accordance with the plans and Division 19, pages 1 through 8, of the Specifications.

3. The subcontractor's non-collusive affidavit in the form required by our contract is furnished herewith (original only, attached to the original of this request).

4. We warrant that the provisions required by our contract to be inserted in each subcontract will be inserted in this subcontract.

5. We certify that this proposed subcontractor is not ineligible to receive awards of contracts from the United States as evidenced by the list or lists of such contractors maintained by the PHA.

6. There will be no assignment of interest in this subcontract except as follows (if none, so state):

7. Terms of payment: As payments are made by Local Authority on Periodical Estimate Price: $ 17,625,000

8: Remarks:

None

BEST CONTRACTING COMPANY
Prime Contractor
By /s/ Ira M. Best
Title President

*If a sales agent, identify the manufacturer under "Remarks". If for a subsubcontract, identify principal subcontractor under "Remarks".

APPROVAL OR REJECTION

The proposed subcontractor named above is approved.

If approved, the contracting party giving such approval assumes no responsibility in connection with the form or terms of the subcontract nor the performance of the subcontractor.

If rejected, the reason for the rejection is briefly as follows:

Date March 5, 1960 /s/ John Doe
Contracting Officer

- -

A F F I D A V I T

(Subbidder)

State of_____) ss.
County of_____)

_____, being first duly sworn, deposes and says:

That he is ___(a partner or officer of the firm of, etc.)_____ the party making a certain proposal or bid dated _____ 19_____, to___(name of Contractor)_____ for subcontract work in connection with the construction of PHA-aided Housing Project No. _____, located in ____(City)_____, _____(State)_____, and the party proposed by said ___(name of Contractor)_____ as subcontractor for said work as a result of said bid, that such bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the (Local Authority)___ or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

- -

Signature of: Bidder if the bidder is an individual; Partner if the bidder is a partnership; Officer if the bidder is a corporation.

Subscribed and sworn to before me this _____ day of _____, 19___.

_____

My commission expires _____, 19___.

SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS FORMS PHA-1000a and 1000b

1. Immediately after execution of the contract, each prime Contractor is required under his contract to submit to the Local Authority a detailed breakdown of the contract price, showing the principal divisions of work and subdivided in such detail as is necessary to support the cost of each item. Forms PHA-1000a, Schedule of Amounts for Contract Payments, and PHA-1000b, Continuation Sheet, shall be used for this purpose.

2. Instructions for preparing the Schedule are given below. A separate breakdown is required for each project and prime contract.

   a. Heading. Enter all identifying information required for both forms.

   b. Columns 1 and 2. In column 1, enter the item numbers starting with No. 1, and in column 2 enter each principal division of work incorporated in the contract work.

      (1) Master List. The attached Master List contains the basic items into which any construction contract may be subdivided for the purpose of preparing the Construction Progress Schedule and the Periodical Estimates for Partial Payments. Only those items shall be selected which apply to the particular contract. To ensure uniformity, no change shall be made in the item numbers. Generally, about 25 to 40 major items appear in a contract.

      (2) Items Subdivided. In the Contractor's breakdown, against which all periodical estimates will be checked prior to payment, each major item must be subdivided into sub-items exactly pertinent to the project involved and in full agreement with the Contractor's intended basis for requesting monthly payments.

   c. Column 3. Enter the total quantity for each sub-item of each principal division of work listed in the breakdown.

   d. Column 4. Enter the appropriate unit of measure for each sub-item of work opposite the quantities described in column 3, such as "sq. ft.," "cu. yd.," "tons," "lb.," "lumber per M/BM," "brickwork per M," etc., applicable to the particular sub-item. Items shown on "lump sum" or equivalent basis will be paid for only on completion of the whole item and not on a percentage of completion basis.

   e. Column 5. Enter the unit price, in place, of each sub-item of work.

   f. Column 6. Enter the amount of each sub-item obtained by multiplying the quantities in column 3 by the corresponding unit prices in column 5.

(Cont'd)

g. Column 7. Enter the amount of principal item only, obtained by adding the amounts of all sub-items of each principal division of work listed in Column 6. Continue with the breakdown on Form PHA-1000b.

h. The "Schedule of Amounts for Contract Payments" shall be signed and dated in the space provided at the bottom of each sheet of the form by the individual who prepared the breakdown for the Contractor.

3. The minimum number of copies required for each submission for approval is an original and three copies. When approved, one fully approved copy will be returned to the Contractor.

4. Forms PHA-1000a and PHA-1000b will be furnished by the Local Authority. The attached specimen copies are for information and are illustrative only. The breakdown of main items is minimum and not intended to be complete. Do not blindly follow this specimen breakdown. Prepare the breakdown to conform with the exact requirements of the contract involved. The prices shown on the specimen form do not relate to any particular time or area or reflect current costs.

SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS
MASTER LIST OF ITEMS

Item No.	Division of Work
1	Bond
2	General Conditions[1]
3	Demolition & Clearing
	Structures
4	General Excavation
5	Footing Excavation
6	Backfill
7	Foundation Piles & Caissons
8	Concrete Foundations
9	Concrete Superstructures
10	Reinforcing Steel
11	Waterproofing & Dampproofing
12	Spandrel Waterproofing
13	Structural Steel
14	Masonry
15	Stonework
16	Miscellaneous & Ornamental Metal
17	Metal Windows
18	Roofing
19	Sheet Metal
20	Rough Carpentry
21	Metal Bucks
22	Caulking
23	Weatherstripping
24	Lath & Plastering
25	Stucco
26	Finish Carpentry
27	Finish Hardware
28	Glass & Glazing
29	Metal Doors
30	Metal Base & Trim
31	Toilet Partitions
32	Floors
33	Painting & Decorating
34	Screens
35	Plumbing
36	Heating
37	Ventilating System
38	Electrical
39	Elevators
40	Elevator Enclosures--Metal
41	Incinerators--Masonry & Parts
42	(Other)
43	(Other)
	Site Improvements
44	Retaining Walls
45	Storm Sewers
46	Sanitary Sewers
47	Water Distribution System
48	Gas Distribution System
49	Electrical Distribution System
50	Street & Yard Lighting
51	Fire & Police Alarm System
52	Fire Protection System
53	Street Work
54	Yard Work
55	(Other)
56	(Other)
	Equipment
57	Shades & Drapery Rods
58	Ranges
59	Refrigerators
60	Kitchen Cabinets & Work Tables
61	Laundry Equipment
62	(Other)
63	Punch List[2]
64	Lawns & Planting

[1] General Conditions should be 3% to 5% of contract amount.
[2] Punch List should be approximately 1/2 of 1% or $30 per dwelling unit, whichever is greater.

Form Approved
Budget Bureau No. 63-R034.3

PHA-1000a
April 1960

Sheet 1 of 4

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS

PROJECT NAME AND LOCATION: Lakeview Dwellings Project, Chestertown 4, Missouri
PROJECT NO.: MO-19-2
NAME AND ADDRESS OF CONTRACTOR: Best Construction Company, Webster Grove 17, Missouri
NATURE OF CONTRACT: General Construction Work
CONTRACT NO.: AB-62
APPROVED FOR CONTRACTOR: BY: /s/ Ira M. Best DATE: 3-16-60 19
TITLE: President
APPROVED FOR OWNER: BY: /s/ John Doe DATE: 3-20-60 19
TITLE: Contracting Officer
APPROVED FOR PHA: BY: /s/ Richard Roe DATE: 3-25-60 19 TITLE: Construction Chief

ITEM NO. 1	DESCRIPTION OF ITEM 2	QUANTITY 3	UNIT OF MEASURE 4	UNIT PRICE IN PLACE 5	AMOUNT OF SUB-ITEM 6	AMOUNT OF PRINCIPAL ITEM 7
1	Bond	1	Lump Sum	8,500.00		8,500
2	General Conditions:					
	(a) License Fees, etc.	1	Lump Sum	1,060.00	1,060	
	(b) Building Layout	30	Each	50.00	1,500	
	(c) Engineering Layout	2,000	M Hrs.	1.50	3,000	
	(d) Temporary Buildings	5	Each	600.00	3,000	
	(e) Temporary Utilities	1	Lot	1,000.00	1,000	
	(f) Bronze Tablet	1	Lump Sum	250.00	250	
	(g) Adm. Costs & Overhead	12	Months	1,375.00	16,500	26,310
3	Demolition & Clearing	17	Acres	100.00		1,700
4	General Excavation:					
	(a) Stockpile Topsoil	1,000	Cu. Yds.	1.00	1,000	
	(b) Excavation	50,000	Cu. Yds.	.3071	15,355	16,355
5	Footing Excavation	2,900	Cu. Yds.	1.00		2,900
6	Backfill:					
	(a) Earth	100	Cu. Yds.	1.00	100	
	(b) Fine Grading	5,000	Sq. Yds.	.15	750	
	(c) Crushed Stone Under Slabs	300	Cu. Yds.	4.00	1,200	2,050
8	Concrete Foundations	525	Cu. Yds.	18.00		9,450
9	Concrete Superstructure:					
	(a) Slabs on Ground	270	Cu. Yds.	25.00	6,750	
	(b) 2nd Floor Slabs	90	Cu. Yds.	40.00	3,600	
	(c) Stairs	4	Each	200.00	800	11,150
10	Reinforcing Steel:					
	(a) Bars, etc.	4	Tons	250.00	1,000	
	(b) Wire Mesh	1,000	Squares	4.00	4,000	5,000
11	Waterproofing and Dampproofing:					
	(a) Felt Under Slab	30	Each	50.00	1,500	
	(b) Expansion Joints	30	Bldgs.	40.00	1,200	2,700
13	Structural Steel:					
	(a) Loose Lintels	50	Units	14.00	700	
	(b) Columns & Beams	10	Tons	250.00	2,500	3,200
	Total Amount of Contract or Carried Forward					$ 89,315

PREPARED BY: /s/ John H. Brown
DATE PREPARED: 3-15-60

(OVER)

PHA-10008
HUD-1246

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

Form Approved
Budget Bureau No. 52-R024.4
Sheet 2 of 4

SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS—Continued

PROJECT NO. MO-19-2 | CONTRACT NO. AB-62

ITEM NO. (1)	DESCRIPTION OF ITEM (2)	QUANTITY (3)	UNIT OF MEASURE (4)	UNIT PRICE IN PLACE (5)	AMOUNT OF SUB-ITEM (6)	AMOUNT OF PRINCIPAL ITEM (7)
XX	AMOUNT CARRIED FORWARD					89,315
14	Masonry:					
	(a) Tile Under Slab	46,800	Sq. Ft.	.35	16,380	
	(b) Concrete Block	200,000	Each	.30	60,000	
	(c) Brick	900	M	110.00	99,000	
	(d) Flue Lining	2,000	L. Ft.	1.00	2,000	177,380
16	Misc. & Ornamental Iron:					
	(a) Clothes Poles	125	Each	10.00	1,250	
	(b) Metal Numbers	30	Bldgs.	6.00	180	
	(c) Steel Stairs	50	Flights	250.00	12,500	
	(d) Closet Rods	500	Each	2.00	1,000	
	(e) Bolts, Anchors, etc.	1	Lump Sum	500.00	500	15,430
17	Metal Windows	1,500	Each	30.00		45,000
18	Roofing	800	Squares	30.00		24,000
19	Sheet Metal:					
	(a) Gutter & Downspouts	30	Bldgs.	200.00	6,000	
	(b) Flashing	30	Bldgs.	20.00	600	
	(c) Gravel Guard	30	Bldgs.	50.00	1,500	8,100
20	Rough Carpentry:					
	(a) Truss Framing	600	Each	35.00	21,000	
	(b) Sheathing	75	MBF	150.00	11,250	
	(c) Misc. Framing	30	Bldgs.	300.00	9,000	41,250
21	Metal Bucks	620	Each	13.60		8,432
22	Caulking	125	Apt. Units	14.00		1,750
23	Weatherstripping	220	Openings	9.50		2,090
24	Lath & Plastering:					
	(a) Lath	14,000	Sq. Yds.	.70	9,800	
	(b) Plaster	14,000	Sq. Yds.	.90	12,600	22,400
26	Finish Carpentry	125	Apt.Units	320.00		40,000
27	Finish Hardware	125	Apt.Units	73.00		9,125
28	Glass & Glazing	30	Bldgs.	200.00		6,000
29	Metal Doors:					
	(a) Exterior	220	Each	30.00	6,600	
	(b) Interior	340	Each	22.00	7,480	
	(c) Vault Door	1	Each	350.00	350	14,430
30	Metal Base & Trim:					
	(a) Base	45,000	L. Ft.	.26	11,700	
	(b) Thresholds	125	Apt.Units	6.00	750	
	(c) Wainscot Cap	10,000	L. Ft.	.20	2,000	14,450
31	Toilet Partitions	2	Each	100.00		200
	TOTAL AMOUNT OF CONTRACT ON CARRIED FORWARD					519,352

PREPARED BY /s/ John H. Brown DATE PREPARED 3-15-60

PHA-10008
JUNE 1960

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

Form Approved
Budget Bureau No. 63-R010.8
Sheet 3 of 4

SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS—Continued

PROJECT NO. MO-12-2 CONTRACT NO. AB-62

ITEM NO (1)	DESCRIPTION OF ITEM (2)	QUANTITY (3)	UNIT OF MEASURE (4)	UNIT PRICE IN PLACE (5)	AMOUNT OF SUBITEM (6)	AMOUNT OF PRINCIPAL ITEM (7)
XX	AMOUNT CARRIED FORWARD				$	519,352
32	Floors:					
	(a) Asphalt Tile	125,000	Sq. Ft.	.12	15,000	
	(b) Color & Hardener	3,250	Sq. Ft.	.10	325	15,325
33	Painting & Decorating:					
	(a) Exterior	30	Bldgs.	120.00	3,600	
	(b) Interior	125	Apt.Units	110.00	13,750	17,350
34	Screens:					
	(a) Doors	250	Each	8.00	2,000	
	(b) Windows	875	Each	4.00	3,500	5,500
35	Plumbing:					
	(a) Roughing	30	Bldgs.	500.00	15,000	
	(b) Fixtures	125	Apt.Units	210.00	26,250	41,250
36	Heating:					
	(a) Space Heaters	125	Each	150.00	18,750	
	(b) Flues	125	Each	90.00	11,250	30,000
38	Electrical:					
	(a) Roughing	30	Bldgs.	950.00	28,500	
	(b) Fixtures	125	Apt.Units	35.00	4,375	32,875
44	Reteining Walls	250	Cu. Yds.	22.00		5,500
45	Storm Sewers:					
	(a) 12" Pipe	200	L.Ft.	2.12	424	
	(b) 15" Pipe	300	L.Ft.	2.40	720	
	(c) 18" Pipe	250	L.Ft.	2.90	725	
	(d) 30" Pipe	200	L.Ft.	6.00	1,200	
	(e) 48" Pipe	500	L.Ft.	12.00	6,000	
	(f) Inlets	20	Each	100.00	2,000	11,069
46	Sanitary Sewers:					
	(a) 4" Pipe	1,200	L.Ft.	1.25	1,500	
	(b) 6" Pipe	1,800	L.Ft.	1.85	3,330	
	(c) 8" Pipe	1,000	L.Ft.	2.00	2,000	
	(d) Manholes	12	Each	180.00	2,160	8,990
47	Water Dist. System:					
	(a) 2" Pipe	1,500	L.Ft.	3.00	4,500	
	(b) 4" Pipe	1,200	L.Ft.	3.90	4,680	
	(c) 6" Pipe	500	L.Ft.	4.50	2,250	
	(d) Meter	1	Each	300.00	300	
	(e) Valves	2	Each	250.00	500	12,230
	TOTAL AMOUNT OF CONTRACT OR CARRIED FORWARD				$	699,441

PREPARED BY /s/ John H. Brown

DATE PREPARED 3-15-60

PHA-1000a
JUNE 1960

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

Form Approved
Budget Bureau No. 63-R084.6

Sheet 4 of 4

SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS—Continued

PROJECT NO. MO-19-2 CONTRACT NO. AB-62

ITEM NO (1)	DESCRIPTION OF ITEM (2)	QUANTITY (3)	UNIT OF MEASURE (4)	UNIT PRICE IN PLACE (5)	AMOUNT OF SUBITEM (6)	AMOUNT OF PRINCIPAL ITEM (7)
XX	AMOUNT CARRIED FORWARD					699,441
48	Gas Dist. System:					
	(a) 1" Pipe	1,500	L. Ft.	1.50	2,250	
	(b) 2" Pipe	1,400	L. Ft.	1.90	2,660	
	(c) 4" Pipe	1,000	L. Ft.	4.10	4,100	
	(d) Meter	1	Each	600.00	600	
	(e) Gas Regulator	1	Each	200.00	200	
	(f) Enclosure	1	Each	225.00	225	10,035
49	Electrical Dist. System:					
	(a) Primary	2,000	L. Ft.	2.60	5,200	
	(b) Secondary	1,500	L. Ft.	1.10	1,650	
	(c) Poles	25	Each	60.00	1,500	
	(d) Transformers	4	Each	250.00	1,000	
	(e) Meter	1	Each	100.00	100	9,450
50	Street & Yard Lighting:					
	(a) Yard Standards	3	Each	275.00	825	
	(b) Pole Fixtures	4	Each	50.00	200	1,025
52	Fire Protection System:					
	(a) 6" Pipe	100	L. Ft.	4.50	450	
	(b) 6" Gate Valve	1	Each	125.00	125	
	(c) Fire Hydrants	4	Each	190.00	760	1,335
53	Street Work:					
	(a) Curb & Gutter	10,000	L. Ft.	2.40	24,000	
	(b) Paving	4,000	Sq. Yds.	3.00	12,000	
	(c) Walks	6,000	Sq. Yds.	2.00	12,000	
	(d) Steps	110	Cu. Yds.	30.00	3,300	51,300
54	Yard Work:					
	(a) Garbage Stations	12	Each	90.00	1,080	
	(b) Fencing	300	L. Ft.	3.00	900	
	(c) Splash Blocks	130	Each	1.50	195	2,175
57	Shades & Drapery Rods	125	Apt.Units	35.00		4,375
60	Kitchen Cabinets & Work Tables	126	Apt.Units	240.00		30,240
63	Punch List	1	Lump Sum	4,150.00		4,150
64	Lawns & Planting	125	Apt.Units	150.00		18,750
	TOTAL AMOUNT OF CONTRACT OR CARRIED FORWARD					830,126

PREPARED BY /s/ John H. Brown

DATE PREPARED 3-15-60

- -

CONSTRUCTION PROGRESS SCHEDULE, FORM PHA-372

1. Under the terms of his contract, each prime Contractor is required to submit a Construction Progress Schedule in a form satisfactory to the Local Authority. The plotting of time required for the principal divisions of work and other information to be filled in shall be realistic. A separate schedule is required for each project and each prime contract.

2. Using Form PHA-372 as a guide, each Contractor shall prepare his schedule on tracing paper suitable for reproduction after approval.

3. Instructions for preparing the Construction Progress Schedule are given below:

   a. General information required in the heading is obtained from the contract documents. In the upper right-hand corner, "Contract for _____," enter the branch of work awarded by the Local Authority. This may be "General Construction," "Plumbing," "Heating," "Electrical," etc., depending upon prime contract awards. Enter the contract time in calendar days (unless otherwise stated). Underneath enter the starting and completion dates "From _____ to _____" as established by the Notice To Proceed. Enter the contract price.

   b. Columns 1 and 2. The entries in these columns shall be taken from Columns 1 and 2 of the Contractor's "Schedule of Amounts for Contract Payments," Forms PHA-1000a and 1000b. Enter the principal divisions of work only; do not enter subdivisions. If Lawns and Planting are included in the contract, on the line immediately beneath Item 63, "Punch List," enter the word "Subtotal." Then enter Item 64, "Lawns and Planting."

   c. Column 3. The entries in this column shall be taken from Column 7 of the Contractor's "Schedule of Amounts for Contract Payments," Forms PHA-1000a and 1000b. If Lawns and Planting are included in the contract, show a subtotal as provided for in Instruction No. 3b above; then, adding in the amount for Lawns and Planting, show the Total at the bottom of the column, equaling the contract price.

   d. Column 4. If Lawns and Planting are included in the contract, the amount shown in Column 3 for "Subtotal" shall be considered 100.00% and so entered and the percentage of each construction item computed with this subtotal as a base. Compute to the nearest one hundredth of one percent. If the contract does not include Lawns and Planting the 100.00% base is, of course, the contract price.

(Cont'd)

e. Year and Month. At the top of the Schedule, space is provided for inserting the "Year" and "Month" to identify the times during which the principal divisions of work are to be performed.

(1) Year. Enter the year when the Notice to Proceed was issued (for example "1960"). If the starting date of the contract is such that the time assigned for completion will be carried into a succeeding year, two yearly designations will be shown, each centered over the applicable spread of time for each year.

(2) Month. The body of the Schedule is divided into Columns 5, 6, 7, 8, 9, 10, etc., each representing a period of one month and each column is subdivided into quarter-months. Starting in the column with the month stated in the Notice to Proceed, enter at the top of each column the successive months corresponding to the entire spread of the total contract time. The Schedule must contain monthly columns to cover the entire active period of contract, with extra columns for possible overruns in contract time.

f. Bar Chart. The horizontal space opposite each principal division of work extending through the monthly columns is divided into upper and lower sections. Pinpoint the anticipated starting and completion dates of each division in the upper sections and connect the two points by solid, heavy horizontal lines or bars to indicate the time period during which each division of work will be performed. An anticipated complete shutdown at some stage in the work of a division, because of adverse seasonal weather or otherwise as may occur in road work, excavation (grading), etc., is readily shown by breaking a bar into sections with an open gap between. Bars will start in Column 5 for those divisions of work scheduled to begin first, followed by bars for the other divisions in logical order and time. The bar chart must be realistic and represent the best combined opinion of all concerned, including the Local Authority.

g. Computation of Anticipated Monthly Values of Work in Place

(1) Before presenting the tracing for approval, in each monthly column enter on each bar (or fraction thereof if occurring in a monthly period at the beginning or end of a bar) the dollar value (omit cents) of the increment of work of that principal division anticipated to be put in place during that interval of time. This shall be the Contractor's best estimate and he may assume either a uniform or a variable rate of progress for any division of work. The sum of such entries horizontally across each bar must equal the amount shown in Column 3 for that division of work.

(Cont'd)

(2) Items not involving materials, such as bond, excavation, etc. shall be included but stored materials not yet installed shall not be considered.

(3) Add these monthly values in each column and enter the totals at the bottom on the line provided for "Anticipated Monthly Value of Work in Place."

(4) The horizontal total of the monthly dollars shown for "Anticipated Monthly Value of Work in Place" must equal the contract price.

h. Accumulated Scheduled Progress - %

(1) Entries on this line shall show in percentage of total completion the cumulative stage of progress reached at the end of each monthly interval. It is generally sufficient to state progress to the nearest tenth of one percent but for very large contracts it may be advisable to extend computations to the nearest hundredth.

(2) The entry for Column 5 shall be the anticipated monthly dollar value of work in place at the close of the first month divided by the contract price.

(3) The entry for Column 6 shall be the sum of the anticipated monthly dollar values of work in place for Columns 5 and 6 divided by the contract price.

(4) Enter in Column 7 the percentage computed similarly, using the sum of dollar values of work in place for Columns 5, 6, and 7. Continue in this manner for the succeeding monthly columns until "100" is reached in the final column.

i. Scheduled Progress Curve. Based on the above percentages of accumulated scheduled progress, plot a progress curve in a heavy solid line on the schedule.

j. Partial Occupancy. Where the contract provides for partial occupancy at stated intervals vertical lines shall be drawn at the appropriate date locations, labeled "Partial Occupancy," with the exact date and number of units to be ready shown.

4. Submission for Approval and Printing. The Contractor's name shall be placed in the lower right-hand corner of the tracing together with the signature and title of the employee who prepared the Schedule and the date. The tracing then shall be sent to the Local Authority for review. If the Local Authority considers that changes are necessary to make the Schedule more realistic, it will withhold approval and so advise

(Cont'd)

the Contractor. When the tracing is acceptable and approved by the Local Authority and the PHA it will be returned to the Contractor, who shall reproduce and submit the number and style of prints required by the Local Authority.

5. General Comment. Normal building construction experience has proved that the rate of overall progress (as measured by work in place) accelerates slowly at the start, reaches its peak in the middle third of the construction period, and tapers down at the close. The data following illustrate the general average expectancy of a well-balanced operation and may be used as a guide. If the proposed progress lies within reasonable range of these check points the Schedule may be considered satisfactory in so far as the time-performance feature is involved.

% of Contract Time	% of Accumulated Progress
0	0
10	2
20	8
30	20
40	37
50	57
60	75
70	89
80	96
90	99
100	100

The foregoing percentages must be tempered by consideration of seasonal weather conditions and other known conditions which may affect the progress of the work. These percentages are offered for information only.

NOTE: Weather conditions characteristic of the locality are not justifiable causes for time extensions. Seasonal rain, snow, heat, cold, and other types of inclement weather, if of normal extent and severity, do not justify time extensions. To merit consideration, adverse weather must be unusually severe. Weather records of the place for the preceding five years generally are used to establish the standard for measuring alleged abnormality.

PHA - 372 CONST

LAKEVIEW DWELLINGS (Project Name) CHESTERTOWN 4, MISSOURI (Location) MO-19-2 (Project No.)

No. Buildings 30 No. Dwelling Units 125 No. Rooms 576

				YEAR / MONTH →	MARCH	APRIL	MAY
1	Principal Divisions of Work 2	Amt. of Item 3	% 4		5	6	7
1	BOND	8,500	1.05		8,500		
2	GENERAL CONDITIONS	26,310	3.24		3,006	1,962	1,962
3	DEMOLITION AND CLEARING	1,700	0.21		506	1,494	
4	GENERAL EXCAVATION	16,355	2.02		500	6,191	7,850
5	FOOTING EXCAVATION	2,900	0.36		260	1,200	1,200
6	BACKFILL	2,050	0.25			600	700
8	CONCRETE FOUNDATIONS	9,450	1.16			1,875	3,285
9	CONCRETE SUPERSTRUCTURE	11,150	1.37			850	4,200
10	REINFORCING STEEL	5,000	0.62			350	1,150
11	WATERPROOFING & DAMPPROOFING	2,700	0.33			210	950
13	STRUCTURAL STEEL	3,200	0.39			318	600
14	MASONRY	177,380	21.86			220	8,194
16	MISC. & ORNAMENTAL IRON	15,430	1.90			150	2,000
17	METAL WINDOWS	45,000	5.55				400
18	ROOFING	24,000	2.96				
19	SHEET METAL	8,100	1.00				
20	ROUGH CARPENTRY	41,250	5.08			152	3,850
21	METAL BUCKS	8,432	1.04			150	1,000
22	CAULKING	1,750	0.22				
23	WEATHERSTRIPPING	2,090	0.26				
24	LATHING AND PLASTERING	22,400	2.76				
26	FINISH CARPENTRY	40,000	4.93				
27	FINISH HARDWARE	9,125	1.12				
28	GLASS AND GLAZING	6,000	0.74				
29	METAL DOORS	14,430	1.78				
30	METAL BASE AND TRIM	14,460	1.78				
31	TOILET PARTITIONS	200	0.02				
2	FLOORS	15,325	1.89				
1	PAINTING AND DECORATING	17,350	2.14			100	852
34	SCREENS	5,500	0.68				
35	PLUMBING	41,250	5.08			152	4,750
36	HEATING	30,000	3.70				
38	ELECTRICAL	32,875	4.05				
44	RETAINING WALLS	5,500	0.68				
45	STORM SEWERS	11,069	1.36				2,152
46	SANITARY SEWERS	8,990	1.11				1,652
47	WATER DISTRIBUTION SYSTEM	12,230	1.51				1,760
48	GAS DISTRIBUTION SYSTEM	10,035	1.24				1,234
49	ELECTRICAL DISTRIBUTION SYSTEM	9,450	1.16				
50	STREET AND YARD LIGHTING	1,085	0.13				
52	FIRE PROTECTION SYSTEM	1,335	0.16				
53	STREET WORK	51,300	6.32				
54	YARD WORK	2,175	0.27				
57	SHADES & DRAPERY RODS	4,375	0.54				
60	KITCHEN CABINETS & WORK TABLES	28,090	3.46				
63	PUNCH LIST	4,150	0.51				
	SUB-TOTAL	811,376	100.00				
64	LAMBS AND PLASTERS	18,750					
	TOTAL	$830,126					
	Anticipated Monthly Value of Work in Place			$	12,162	16,602	49,808
	Accumulated Scheduled Progress			%	1.5	3.6	9.7

PERIOD CONTRACT COMPLETION STARTS IN

Approved by Public

By /s/

Title CONS

- -

CONTRACTOR'S PLAN OF OPERATIONS

1. As supplementary information to his Progress Schedule, each prime Contractor is required to submit with it his "Plan of Operations," showing concisely the manner in which he proposes to carry out the work on the site. The plan should indicate the place on the project site that he proposes to start work, the course and sequence of his operations, the successive buildings or groups of buildings and the dates on which he plans to have them ready for occupancy, and such other general information as may be essential to enable the Local Authority to arrange for other services, work, materials, and equipment necessary to prevent delay in tenancy.

2. It is suggested that a copy of the prime Contractor's Progress Schedule and his Plan of Operations be furnished each of his main subcontractors for guidance in timely ordering his materials, preparing and submitting shop drawings and samples, and arranging for adequate labor to man his work. It also is suggested that a copy of the Progress Schedule together with the Plan of Operations be posted conspicuously and that current progress be plotted thereon for the information of subcontractors, material suppliers, and other interested parties.

3. The contract requirements pertinent to the Plan of Operations are contained in the section of the General Conditions captioned "BREAKDOWN, PROGRESS SCHEDULE, AND PERIODICAL ESTIMATES."

SAMPLES, CERTIFICATES, AND TESTS

1. The Contractor is required to furnish for approval all samples (and certificates related to them), as stipulated under the several divisions of the Technical Specifications, as well as other samples which may be requested by the Local Authority. No material for which samples are required shall be delivered to the site for use until representative samples have been approved in writing by the Local Authority. Approval of any material shall be general only and shall not constitute a waiver of the Local Authority's right to demand full compliance with contract requirements. Prepaid delivery of appropriately identified samples to a designated location in good condition and in ample time for proper consideration and action, including tests, is the responsibility of the Contractor.

2. A certificate, in quadruplicate, is to be submitted to the Local Authority for each submission or resubmission of a sample for approval, certifying that the item complies with contract requirements. There shall also be submitted with each certificate a complete written identification and technical description of the item. Such identification and description shall contain not less information than is shown on the attached suggested form. The information below the signatures is for record purposes and is to be filled in as the actions are taken.

3. One copy indicating approval or disapproval will be returned to the Contractor by the Local Authority.

4. Careful examination of the contract requirements contained in the section of the General Conditions captioned "SAMPLES, CERTIFICATES AND TESTS" is recommended so that there will be no misunderstandings or delays.

5. Approved samples are to be delivered to and stored in the Local Authority's project office as directed.

- -

SUBMITTED FOR APPROVAL OF
SAMPLES, MANUFACTURER'S CERTIFICATES, AND TEST DATA REQUIRED BY THE CONTRACT

a. Type or brand of material _____

_____

b. Proposed use of material _____

_____

c. Reference to applicable
Contract requirements _____

_____

d. Reference to applicable
Federal Specifications _____

_____

e. Name and address of producer, and location of plant _____

_____

_____

_____

f. Name and number of project _____

g. Name and address of prime Contractor _____

_____

_____

h. Name and address of Subcontractor, if involved _____

_____

i. Attached Certificate, as required.
j. Attached Test Data, as required.

BEST CONSTRUCTION COMPANY

By _____

Title _____

Submitted for approval _____ (Date)

The material described above is _____
(approved or rejected)

Date _____

_____
Contracting Officer

Received by Architect _____ (Date)

Approval Recommended _____ (Date)

_____
Architect's representative
recommending approval

Received by Contracting Officer _____ (Date)

SHOP DRAWINGS

1. It is the responsibility of the prime Contractor to submit all shop drawings of fabricated work sufficiently in advance of requirements to afford the Local Authority ample time for checking, correcting, and, if resubmission is necessary, rechecking. Any pertinent fabricated work performed before approval is given is strictly at the prime Contractor's risk. No consideration will be given to shop drawings which do not bear the stamp of the prime Contractor evidencing that he has checked them. Transmittal of shop drawings to the Local Authority is to be in writing and any variations from contract requirements are to be described in such writing and subsequently covered by an approved Change Order. Approvals of shop drawings to be valid must be in writing by the Local Authority's Contracting Officer.

2. A minimum of four copies of each shop drawing is to be submitted to the Local Authority for approval. The same number is to be furnished if resubmission is required. Two copies of drawings requiring correction and resubmission or of approved drawings will be returned to the prime Contractor. At least five copies of the finally approved shop drawings are to be furnished to the Local Authority for its use.

3. Any approval given does not relieve the prime Contractor of the responsibility of executing the work in accordance with contract terms or of correcting errors.

4. Detailed requirements concerning shop drawings are included in the section of the General Conditions captioned "SHOP DRAWINGS."

5. The attached specimen form of transmittal and acknowledgment letter is suggested only. It should be submitted in at least an original and two signed copies, one of which will be returned to the prime Contractor acknowledging receipt of the shop drawings.

- -

Chestertown Housing Authority

111 Center Street

Chestertown 2, Missouri

Date March 30, 1960

Project No. MO-19-2

Lakeview Dwellings
(Project Name)

Gentlemen:

Submitted) / Resubmitted) herewith for your approval are 4 copies of shop drawings for Millwork
(Name of prefabricated work)
prepared by Continental Wood Products Company as follows:

DRAWING NO.	TITLE
2712-A	Full Size Detail of Kitchen Cabinet Drawer Construction

(List drawings in this space by number and title)

These drawings (do not) vary from contract requirements (as follows):
(Cross out inapplicable words)

(Describe any variations from contract requirements in this space.)

BEST CONSTRUCTION COMPANY

By /s/ Ira M. Best

Title President

BEST CONSTRUCTION COMPANY
Webster Grove 17
Missouri

Date April 2, 1960

The shop drawings listed above were received on April 1, 1960

CHESTERTOWN HOUSING AUTHORITY

By /s/ John Doe
Contracting Officer

COORDINATION AND INTERFERENCE DRAWINGS

1. The prime Contractor is responsible for the proper fitting of all work and for the coordination of the operations of all trades, subcontractors, or materialmen engaged on the work. He shall be prepared to guarantee to each of his subcontractors the dimensions which they may require for the fitting of their work to that of others. Layouts of equipment and systems indicated on the drawings are generally diagrammatic and locations are approximate. The locations, however, must be governed by structural conditions and obstructions unless specifically dimensioned. There also is to be considered the accessibility of equipment for maintenance.

2. Where space is limited for the installation of equipment, piping, conduits, ducts, etc., it may be necessary for the prime Contractor to prepare and submit to the Local Authority for approval, coordination and/or interference drawings showing accurately the proposed location of these items with respect to the building construction. These drawings should also indicate headroom, clearances, etc., particularly where tenant-operated heating and individual water heaters are to be installed.

3. Four copies of the above drawings are to be submitted to the Local Authority for its approval. Two copies will be returned to the Contractor either approved or for correction and resubmission. Upon final approval four copies of the finally approved drawings are to be furnished the Local Authority for its use.

4. The contract requirements which pertain to the foregoing are included in the sections of the General Conditions captioned "GENERAL RESPONSIBILITIES OF CONTRACTOR" and "FITTING AND COORDINATION OF THE WORK."

- -

PROPOSAL FOR CHANGE ORDER

1. For each change or proposed change in contract requirements the Contractor is required to furnish the Local Authority an itemized, bona fide, written proposal in multicopy form, with such supporting papers as the Local Authority may require. The breakdown of quantities, amounts, and prices of labor and materials involved in the change for both the prime Contractor and his subcontractors shall be shown in sufficient detail to provide an accurate check on the value of the change.

2. The proposal and its supporting papers are to be submitted in an original and a minimum of five signed copies for required processing by the Local Authority.

3. Credit items must be deducted before applying overhead and profit percentages on the net additional cost.

4. Any changed work performed before receipt by the contractor of an approved Change Order or other valid order is at his own risk.

5. The contract requirements for the proposal are included in the section of the General Conditions captioned "CHANGES IN THE WORK."

6. The attached specimen form is suggested only. It may be varied to suit the type of change. For instance, there may not be any contract unit price items or subcontractor's work involved, either of which would permit certain omissions from the suggested form. Uniform general adherence to the suggested form will simplify checking by the Local Authority and thereby expedite the approval and issuance of change orders.

- -

Chestertown Housing Authority
111 Center Street,
Chestertown 2, Missouri.

Date June 11,1960
Project No. MO-19-2
Lakeview Dwellings
(Project Name)

Gentlemen:

In accordance with the applicable terms of our Contract No. AB-62 dated February 28,1960 ,we propose to (perform)(omit) the work described below as (requested by your letter of _____) (ordered by Proceed Order No._____dated_____):

(Describe clearly and completely the pertinent work)

FOR THE (DEBIT)(CREDIT) SUM OF_____$_____
_____ CALENDAR DAYS EXTENSION OF CONTRACT TIME IS REQUESTED.

The following is the itemized breakdown of quantities and costs included in this proposal:

CONTRACT UNIT PRICE ITEMS

QUANTITY	DESCRIPTION OF ITEM	UNIT PRICE	AMOUNT

NOTE: As unit price items include all overhead and profit, all unit price work of both the prime contractor and his subcontractors is to be included under this heading. Use additional sheets as necessary to show all items.

TOTAL - - - - -$_____

NON UNIT PRICE ITEMS

QUANTITY	DESCRIPTION OF ITEM	UNIT COST	LABOR	UNIT COST	EQUIPMENT & MATERIAL

NOTE: Only the prime contractor's non unit price work is to be included under this heading. Use additional sheets as necessary to show all items.

SUBTOTALS- -		$_____		$_____
INSURANCES___PERCENT ON LABOR - - - - - - - - - - -		$		* * * * *
*PRIME CONTRACTOR'S OVERHEAD & PROFIT - - - -	15% -	$_____	8%	
SUBTOTALS- -		$_____		$_____

SUMMARY

TOTAL OF CONTRACT UNIT PRICE ITEMS * -	$
TOTAL OF NON UNIT PRICE ITEMS- -	$_____
SUBTOTAL -	$
TOTAL FOR SUBCONTRACTOR'S WORK OTHER THAN UNIT PRICE ITEMS - - - - - -	$
*PRIME CONTRACTOR'S OVERHEAD & PROFIT ON SUBCONTRACTORS WORK- 6%- - -	$_____
TOTAL AMOUNT OF PROPOSAL -	$

Proposals from subcontractors as follows are attached:

_____	dated_____	$_____
_____	dated_____	$_____
_____	dated_____	$_____

BEST CONSTRUCTION COMPANY

By /s/ Ira M. Best

Title President

*See paragraph 3, page 32.

CONTRACT PAYMENTS

1. Request for Payment

a. In presenting a request for payment, the Contractor should transmit by letter to the Local Authority an original and one copy of Form PHA-1001 and of all other appropriate supporting documents herein named.

b. Where more than one project is covered under a single prime contract the Contractor is required to submit a separate set of such forms for each project.

2. Partial Payments

a. Each request for payment shall be supported by the following documents:

(1) Periodical Estimate for Partial Payment, Form PHA-1001

(2) Schedule of Change Orders (unless none has been approved) Form PHA-1002

(3) Schedule of Materials Stored (unless no payment is requested) Form PHA-1003

(4) Summary of Materials Stored (unless no payment is requested) Form PHA-1004

b. Partial payments for work completed or services rendered are subject to compliance (prior to payment) with the following requirements:

(1) Approval of a satisfactory breakdown of the contract amounts, Forms PHA-1000a and 1000b

(2) Written designation of a certifying officer for the Contractor

(3) Withholding of retained percentages as set forth in the contract giving cognizance to the fact that after 50 percent completion, payment in full is permissive and not mandatory.

(4) Completion of the work covered by the payments in accordance with contract requirements.

(5) An executed and approved Periodical Estimate for Partial Payment, based on the breakdown value of actual quantities or portions of contract work satisfactorily completed, including:

(Cont'd)

(a) The value of the completed portion of any change after authorization by a Change Order or Proceed Order bearing the signatures required by the contract;

(b) The breakdown of materials suitably stored, if provided for by the contract.

(6) Such releases or receipts as the Local Authority may require in connection with any payment.

(7) Certification by the Contractor and his subcontractors that they have paid rates of wages complying with the terms of the contract as required by Section 16(2) of the United States Housing Act, as amended. (See paragraph 4d below.)

3. Other Contract Payments. No portion of the retained percentage accumulated from monthly partial payments, nor the final balance due, may be paid to the Contractor without prior written approval of the PHA. The Local Authority may obtain such approval upon a showing that the contract work has been satisfactorily and substantially completed in accordance with contract terms and submission of the following documents in satisfactory form as prepared and submitted to the Local Authority by the Contractor:

a. Periodical Estimate for Partial Payment, Form PHA-1001, and supporting documents.

b. Contractor's Certificate and Release as described elsewhere herein.

4. Periodical Estimate for Partial Payment, Form PHA-1001. This form, printed on both sides, is to be used by the Contractor in submitting monthly requests for payment. The form shall be submitted in an original and one legible copy to the Local Authority.

The following instructions will assist in preparing Form PHA-1001:

a. Heading. Enter all identifying data required in the caption of the form. Periodical estimates shall be numbered in sequence beginning with No. 1.

b. Columns 1 and 2. The "Item Number" and "Description of Item" shall correspond to the number and descriptive title assigned to each principal division of work in the "Schedule of Amounts for Contract Payments," Forms PHA-1000a and 1000b.

c. Column 3. Enter the accumulated value of each principal division of work completed as of the closing date of the Periodical Estimate. Enter the total in the space provided at bottom of the column.

(Cont'd)

d. Certification. On the back of Form PHA-1001, space is provided for the certification of the Contractor.

(1) The certification of the Contractor includes the analysis of amounts used to determine the net balance due. In the first paragraph there shall be entered the name of the Local Authority, the Contractor, and the date of contract. The calculations used in arriving at the "Balance Due This Payment" shall be entered on lines 1 to 16, inclusive, which are self-explanatory.

(2) The Contractor's name and the signature and title of his authorized representative shall be entered in the space designated in the certification below line 16.

(3) The latter portion of this certification immediately beneath line 16, relating to payment of legal rates of wages, is required by the contract before any payment may be made. However, if the Contractor does not choose to certify on behalf of his subcontractors to wage payments made by them, he may modify the language to cover only himself and attach to the form a list of all subcontractors who employed labor on the site during the period covered by the Periodical Estimate, together with the individual Certifications of each.

5. Schedule of Change Orders, Form PHA-1002. This form is to be used by the Contractor for reporting the detail with respect to approved Change Orders. It shall be prepared in an original and one copy, attached to each copy of the Periodical Estimate for Partial Payment, and submitted to the Local Authority.

a. Heading. All identifying data required in the caption of the form shall be inserted.

b. Recording. Only Change Orders which bear the signatures required by the contract shall be recorded. Entries shall be made in the appropriate columns under the headings "Additions" or "Deductions."

6. Schedule of Materials Stored, Form PHA-1003. This form is to be used by the Contractor, if the contract so provides, to support the Periodical Estimate for Partial Payment. A separate schedule shall be prepared by the Contractor for his materials and those of each of his subcontractors. The form shall be prepared in an original and one copy and attached to each copy of Form PHA-1004, Summary of Materials Stored (see paragraph 7 below).

a. Heading. All identifying data required in the caption of the form shall be entered in the spaces provided.

b. Listing. The listing of materials stored shall correspond to the arrangement as established on the Schedule of Amounts for Contract Payments, Forms PHA-1000a and PHA-1000b, and each item will be keyed by use of the corresponding item number.

(Cont'd)

c. Quantity. In the "quantity" column enter the measured quantity or amount of each item.

d. Unit of Measure. The unit of measure must be that customarily employed by the building trades in connection with the material involved.

e. Unit Price at Site. Unit prices of materials stored at the site are required to be shown, except in instances where materials are invoiced at a lump-sum price. The unit price for each item shall not exceed the net purchase price or current market value, whichever is lower. Enter the unit or lump-sum prices in this column.

f. Total Price. In this column enter the total price of each item listed in the schedule. (It is suggested that the inventory be restricted to items of consequential value.)

g. Signatures. The employee of the Contractor, or subcontractor, who inventories the material and prepares the schedule, shall affix his signature in the space provided. The representative of the Local Authority who checks the inventory will affix his signature to authenticate the document.

7. Summary of Materials Stored, Form PHA-1004. This form is to be used by the Contractor to summarize the value of materials stored at the site, as shown on the schedule, Form PHA-1003. A separate line shall be used for the Contractor and each of his subcontractors. The form shall be prepared in an original and one copy, with the pertinent Forms PHA-1003 attached, and shall be submitted to the Local Authority with the Periodical Estimate for Partial Payment.

a. Heading. All identifying data required in the caption of the form shall be entered in the spaces provided.

b. Payment Value. There shall be allowed not more than 90% of the estimated value of such stored materials, and the net amount only shall be carried to line 13 on the back of the Periodical Estimate for Partial Payment, Form PHA-1001.

c. Signatures. The employees of the Contractor and of the Local Authority who prepare and check the "Schedule" shall also affix their signatures on the "Summary" in the spaces provided.

8. For detailed contract requirements see section captioned "PAYMENTS TO CONTRACTORS" included in the General Conditions.

9. Forms PHA-1001, PHA-1002, PHA-1003, and PHA-1004 will be furnished by the Local Authority. The attached specimen copies are for information and are illustrative only.

PHA-1001
June 1959

FORM APPROVED
BUDGET BUREAU NO. 63-R040.3

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

PERIODICAL ESTIMATE FOR PARTIAL PAYMENT

Chestertown Housing Authority
(Name of Owner)

PERIODICAL ESTIMATE NO. 3 FOR PERIOD May 1, 19 60, TO June 1, 19 60

PROJECT Lakeview Dwellings, Chestertown 4, Missouri (Name) (Location) PROJECT NO. MO-19-2

NAME OF CONTRACTOR Best Construction Company CONTRACT NO. AB-62

ITEM NO. (1)	DESCRIPTION OF ITEM (2)	COMPLETED TO DATE (3)
1	Bond	$ 8500
2	General Conditions	3630
3	Demolition & Clearing	1700
4	General Excavation	6355
5	Footing Excavation	2900
6	Backfill	850
8	Concrete Foundations	6400
9	Concrete Superstructures	4500
10	Reinforcing Steel	1875
11	Waterproofing & Dampproofing	1400
13	Structural Steel	500
14	Masonry	15000
17	Metal Windows	9300
20	Rough Carpentry	3500
21	Metal Bucks	2400
35	Plumbing	5600
38	Electrical	1300
45	Storm Sewers	1200
46	Sanitary Sewers	1450
47	Water Distribution	500
VALUE OF CONTRACT WORK COMPLETED TO DATE		$ 78,860

Transfer this total to Line 3 on back of this sheet.

PENALTIES

Section 1001 of Title 18, U.S.C., provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than $10,000 or imprisoned not more than five years, or both."

CERTIFICATION OF THE CONTRACTOR OR HIS DULY AUTHORIZED REPRESENTATIVE

According to the best of my knowledge and belief, I certify that all items and amounts shown on the face of this periodical estimate are correct; that all work has been performed and material supplied in full accordance with the terms and conditions of the contract

between the Chestertown Housing Authority (Name of Owner) and Best Construction Company (Contractor)

dated February 28, 19 60, and duly authorized deviations, substitutions, alterations, and additions; that the following is a true and correct statement of the contract account up to and including the last day of the period covered by this estimate, and that no part of the "Balance due this payment" has been received:

1. Original contract amount			$ 830,126.00
APPROVED CHANGE ORDERS:			
2. Additions (total, Col. 3, Form PHA-1002)	$ 2,500.00		
3. Deductions (total, Col. 5, Form PHA-1002)	$ 1,000.00	(net)	$ 1,500.00
4. CURRENT ADJUSTED CONTRACT AMOUNT (line 1 plus or minus net line 3)			$ 831,626.00

COMPUTATION OF BALANCE DUE THIS PAYMENT

5. Value of contract work completed to date (from other side this form)			$ 78,860.00
COMPLETED UNDER APPROVED CHANGE ORDERS:			
6. Additions (from Col. 4, Form PHA-1002)	$ 1,450.00		
7. Deductions (from Col. 5, Form PHA-1002)	$ 1,000.00	(net)	$ 450.00
8. Total value of work in place (line 5 plus or minus net line 7)			$ 79,310.00
9. LESS: Retainage, 10 %			$ 7,931.00
10. Net amount earned to date (line 8 less line 9)			$ 71,379.00
11. LESS: Previously earned (line 10, last Periodical Estimate)			$ 39,210.00
12. Net amount due, work in place (line 10 less line 11)			$ 32,169.00
VALUE OF MATERIALS PROPERLY STORED:			
13. At close of this period (from Form PHA-1004)	$ 121,596.00		
14. LESS: Allowed last period	$ 76,435.00		
15. Increase (decrease) from amount allowed last period			$ 45,161.00
16. BALANCE DUE THIS PAYMENT			$ 77,330.00

I FURTHER CERTIFY that all just and lawful bills against the undersigned and his subcontractors for labor, material, and equipment employed in the performance of this contract have been paid in full in accordance with the terms and conditions of said contract, and that the undersigned and his subcontractors have complied with, or that there is an honest dispute with respect to, the labor provisions of said contract.

Best Construction Company (Name of Contractor) By /s/ John H. Brown (Signature of Authorized Representative)

Date June 5, 19 60. Title Superintendent

CERTIFICATE OF AUTHORIZED PROJECT REPRESENTATIVE AND OF CONTRACTING OFFICER

EACH OF US CERTIFIES that he has checked and verified this Periodical Estimate No. 3; that to the best of his knowledge and belief it is a true statement of the value of work performed and material supplied by the Contractor; that all work and material included in this estimate has been inspected by him or by his authorized assistants; and that such work has been performed or supplied in full accordance with the Drawings and Specifications, the terms and conditions of the Contract, and duly authorized deviations, substitutions, alterations, and additions, all of which have been duly approved.

We, therefore, approve as the "Balance Due This Payment" the amount of $ 77,330.00.

/s/ Harold H. Harris, Clerk of the Works
Authorized project representative
Date June 6,1960

/s/ John Doe
Contracting Officer
Date June 8,1960

PHA-1002
September 1959

Form Approved
Budget Bureau No. 61 R637 2

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

SCHEDULE OF CHANGE ORDERS

Chestertown Housing Authority
(Name of Owner)

Supporting Periodical Estimate for Partial Payment No. 3

For Period May 1, , 19 60, to June 1, , 19 60

Project Lakeview Dwellings Project, Chestertown 4, Missouri (Name) (Location) Project No. MO-19-2

Name of Contractor Best Construction Company Contract No. AB-62

APPROVED CHANGE ORDERS		ADDITIONS		DEDUCTIONS
CHANGE ORDER NO. (1)	DATED (2)	TOTAL AMOUNT OF CHANGE ORDER (3)	VALUE OF WORK COMPLETED TO DATE (4)	TOTAL AMOUNT OF CHANGE ORDER (5)
1	3-12-60	1000	1000	
2	3-17-60			800
3	3-21-60	700	200	
4	4-5- 60			200
5	4-14-60	No change in contract price		
6	4-14-60	400	00	
7	4-23-60	Disapproved		
8	5- 2-60	400	250	
TOTALS		2,500	1,450	1,000

Form Approved
Budget Bureau No. 63-R638.3

PHA-1003
September 1959

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

Sheet 1 of 1 sheets

SCHEDULE OF MATERIALS STORED

Chestertown Housing Authority
(Name of Owner)

Supporting Periodical Estimate for Partial Payment No. 3
For Period May 1, 1960 to June 1, 1960

Project Lakeview Dwellings Project, Chestertown 4, Missouri (Name) (Location) Project No. MO-19-2

Name of Prime Contractor Best Construction Company Contract No. AB-62

Name of Subcontractor ---- Subcontract No. ----

ITEM NO.*	DESCRIPTION AND QUALITY	QUANTITY	UNIT OF MEASURE	UNIT PRICE AT SITE	TOTAL PRICE
	AMOUNT CARRIED FORWARD ----------$				
10	Reinforcing Steel	4	Tons	$245.54	$ 982
	Wire Mesh	1,000	Sqs.	4.15	4,150
14	Concrete Block	75,000	Ea.	0.27	20,250
	Brick	500	M	125.30	62,650
17	Metal Windows	1,200	Ea.	27.22	32,664
20	Lumber	20	M. Ft.Bm.	133.40	2,668
21	Metal Bucks	211	Ea.	14.13	2,981
	TOTAL AMOUNT OR AMOUNT CARRIED FORWARD ----------$				126,345

Prepared by /s/ Harold R. Greene 6-2-, 1960 (Contractor's Representative) Checked by /s/ Harold H. Harris 6-3-, 1960 (Owner's Representative)

* As identified in SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS, Form PHA-1000a and b.

GPO 000000

Form Approved
Budget Bureau No. 63-R638.3

PHA-1003
September 1959

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

Sheet 1 of 1 sheets

SCHEDULE OF MATERIALS STORED

Chestertown Housing Authority
(Name of Owner)

Supporting Periodical Estimate for Partial Payment No. 3
For Period May 1, 1960 to June 1, 1960

Project Lakeview Dwellings Project, Chestertown 4, Missouri (Name) (Location) Project No. MO-19-2

Name of Prime Contractor Best Construction Company Contract No. AB-62

Name of Subcontractor Sanitary Plumbing Company Subcontract No. 3

ITEM NO.*	DESCRIPTION AND QUALITY	QUANTITY	UNIT OF MEASURE	UNIT PRICE AT SITE	TOTAL PRICE
	AMOUNT CARRIED FORWARD ----------$				
35	4" Soil Pipe	1,500	Lin. Ft.	0.53	$ 795
	2" Soil Pipe	600	Lin. Ft.	0.42	252
	3/4" Copper Pipe	2,000	Lin. Ft.	0.3172	634
	Fittings, lead, oakum & solder	1	Lot	1,850.00	1,850
46	4" Sewer Pipe	600	Lin. Ft.	1.30	780
47	2" Water Pipe	500	Lin. Ft.	3.00	1,500
	TOTAL AMOUNT OR AMOUNT CARRIED FORWARD ----------$				$5,811

Prepared by /s/Harold R. Greene 6-2-, 1960 (Contractor's Representative) Checked by /s/ Harold H. Harris 6-3-, 1960 (Owner's Representative)

* As identified in SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS, Form PHA-1000a and b.

GPO 880088

Form Approved
Budget Bureau No. 63-R630.3

PHA-1003
September 1959

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

Sheet 1 of 1 sheets

SCHEDULE OF MATERIALS STORED

Chestertown Housing Authority
(Name of Owner)

Supporting Periodical Estimate for Partial Payment No. 3
For Period May 1, 1960 to June 1, 1960

Project Lakeview Dwellings Project, Chestertown 4, Missouri (Name) (Location) Project No. MO-19-2

Name of Prime Contractor Best Construction Company Contract No. AB-62

Name of Subcontractor Volts Electric Supply Company Subcontract No. 4

ITEM NO.*	DESCRIPTION AND QUALITY	QUANTITY	UNIT OF MEASURE	UNIT PRICE AT SITE	TOTAL PRICE
	AMOUNT CARRIED FORWARD ----------$				
38	R. C. Wire	40,000	Lin. Ft.	12.75/M	510
	Fittings, Fixtures & Hardware	1	Lot	1375.00	1,375
49	Transformers	2	Ea.	275.00	550
	OSWP	300	Lbs.	0.35	105
	Fixtures	7	Ea.	8.52	60
	Hardware	1	Lot	350.00	350
	TOTAL AMOUNT OR AMOUNT CARRIED FORWARD ----------$				2,950

Prepared by /s/ Harold R. Greene 6-2-, 1960 (Contractor's Representative) Checked by /s/ Harold H. Harris 6-3-, 1960 (Owner's Representative)

* As identified in SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENTS, Form PHA-1000a and b.

GPO 000000

PHA-1004
June 1959

PUBLIC HOUSING ADMINISTRATION
HOUSING AND HOME FINANCE AGENCY

Form Approved
Budget Bureau No. 63-R639.3

Sheet 1 of 1

SUMMARY OF MATERIALS STORED

Chestertown Housing Authority
(Name of Owner)

Supporting Periodical Estimate for Partial Payment No. 3

For period May 1, 1960, to June 1, 1960

Project Lakeview Dwellings Project, Chestertown 4, Missouri (Name) (Location) Project No. MO 19-2

Name of prime contractor Best Construction Company Contract No. AB-62

NAME OF CONTRACTOR OR SUBCONTRACTOR	AMOUNT
PRIME CONTRACTOR:	
Best Construction Company	
Reinforcing Steel	$5,132
Masonry Material	82,900
Metal Windows	32,664
Lumber	2,668
Metal Bucks	2,981
	$126,345
SUBCONTRACTOR:	
Sanitary Plumbing Company	
Soil Pipe, Water Pipe & Fittings	$3,531
Sewer Pipe	780
Water Main Piping	1,500
	$5,811
Volts Electric Supply Company	
Wire, Fittings, Fixtures & Hardware (Interior)	$1,885
Electric Distribution Materials (Exterior)	1,065
	$2,950
Total	$135,106
Less 10%	13,510
Net	$121,596

Prepared by /s/ Harold R. Greene 6-2-, 1960 Checked by /s/ Harold H. Harris 6-3-, 1960

I CERTIFY THAT I or my authorized representatives have examined and checked in detail the invoices representing the cost of materials set forth in appended "Schedule of Materials Stored," Form PHA-1003, dated June 2, 1960, submitted by Best Construction Company (Contractor), consisting of 3 sheets with an indicated cost of $135,106, and find that the net unit prices set forth in said schedule are the same or less than the invoices examined, and that such materials were suitably stored at the site of the development as of June 8, 1960

Chestertown Housing Authority (Name of Owner) By /s/ John Doe (Authorized Representative)

June 8, 1960 Contracting Officer (Title)

GPO 878 30 8

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CONTRACTOR'S CERTIFICATE AND RELEASE

1. One of the conditions precedent to the payment of any part of the retained percentage accumulated from monthly payments or the final balance due is that the prime Contractor shall furnish the Local Authority with a release in satisfactory form for all claims against the Local Authority except those specifically set out in such release.

2. Such CERTIFICATE AND RELEASE is to be in conformity with the attached form appropriately filled out as indicated. Under paragraph "1" there is to be entered the undisputed amount remaining unpaid under the contract, including the contract retention, and under all approved Change Orders as determined by consultation and agreement between the Local Authority and the prime Contractor prior to the preparation of the release. In paragraph "2" space is provided for the prime Contractor to list separately each unsettled and disputed item, a brief identifying description of each, and the amount claimed for each item. These items may include Change Orders in process but not yet finally approved, etc.

3. At least three full completed and notarized copies of the Certificate and Release are to be furnished the Local Authority.

4. The contract requirements concerning the foregoing CERTIFICATE AND RELEASE are contained in the section of the General Conditions captioned "PAYMENTS TO CONTRACTOR."

FORM OF CONTRACTOR'S CERTIFICATE AND RELEASE

CERTIFICATE AND RELEASE

Page___of___

FROM: _____(name of contractor)_____

TO: _____(name of owner)_____

REFERENCE: CONTRACT NO. ENTERED INTO THE DAY

OF _____, 19 , BETWEEN THE

_____(name of owner)_____

OF (city) (state) ,

HEREINAFTER CALLED THE LOCAL AUTHORITY,

AND (name of contractor) ,

OF (city) (state) ,

HEREINAFTER CALLED THE CONTRACTOR,

FOR THE (type of construction)

OF (name of project), PROJECT NO. ,

LOCATED IN (city) , (state) .

K N O W A L L M E N B Y T H E S E P R E S E N T S:

1. The undersigned hereby certifies that there is due and payable under the contract and duly approved Change Orders and modifications the undisputed balance of $_____.

2. The undersigned further certifies that in addition to the amount set forth in paragraph 1 hereof there are outstanding and unsettled the following items which he claims are just and due and owing by the Local Authority to the Contractor:

(a) _____

(b) _____

(c) _____

(Itemize claims and amounts claimed. If none, so state.)

3. The undersigned further certifies that all work required under this contract including work required under Change Orders numbered_____ has been performed in accordance with the terms thereof, and that there are no

Page___of___

claims of laborers or mechanics for unpaid wages arising out of the performance of this contract, and that the wage rates paid by the Contractor and all Subcontractors were in conformity with the contract provisions relating to said wage rates.

4. Except for the amounts stated in paragraphs 1 and 2 hereof the undersigned has received from the Local Authority all sums of money payable to the undersigned under or pursuant to the aforementioned contract or any change or modification thereof.

5. That in consideration of the payment of the amount stated in paragraph 1 hereof the undersigned does hereby release the Local Authority from any and all claims arising under or by virtue of this contract except the amounts listed in paragraph 2 hereof; provided, however, that if for any reason the Local Authority does not pay in full the amount stated in paragraph 1 hereof, said deduction shall not affect the validity of this release, but the amount so deducted shall be automatically included under paragraph 2 as an amount which the Contractor has not released but will release upon payment thereof. The Contractor further certifies that upon payment of the amounts listed in paragraph 2 hereof, and of any amount which may be deducted from paragraph 1 hereof, he will release the Local Authority from any and all claims of any nature whatsoever arising out of said contract or modification thereof, and will execute such further releases or assurances as the Local Authority may request.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this _____ day of _____, 19____.

(name of contractor) (SEAL)
(signature and title of officer)

(Affiant), being first duly sworn on oath, deposes and says, first, that he is the (title) of the (name of contractor), second, that he has read the foregoing Certificate and Release by him subscribed as (title) of the (name of contractor).

Affiant further states that the matters and things stated therein are, to the best of his knowledge and belief, true.

(signature of affiant)

Subscribed and sworn to before me this _____day of _____, 19____.

(notary)

My commission expires (date).

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FORM OF CONTRACTOR'S CERTIFICATE AND RELEASE FOR EQUIPMENT CONTRACTS

(Not to be used if contractor has employed labor on the site)

CERTIFICATE AND RELEASE

FROM: _____(name of contractor)_____,

TO: _____,

REFERENCE: Contract No. _____, dated _____, for the furnishing and delivery of (number and type of equipment) for (name of project), Project No. _____, located in (city and State).

K N O W A L L M E N B Y T H E S E P R E S E N T S:

1. The undersigned hereby certifies that all work required under said contract, including work required under Change Orders Nos. _____ has been performed in accordance with the terms thereof and that no claim of any nature is outstanding, and

2. That there is due and payable under the contract and duly approved modifications thereof the balance of $_____, and

3. That in consideration of the payment of the amount stated above the undersigned does hereby release the (corporate name of Local Authority) from any and all claims of any nature whatsoever arising out of this contract or any modification thereof.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this _____ day of _____, 19____.

(name of contractor) (SEAL)
(signature and title of officer)

(Affiant), being first duly sworn on oath, deposes and says, first, that he is the (title) of the (name of contractor), second that he has read the foregoing Certificate and Release by him subscribed as (title) of the (name of contractor).

Affiant further states that the matters and things therein stated are, to the best of his knowledge and belief, true.

(signature of affiant)

Subscribed and sworn to before me this ___ day of _____, 19__.

(signature of notary)

My commission expires (date).

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Contractor's Handbook
For Use Under Contract
with Local Housing Authorities

DATE	ISSUED TO
7-14-72	~~[illegible]~~
	~~[illegible]~~
	~~Due 7-27-72~~

U.S.DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
LIBRARY BOOK CARD
HUD-750 (5-70)

DATE	ISSUED TO

HUD-WASH., D.C. 249861