

CM PRO 24.2

CONSTRUCTION MANAGER PRO



CORBUILD SYSTEMS

TABLE OF CONTENTS

	Page
SECTION 1 CONTACT INFO	
General Program Instructions	7
1.1 Company List	8
Company Type	9
COMPANY LIST	10
1.2 Contact List	11
JOB CONTACT LIST	12
SECTION 2 JOB SETUP	
2.1 Job Information	14
2.2 Budget Category	15
2.3 Schedule of Values	16
BUDGET REPORT	17
BUDGET REPORT w CATEGORIES	18
EXHIBIT C – SCHEDULE OF VALUES	19
2.4 Document List	20
2.5 Document Release List	21
2.6 Document Log	22
JOB DOCUMENT LOG	23
EXHIBIT A – CONTRACT DOCUMENTS	24
SECTION 3 CONTRACTS	
3.1 Owner Contract - Scope of Work	26
3.2 Owner Contract - Contract Provisions	27
OWNER CONTRACT AGREEMENT	28-34
3.3 Purchase Order - Log	35
3.4 Purchase Order - Details	36
PURCHASE ORDER	37-39
3.5 Subcontract – Scope of Work	40
3.6 Subcontract – Schedule of Values	41
3.7 Subcontract – Contract Provisions	42
SUBCONTRACT AGREEMENT	43-49
3.8 Consulting – Scope of Work	50
CONSULTING AGREEMENT	51-54

TABLE OF CONTENTS

	Page
SECTION 4 ACCOUNTING	
4.1 Quote Log	56
Quote Status	57
QUOTE LOG	58
QUOTE LOG – SORT BY LINE ITEM	59
QUOTE LOG – SINGLE LINE ITEM	60
REQUEST FOR QUOTE	61
4.2 Change Order List	62
CONTRACTOR CHANGE ORDER	63
CONTRACTOR CHANGE ORDER LOG	64
SUBCONTRACTOR CHANGE ORDER	65
SUBCONTRACTOR CHANGE ORDER LOG	66
4.3 Change Order – Assign Quote	67
4.4 Pay Application – Set Up	68
4.5 Pay Application – Assign Change Order	69
4.6 Pay Application – DETAILS	70
PAY APP – SUMMARY PAGE	71
PAY APP – DETAILS SHEET	72-73
INVOICE	74
PAY APP REPORT - SINGLE LINE ITEM	75
PAY APP REPORT – ALL PAY APPS	76
PAY APP REPORT – PAYMENTS DUE	77
4.7 Payment Log	78
Payment Type	79
JOB PAYMENT LOG	80
SUBCONTRACTOR PAYMENT LOG	81
4.8 Check Request	82
CHECK REQUEST	83
4.9 SWORN STATEMENT	84-86
4.10 Waiver of Lien	87
WAIVER OF LIEN – PARTIAL CONDITIONAL	88-89
WAIVER OF LIEN – PARTIAL UNCONDITIONAL	90-91
WAIVER OF LIEN – FULL CONDITIONAL	92-93
WAIVER OF LIEN – FULL UNCONDITIONAL	94-95
4.11 Trades and Rates	96

TABLE OF CONTENTS

	Page
4.12 Timesheet - All Jobs	97
Expense Types	98
TIMESHEET – BY DATE	99
TIMESHEET – BY JOB	100
TIMESHEET – BY CONTRACTOR	101
TIMESHEET – BY EMPLOYEE	102
4.13 Timesheets – Job Sort	103

SECTION 5 CORRESPONDENCE

5.1 Meeting Minutes	105
Item Status	106
MEETING MINUTES	107
5.2 Submittal Log	108
Submittal Action	109
Submittal Type	110
SUBMITTAL REPORT - ALL	111
SUBMITTAL REPORT - LINE ITEM	112
SUBMITTAL REPORT - OUTSTANDING	113
5.3 Request For Information (RFI)	114
RFI	115
RFI LOG	116
5.4 Memo	117
MEMO	118
MEMO LOG	119
5.5 Transmittal	120
Delivery Method	121
TRANSMITTAL	122
TRANSMITTAL LOG	123
5.6 Daily Report	124
DAILY REPORT	125
5.7 Field Directive	126
FIELD DIRECTIVE	127
5.8 Safety Manual	128
SAFETY MANUAL	129
5.9 Form Letters	130

TABLE OF CONTENTS

	Page
SECTION 6 JOB CLOSEOUT	
6.1 Closeout Letter	132
Closeout Category	133
Closeout Item List	134
CLOSEOUT REQUIREMENT LETTER	135
6.2 Punchlist	136
PUNCHLIST - ALL ITEMS - BY ROOM	137
PUNCHLIST - ALL ITEMS - BY COMPANY	138
PUNCHLIST - OUTSTANDING - BY ROOM	139
PUNCHLIST - OUTSTANDING - BY COMPANY	140
6.3 Owner Training	141
OWNER TRAINING AND RECEIPT	142
6.4 Guarantee Form	143
GUARANTEE FORM	144

SECTION I



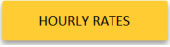
CONTACT INFORMATION

GENERAL PROGRAM INSTRUCTIONS

1. INITIAL SETUP

- a. Type in your company name, phone number and address in 1.1 COMPANY LIST worksheet
- b. Type in company name, phone number and address in 1.1 COMPANY LIST worksheet for all of your most commonly users – Owners, Architects, Subcontracts and Suppliers

2. GENERAL INSTRUCTIONS

- a. Click on the GREEN button on all pages to return to the NAVIGATOR page. 
- b. Click on the BLUE button on various pages to print documents or reports. 
- c. Click on the YELLOW button on various pages to access special worksheets. 
- d. Reports can be printed using CTRL+P shortcut. You will see a standard Windows print dialog after that.
- e. You can close the report by pressing ESC key. This works for reports only.

3. LOGO

- a. If you want your company LOGO on selected reports, put a logo file within Access database folder and have it named as "Logo.png". Hint: If you have it another format, you can use Windows Paint to save it as PNG.

4. NETWORK USAGE

- a. For network usage there can be only one BACKEND database file. When you install the program on another computer, do not install BE database.
- b. All the users will use the same, shared backend database! Contact CORBUILD technical support if network setup is desired.
- c. Additional licenses need to be purchased to accessthe program on more than one computer terminal.

1.1 COMPANY LIST

1. List all companies associated with a job that will receive correspondence.
2. For residential jobs you can list the Owner's name as the Company Name.
3. Assign a COMPANY TYPE to all companies that are listed.

1.1 COMPANY LIST

ID	Company	Type	Phone Number	Street	City	State	Zip	Address
1	511 Design LLC	Architect	313-405-9035	440 Burroughs Ste 122	Detroit	MI	48202	440 Burroughs Ste 122, Detroit, MI 48202
2	Accurate Surveying	Surveyor	313-506-3160					..
3	Advanced Environmental Consulting	Environmental Consultant						..
4	AGI Construction LLC	Contractor	313-308-6415	1211 Trumbull	Detroit	MI	48209	1211 Trumbull, Detroit, MI 48209
6	C & M Associates	Gym Equipment						..
7	Carr Supply-Taylor	HVAC Equipment						..
8	City of Detroit	City	313-224-0113					..
9	Craft Doors USA	Doors and Hardware						..
10	Fairway Engineering, LLC	Testing Engineer						..
11	First Latin American Baptist Church	Owner	248-910-4172	2004 Scotten	Detroit	MI	48209	2004 Scotten, Detroit, MI 48209
12	Gipson Bros. Demolition Company	Demolition						..

[HOME](#)
[COMPANY LIST](#)
[COMPANY TYPE](#)

INSTRUCTIONS:

1. List all Companies associated with a job that will receive correspondence.
2. For residential jobs you can list the Owner's name as the Company Name.

Record: 1 of 1 | No Filter | Search

4. Print COMPANY LIST if desired.
5. Click here to enter COMPANY TYPE

COMPANY TYPE

The screenshot shows a software interface with a window titled "COMPANY TYPE". On the left is a "Navigation Pane". The window contains a table with the following data:

ID	Company Type
33	Alarm System
1	Architect
30	Attorney
36	Bonding
26	Cabinets & Countertops
2	City
37	Civil Engineer
3	Concrete
4	Concrete Supplier
5	Consultant
6	Contractor
34	Data/IT
28	Demolition
7	Developer
20	Doors and Hardware
47	Drywall & Acoustical
41	Dumpster
8	Electrical

Below the table is a green "HOME" button. At the bottom of the window, there is a status bar with the text "Record: 1 of 1", "No Filter", and a search field.

1. Type in COMPANY TYPE

COMPANY LIST

02-Mar-24

ID	Company	Phone Number	Address
Data/Communications			
157	Carlson Communications, Inc.		,,
78	New Solutions IT	734-998-0160	,,
158	Techmode		,,
Demolition			
12	Gipson Bros. Demolition Company		,,
140	Marks Demolition and Renovation	248-938-9751	12860 Tecumseh, Redford, MI 48239
20	Motor City Abatement & Demolition		,,
Doors and Hardware			
72	Commercial Door Specialties	517-745-7643	,,
9	Craft Doors USA		,,
70	Custom Hollow Metal	248-654-8185	965 Wanda Suite D, Ferndale, MI 48220
40	Gray & Son Hardware		6747 Warren, Detroit, MI 48210
95	Jan Door	313-581-7300	14351 W Warren Avenue, Dearborn, MI 48126
164	Midwest Glass & Screen	313-937-0798	24522 Capitol, Redford, MI 48239
86	Rayhaven Group	734-744-9260	35901 SCHOOLCRAFT, Livonia, MI 48150
76	Tarnow Door	248-478-9060	23701 Halsted Rd, Farmington, MI 48335
Drywall & Acoustical			
142	DMC Contracting LLC	810-459-4941	19834 Williamson St., Clinton Twp., MI 48035
Dumpster			
114	Budget Dumpster	866-284-6164	,,
155	Upco Waste Service		,,
120	Waste Management		,,
Earthwork			
198	Eminent Excavating LLC	313-304-1154	514 S. Fort St., Detroit, MI 48217
205	Staffing Equipment Evolution LLC		,,
Electrical			
41	Commercial Electrical Services, Inc		12115 Merriman Rd, Livonia, MI 48150
133	Nica Construction Services LLC	313-784-6850	,,
163	Nica Construction Services LLC	313-784-6850	1921 Warwick Ave, Lincoln Park, MI 48146
25	Power Lighting & Technical Services	313-363-8686	16051 Grand River, Detroit, MI 48227
148	Wade's Electrical Contracting, Inc.	586-677-2019	60880 Van Dyke, Washington, MI 48094

1.2 CONTACT LIST

CONTACT LIST

ID	Company	Contact	Phone	Email	Street	City	State	Zip	Address
1	511 Design LLC	Luis Antonio Uribe Jimenez	313-405-9035	getinvolve@511Design.com	440 Burroughs Ste 122	Detroit	MI	48202	440 Burroughs Ste 122
2	Accurate Surveying	Chad Wehbe	313-506-3160	chadw@accurate-surveying.com					..
3	Advanced Environmental Consulting	Moss		cawtmoss@aol.com	14120 Cloverdale St.	Oak Park	MI	48237	14120 Cloverdale St.
4	AGI Construction LLC	Luis Ali	313-283-4633	luis@agidetroit.com	1211 Trumbull	Detroit	MI	48216	1211 Trumbull, MI
5	AGI Construction LLC	Tanya Saldivar-Ali	248-390-7888	tanya@agidetroit.com	1211 Trumbull	Detroit	MI	48114	1211 Trumbull, MI
6	C & M Associates	Ben Hurst	800-220-5335	bhurst@candmassoc.com	3637 Old U.S. 23, Suite 300	Brighton	MI	48114	3637 Old U.S. 23, Suite 300
7	Carr Supply-Taylor	Counter Sales	313-791-7296	info@carrsupply.com	7900 Beech Daly Rd Ste 105	Taylor	MI	48180	7900 Beech Daly Rd Ste 105
8	City of Detroit	Building Department	313-224-3202						..
9	Craft Doors USA	Rebekah Crawford	828-612-9908	rcraftdoorsusa@gmail.com					..
10	Fairway Engineering, LLC	Mark Mahajan, P.E.	248-214-5913	Markm@fairwayeng.com	28525 Beck Road, Suite 124	Wixom	MI	48393	28525 Beck Road, Suite 124
11	First Latin American Baptist Church	Joseph Gutierrez	248-910-4172	Joseph.gutierrez@shiloh.com					..

INSTRUCTIONS:
1. Before you enter a Contact you need to enter the Company Name in the Company List.

1. Type in CONTACT NAMES for all companies that are listed along with phone number, email address and address information.
2. Before you enter a CONTACT NAME you need to enter the Company Name in the 1.1 Company List.

JOB CONTACT LOG

	Owner	EAST WARREN DEVELOPMENT CORP		313-575-7014		16835 EAST WARREN AVE., DETROIT, MI 48224
	Architect	URBAN ALTERSCAPE, INC.		313-522-2138		1938 FRANKLIN ST. SUITE 207, DETROIT, MI 48207
	Contractor	AGI Construction LLC		313-308-6415		1211 Trumbull, Detroit, MI 48209
Line Item	Description	Company	Contact	Phone	Email	Address
100	CONTRACTOR FEE	AGI Construction LLC	Frank Apolloni	313-254-8694		1211 Trumbull, ,
1000	Preconstruction Services	AGI Construction LLC	Frank Apolloni	313-254-8694		1211 Trumbull, ,
2000	Demolition					
2100	Demolition - dumpsters					
4000	Masonry					
4100	Masonry - Weather Protection					
6000	Roof Structure and Rough Carpentry - Furnish Only					
6020	Roof Structure and Rough Carpentry - Install Only					
7000	Membrane Roofing					
7200	Tyvek Building Rap	AGI Construction LLC	Frank Apolloni	313-254-8694		1211 Trumbull, ,
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating & Cooling	Jason Blackburne	734-672-4901	michigancomfortsystems@gmail.com	, ,
17000	Construction Contingency					

SECTION 2

JOB SETUP

2.1 JOB INFORMATION

Current Job	Job No.	Job Date	Job Name	Contract Amount	Downpayment	Default Retainage	Owner	Architect	Contractor	Start Date
<input type="checkbox"/>	AA013	13-Mar-23	14136 Plainview Avenue	\$19,125.00	\$0.00		Ben Washington & Sons		United Consulting Services, LLC	01-Jun-22
<input type="checkbox"/>	AA014	09-May-23	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)	\$47,069.00	\$2,103.00	10.00%	DETROIT FRIENDS MEETING	Cassandra Kail	United Consulting Services, LLC	09-May-23
<input checked="" type="checkbox"/>	AA015	06-Jun-23	Fisher 21 Lofts	\$10,000.00	\$0.00		Fisher 21 Lofts, LLC	McIntosh Paris	Fisher 21 Lofts, LLC	09-Jun-23
<input checked="" type="checkbox"/>	AA016	06-Nov-23	19309 GREENFIELD - PHASE 2 - Roofing Repairs	\$23,758.00	\$9,345.00		DETROIT FRIENDS MEETING	- NOT APPLICABLE -	United Consulting Services, LLC	06-Nov-23
<input type="checkbox"/>	AG001	01-Nov-23	1326 18th Street - AGI Office	\$175,189.00	\$0.00		Detroit Future Ops	Unfolding Architecture	AGI Construction LLC	01-Nov-23
<input type="checkbox"/>	AG002	16-Jun-21	Elda's Restaurant Renovation	\$231,255.00	\$0.00		Elda's Restaurant	Unfolding Architecture	AGI Construction LLC	12-Sep-22
<input type="checkbox"/>	AG003	05-Nov-21	UNI - PHASE 2	\$250,266.00	\$0.00		Urban Neighborhood Initiatives	Silveri Architects	AGI Construction LLC	05-Nov-21
<input type="checkbox"/>	AG004	04-Jan-22	GRACE IN ACTION - PHASE 1	\$374,638.00	\$0.00		Grace In Action	ET AL. Collaborative of Detroit LLC	AGI Construction LLC	24-Oct-22
<input type="checkbox"/>	AG005	17-Feb-22	DMex Printing	\$46,878.60	\$23,439.31	10.00%	Dmex Printing	J.M.I. Associates	AGI Construction LLC	11-Mar-22
<input type="checkbox"/>	AG006	13-Jan-23	7226 Vernor DMEX - Façade	\$0.00	\$0.00		Dmex Printing	J.M.I. Associates	AGI Construction LLC	

INSTRUCTIONS:
 1. Job No. format: (2) letters followed by (3) numbers. Examples: GC001 - CM001 - JB322
 2. Place a check in the Current Job column in order for a job to show up on the Current Job List

1. Job No. format: (2) letters followed by (3) numbers. Examples: GC001 - CM001 - JB322
2. Place a check in the Current Job column for a job to show up on the Current Job List
3. The CURRENT JOB LIST is displayed on the HOME page.
4. By selecting the JOB on the NAVIGATION form, that job will be used for all the forms and reports as a DEFAULT VALUE. You can still change the Job on each of the forms.

CM PRO 24.2

1. CONTACT INFO

- 1.1 COMPANY LIST
- 1.2 CONTACT LIST
- SELECT JOB -
- REFERESH LIST

2. JOB SETUP

- 2.1 JOB INFORMATION
- 2.2 BUDGET CATEGORY
- 2.3 SCHEDULE OF VALUES
- 2.4 DOCUMENT LIST
- 2.5 DOCUMENT RELEASE
- 2.6 DOCUMENT LOG

3. CONTRACTS

- OWNER CONTRACT
- 3.1 SCOPE OF WORK
- 3.2 CONTRACT PROVISIONS
- 3.3 PURCHASE ORDER LOG
- 3.4 PURCHASE ORDER DETAILS
- SUBCONTRACTS
- 3.5 SCOPE OF WORK
- 3.6 SCHEDULE OF VALUES
- 3.7 CONTRACT PROVISIONS
- CONSULTING
- 3.8 SCOPE OF WORK
- trade rates

4. ACCOUNTING

- CHANGE ORDERS
- 4.1 QUOTE LOG
- 4.2 CHANGE ORDER LIST
- 4.3 ASSIGN QUOTE
- 4.4 SETUP
- 4.5 ASSIGN CHANGE ORDER
- 4.6 PAY APP DETAILS
- PAY APPLICATION
- PAYMENT TRACKING
- 4.7 PAYMENT LOG
- 4.8 CHECK REQUEST
- 4.9 SWORN STATEMENT
- 4.10 WAIVERS OF LIEN
- TIMESHEET
- 4.11 TRADES - RATES
- 4.12 TIMESHEET - ALL JOBS
- 4.13 TIMESHEET - JOB SORT

5. CORRESPONDENCE

- 5.1 MEETING MINUTES
- 5.2 SUBMITTAL LOG
- 5.3 REQUEST FOR INFORMATION
- 5.4 MEMO
- 5.5 TRANSMITTAL
- 5.6 DAILY REPORT
- 5.7 FIELD DIRECTIVE
- 5.8 TASK LIST
- 5.9 SAFETY MANUAL
- 5.10 FORM LETTERS

6. JOB CLOSEOUT

- 6.1 CLOSEOUT LETTER
- 6.2 PUNCHLIST
- 6.3 OWNER TRAINING
- 6.4 GUARANTEE FORM

CORBUILD
 Construction Manager PRO 24.2
 © 2001-2024 United Consulting Services, LLC
 Technical Support: (313) 283-1633
 corbuildsystems@gmail.com

4. It is very important to type in all known information about the job.

2.2 BUDGET CATEGORY

NAVIGATION X BUDGET CATEGORY X

2.2 BUDGET CATEGORY X

ID	Job Name	Category
165	Farmer's Marker - Ph 1 Roof Work	1. TRADE WORK
166	Farmer's Marker - Ph 1 Roof Work	2. CONTRACTOR FEES
* (New)		

Record 1 of 2

HOME

1. The most common categories for a job are TRADES and CONTRACTOR FEES, however, there can be as many categories that are desired.
2. The BUDGET CATEGORIES establish the breakdown for the SCHEDULE OF VALUES

2.3 SCHEDULE OF VALUES

2.3 SCHEDULE OF VALUES

JOB: Farmer's Marker - Ph 1 Roof Work

CONTRACT SUMMARY		CHANGE ORDER SUMMARY	
Base Contract	\$167,909.14	Approved CO	\$0.00
Line Item Amount	\$167,909.14	Revised Contract	\$167,909.14
Variance	\$0.00	Pending CO	\$0.00
Default Retainage	0.00%		

INSTRUCTIONS:

1. The Variance is the difference between the Base Contract and the Line Item Amount.
2. If the Variance does not equal \$0.00 adjust the values in the Amount column.

Category	Line Item	Description	Company	Amount	Contract Date	Approved CO	Revised	Pending CO	Pending Contract
1. TRADE WORK	1000	Preconstruction Services	AGI Construction LLC	\$3,000.00			\$3,000.00		\$3,000.00
1. TRADE WORK	2000	Demolition	New Metro Construction	\$11,483.00			\$11,483.00		\$11,483.00
1. TRADE WORK	4000	Masonry	New Metro Construction	\$12,191.59			\$12,191.59		\$12,191.59
1. TRADE WORK	6000	Roof Structure and Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$38,951.62			\$38,951.62		\$38,951.62
1. TRADE WORK	6020	Roof Structure and Rough Carpentry - Install Only	New Metro Construction	\$12,535.00			\$12,535.00		\$12,535.00
1. TRADE WORK	7000	Membrane Roofing	Bright Commercial Roofing & General Building Re	\$51,625.00			\$51,625.00		\$51,625.00
1. TRADE WORK	7200	Tyvek Building Rap	AGI Construction LLC	\$1,500.00			\$1,500.00		\$1,500.00
1. TRADE WORK	15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating & Cooling	\$10,500.00			\$10,500.00		\$10,500.00
1. TRADE WORK	4100	Masonry - Weather Protection	New Metro Construction	\$2,500.00			\$2,500.00		\$2,500.00
1. TRADE WORK	2100	Demolition - dumpsters	New Metro Construction	\$1,500.00			\$1,500.00		\$1,500.00
1. TRADE WORK	17000	Construction Contingency		\$0.00			\$0.00		\$0.00
2. CONTRACTOR FEES	100	CONTRACTOR FEE	AGI Construction LLC	\$22,122.93			\$22,122.93		\$22,122.93

Navigation buttons: HOME, BUDGET, BUDGET w/CATEGORY, SCHEDULE OF VALUES, SUBCONTRACT, NEW JOB, SAVE

1. Steps for setting up SCHEDULE OF VALUES

- Enter a CATEGORY for each LINE ITEM
- Assign a LINE ITEM number
- Enter a Line Item DESCRIPTION
- Enter a COMPANY name for each LINE ITEM if the company name is known
- Enter the CONTRACT AMOUNT or the current budgeted amount.
 - The Contract Amount must equal the exact value of the actual contract that is issued.

- For best results, dedicate (1) line for each subcontract that is issued.
- For best results, dedicate (1) line for each supplier purchase order (P.O.) that is issued.
- The total sum of all line items must not exceed the Base Contract Amount.
- If the BASE CONTRACT and the TOTAL amount of the LINE ITEMS entered are not equal, a VARIANCE value will be displayed.
- Adjust the values in the Amount column or add additional LINE ITEMS until the variance value is \$0.00
- There are (4) four REPORTS that can be printed by clicking on the BLUE buttons
 - BUDGET
 - BUDGET w/CATEGORY
 - SCHEDULE OF VALUES
 - SUBCONTRACT – This report requires additional entries that are covered in Section 3.5, 3.6 and 3.7

BUDGET REPORT

Current Balance Due **#Type!**

SCHEDULE OF VALUES				CHANGE ORDER SUMMARY				PAYABLES/RECEIVABLES REPORT			
Line Item	Description	Company	Contract Summary	Approved CO	Revised Contract	Pending CO	Pending Contract	Total Completed	Total Paid	Amount Due	Balance of Contract
100	CONTRACTOR FEE	AGI Construction LLC	\$22,122.93		\$22,122.93		\$22,122.93	\$11,842.40	\$0.00	\$11,842.40	\$10,280.53
1000	Preconstruction Services	AGI Construction LLC	\$3,000.00		\$3,000.00		\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00
2000	Demolition	New Metro Construction	\$11,483.00		\$11,483.00		\$11,483.00	\$5,741.50	\$0.00	\$5,741.50	\$5,741.50
2100	Demolition - dumpsters	New Metro Construction	\$1,500.00		\$1,500.00		\$1,500.00	\$750.00	\$0.00	\$750.00	\$750.00
4000	Masonry	New Metro Construction	\$12,191.59		\$12,191.59		\$12,191.59	\$6,095.79	\$0.00	\$6,095.79	\$6,095.80
4100	Masonry - Weather Protection	New Metro Construction	\$2,500.00		\$2,500.00		\$2,500.00	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00
6000	Roof Structure and Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$38,951.62		\$38,951.62		\$38,951.62	\$29,065.20	\$0.00	\$29,065.20	\$9,886.42
6020	Roof Structure and Rough Carpentry - Install Only	New Metro Construction	\$12,535.00		\$12,535.00		\$12,535.00	\$6,267.50	\$0.00	\$6,267.50	\$6,267.50
7000	Membrane Roofing	Bright Commercial Roofing &	\$51,625.00		\$51,625.00		\$51,625.00	\$24,937.50	\$0.00	\$24,937.50	\$26,687.50
7200	Tyvek Building Rap	AGI Construction LLC	\$1,500.00		\$1,500.00		\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating	\$10,500.00		\$10,500.00		\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00
17000	Construction Contingency		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS			\$167,909.14		\$167,909.14		\$167,909.14	\$88,949.89	\$0.00	\$88,949.89	\$78,959.25

BUDGET REPORT

Current Balance Due **#Type!**

SCHEDULE OF VALUES				CHANGE ORDER SUMMARY				PAYABLES/RECEIVABLES REPORT			
(A) Line Item	(B) Description	(C) Company	(D) Contract Summary	(E) Approved CO	(F) Revised Contract	(G) Pending CO	(H) Pending Contract	(I) Total Completed	(J) Total Paid	(K) Amount Due	(L) Balance
1. TRADE WORK											
1000	Preconstruction Services	AGI Construction LLC	\$3,000.00		\$3,000.00		\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00
2000	Demolition	New Metro Construction	\$11,483.00		\$11,483.00		\$11,483.00	\$5,741.50	\$0.00	\$5,741.50	\$5,741.50
2100	Demolition - dumpsters	New Metro Construction	\$1,500.00		\$1,500.00		\$1,500.00	\$750.00	\$0.00	\$750.00	\$750.00
4000	Masonry	New Metro Construction	\$12,191.59		\$12,191.59		\$12,191.59	\$6,095.79	\$0.00	\$6,095.79	\$6,095.80
4100	Masonry - Weather Protection	New Metro Construction	\$2,500.00		\$2,500.00		\$2,500.00	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00
6000	Roof Structure and Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$38,951.62		\$38,951.62		\$38,951.62	\$29,065.20	\$0.00	\$29,065.20	\$9,886.42
6020	Roof Structure and Rough Carpentry - Install Only	New Metro Construction	\$12,535.00		\$12,535.00		\$12,535.00	\$6,267.50	\$0.00	\$6,267.50	\$6,267.50
7000	Membrane Roofing	Bright Commercial Roofing &	\$51,625.00		\$51,625.00		\$51,625.00	\$24,937.50	\$0.00	\$24,937.50	\$26,687.50
7200	Tyvek Building Rap	AGI Construction LLC	\$1,500.00		\$1,500.00		\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating	\$10,500.00		\$10,500.00		\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00
17000	Construction Contingency		\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotals		\$145,786.21		\$145,786.21		\$145,786.21	\$77,107.49	\$0.00	\$77,107.49	\$68,678.72
2. CONTRACTOR FEES											
100	CONTRACTOR FEE	AGI Construction LLC	\$22,122.93		\$22,122.93		\$22,122.93	\$11,842.40	\$0.00	\$11,842.40	\$10,280.53
	Subtotals		\$22,122.93		\$22,122.93		\$22,122.93	\$11,842.40	\$0.00	\$11,842.40	\$10,280.53
	TOTALS		\$167,909.14		\$167,909.14		\$167,909.14	\$88,949.89	\$0.00	\$88,949.89	\$78,959.25

Farmer's Marker - Ph 1 Roof Work

Exhibit C - SCHEDULE OF VALUES

Line Item	Description	Company	Contract Summary
1. TRADE WORK			
1000	Preconstruction Services	AGI Construction LLC	\$3,000.00
2000	Demolition	New Metro Construction	\$11,483.00
2100	Demolition - dumpsters	New Metro Construction	\$1,500.00
4000	Masonry	New Metro Construction	\$12,191.59
4100	Masonry - Weather Protection	New Metro Construction	\$2,500.00
6000	Roof Structure and Rough Carpentry - Furnish Only	Gutherie Lumber Co.	\$38,951.62
6020	Roof Structure and Rough Carpentry - Install Only	New Metro Construction	\$12,535.00
7000	Membrane Roofing	Bright Commercial Roofing & General Building Restoration	\$51,625.00
7200	Tyvek Building Rap	AGI Construction LLC	\$1,500.00
15100	HVAC - (7) roof curbs	Michigan Comfort Systems Heating & Cooling	\$10,500.00
17000	Construction Contingency		\$0.00
		SUBTOTAL	\$145,786.21
2. CONTRACTOR FEES			
100	CONTRACTOR FEE	AGI Construction LLC	\$22,122.93
		SUBTOTAL	\$22,122.93
		TOTAL CONTRACT VALUE	\$167,909.14

2.4 DOCUMENT LIST

2.4 DOCUMENT LIST

JOB: Farmer's Marker - Ph 1 Roof Work

DOCUMENT INFORMATION

Doc ID: TS1.1 | Issued By: 4545 architecture | Doc Name: Cover Sheet

ID	Job Number	Doc ID	Issued By	Doc Name	tblJOB.[Job Name]
297	AG011	TS1.1	4545 architecture	Cover Sheet	Farmer's Marker - Ph 1 Roof Work
298	AG011	TS1.2	4545 architecture	General Notes	Farmer's Marker - Ph 1 Roof Work
299	AG011	TS1.3	4545 architecture	Code + Ordinance Review	Farmer's Marker - Ph 1 Roof Work
300	AG011	SP1.1	4545 architecture	Architectural Site Plan	Farmer's Marker - Ph 1 Roof Work
301	AG011	D1.0	4545 architecture	Demo Plans	Farmer's Marker - Ph 1 Roof Work
302	AG011	D2.0	4545 architecture	Demo Elevations	Farmer's Marker - Ph 1 Roof Work
303	AG011	A1.0	4545 architecture	Roof + Floor Plans	Farmer's Marker - Ph 1 Roof Work
304	AG011	A2.0	4545 architecture	Reflected Ceiling Plan + Schedules	Farmer's Marker - Ph 1 Roof Work
305	AG011	A3.0	4545 architecture	Equipment Plan	Farmer's Marker - Ph 1 Roof Work
306	AG011	A4.0	4545 architecture	Elevations	Farmer's Marker - Ph 1 Roof Work

HOME

1. The purpose of the DOCUMENT LIST is to provide a list of the contract documents that are included with the OWNER AGREEMENT and the SUBCONTRACT AGREEMENT that are included in Section 3 - CONTRACTS.
2. The intent is to list any documents that are part of the signed agreement. This can include:
 - a. Architects and Engineer drawings
 - b. Sketches
 - c. Specifications
 - d. Proposal, memos, letters or other documents acknowledged by all of the contracting parties

2.5 DOCUMENT RELEASE LIST

NAVIGATION X JOB CONTACT LIST X DOCUMENT RELEASE LIST X

2.5 DOCUMENT RELEASE LIST X

JOB Farmer's Marker - Ph 1 Roof Work

RELEASE INFORMATION

Description: PERMITS

Date Issued: 17-Oct-23

ID	Job No	Document Release	Release Date	Job Name
34	AG011	PERMITS	17-Oct-23	Farmer's Marker - Ph 1 Roof Work
35	AG011	REVIEW	15-Nov-23	Farmer's Marker - Ph 1 Roof Work
36	AG011	SKETCH	01-Dec-23	Farmer's Marker - Ph 1 Roof Work
37	AG011	APPROVAL	18-Oct-23	Farmer's Marker - Ph 1 Roof Work
38	AG011	PERMIT	10-Nov-23	Farmer's Marker - Ph 1 Roof Work
39	AG011	RFI No. 8 response	14-Nov-23	Farmer's Marker - Ph 1 Roof Work
40	AG011	RFI No. 13 response	01-Dec-23	Farmer's Marker - Ph 1 Roof Work
* (New)				

HOME

1. The DOCUMENT RELEASE LIST is intended to track each time a set of documents or a single document is issued/re-issued that is considered an official construction document.
2. This list records the NAME of the DOCUMENT RELEASE and the RELEASE DATE

2.6 DOCUMENT LOG

NAVIGATION
JOB CONTACT LIST
DOCUMENT LOG

2.6 DOCUMENT LOG X

DOCUMENT DESCRIPTION

Date Issued	10/17/2023	Document	TS1.1	Cover Sheet
Issued By	4545 architecture	Release	PERMITS	

ID	Doc	Date Issued	Release	Document Name
416	TS1.1	10/17/2023	PERMITS	Cover Sheet
417	TS1.2	10/17/2023	PERMITS	General Notes
418	TS1.3	10/17/2023	PERMITS	Code + Ordinance Review
419	SP1.1	10/17/2023	PERMITS	Architectural Site Plan
420	D1.0	10/17/2023	PERMITS	Demo Plans
421	D2.0	10/17/2023	PERMITS	Demo Elevations
422	A1.0	11/15/2023	REVIEW	Roof + Floor Plans
423	A2.0	10/17/2023	PERMITS	Reflected Ceiling Plan + Schedules
424	A3.0	10/17/2023	PERMITS	Equipment Plan
425	A4.0	10/17/2023	PERMITS	Elevations
426	A4.1	10/17/2023	PERMITS	Elevations
427	A5.0	10/17/2023	PERMITS	Wall Types

Record: 1 of 72 | No Filter | Search

HOME

DOCUMENT LOG

Ext. A - DOCUMENTS

1. The DOCUMENT LOG is where you enter each DOCUMENT that is release with a DOCUMENT RELEASE.
2. When printed the DOCUMENT LOG will show the latest release date for each DOCUMENT that is included in the DOCUMENT LOG
3. There are (2) printing options:
4. DOCUMENT LOG – will show all DOCUMENT entries from the beginning to the most current version
5. Ext. A – DOCUMENTS - will show the only latest release date for each DOCUMENT. This Exhibit A is printed with the OWNER AGREEMENT and the SUBCONTRACTS in SECTION 3

JOB DOCUMENT LOG

ID	Doc ID	Doc Name	Issued By	Date Issued
----	--------	----------	-----------	-------------

Document Release - APPROVAL

436	S001	GENERAL NOTES	4545 architecture	10/18/2023
437	S002	DESIGN CRITERIA	4545 architecture	10/18/2023
438	S100	FRAMING PLANS	4545 architecture	10/18/2023
439	S200	SECTIONS	4545 architecture	10/18/2023
440	S201	TRUSS LOAD DIAGRAMS	4545 architecture	10/18/2023
441	S202	TRUSS LOAD DIAGRAMS CONT.	4545 architecture	10/18/2023
442	S203	TYPICAL DETAILS	4545 architecture	10/18/2023

Document Release - PERMIT

475	E-100	Electrical Notes and Legends	URBAN ALTERSCAPE, INC.	10/11/2023
476	E-101	Electrical One Line Diagram and Schedules	URBAN ALTERSCAPE, INC.	10/11/2023
477	E-102	Electrical Lighting Schedules	URBAN ALTERSCAPE, INC.	10/11/2023
478	E-201	Electrical Lighting Floor Plan	URBAN ALTERSCAPE, INC.	10/11/2023
482	E-300	Electrical Details	URBAN ALTERSCAPE, INC.	10/11/2023
483	E-301	Electrical Details	URBAN ALTERSCAPE, INC.	10/11/2023
484	E-302	Electrical Details	URBAN ALTERSCAPE, INC.	10/11/2023
485	E-400	Electrical Specifications	URBAN ALTERSCAPE, INC.	10/11/2023
472	ED-201	Electrical Lighting Demolition Floor Plan	URBAN ALTERSCAPE, INC.	10/11/2023
473	EDP-201	Electrical Power Demolition Floor Plan	URBAN ALTERSCAPE, INC.	10/11/2023
474	EDP-202	Electrical Power Demolition Roof Plan	URBAN ALTERSCAPE, INC.	10/11/2023
480	EP-201	Electrical Power Equipment Schedules	URBAN ALTERSCAPE, INC.	10/11/2023
479	EP-201A	Electrical Power Floor Plan	URBAN ALTERSCAPE, INC.	10/11/2023
481	EP-202	Electrical Power Roof Plan	URBAN ALTERSCAPE, INC.	10/11/2023
455	M-100	Mechanical Legends, Notes and Schedules	URBAN ALTERSCAPE, INC.	11/10/2023
456	M-101	Mechanical Legends, Notes and Schedules	URBAN ALTERSCAPE, INC.	11/10/2023
457	M-102	Mechanical Legends, Notes and Schedules	URBAN ALTERSCAPE, INC.	11/10/2023
458	M-201	Mechanical HVAC Floor Plan	URBAN ALTERSCAPE, INC.	11/10/2023
459	M-202	Mechanical HVAC Roof Plan	URBAN ALTERSCAPE, INC.	11/10/2023
460	M-300	Mechanical Details	URBAN ALTERSCAPE, INC.	11/10/2023
461	M-400	Mechanical Specifications	URBAN ALTERSCAPE, INC.	11/10/2023

Farmer's Marker - Ph 1 Roof Work
EXHIBIT A - CONTRACT DOCUMENTS

ID	Doc ID	Issued By	Doc Name	Document Release	Date Issued
					02-Mar-24
466	1	CAPTIVEAIRE	Fan Details	SKETCH	8/29/2023
467	2	CAPTIVEAIRE	Fan Details	SKETCH	8/29/2023
468	3	CAPTIVEAIRE	Fan Details	SKETCH	8/29/2023
469	4	CAPTIVEAIRE	Fan Details	SKETCH	8/29/2023
470	5	CAPTIVEAIRE	Fan Details	SKETCH	8/29/2023
462	5 of 12	Carrier	Certified Drawing for RTU-1	SKETCH	9/6/2023
471	6	CAPTIVEAIRE	Fan Details	SKETCH	8/29/2023
463	6 of 12	Carrier	Certified Drawing for RTU-1	SKETCH	9/6/2023
464	7 of 12	Carrier	Certified Drawing for RTU-1	SKETCH	9/6/2023
465	8 of 12	Carrier	Certified Drawing for RTU-1	SKETCH	9/6/2023
422	A1.0	4545 architecture	Roof + Floor Plans	REVIEW	11/15/2023
423	A2.0	4545 architecture	Reflected Ceiling Plan + Schedules	PERMITS	10/17/2023
424	A3.0	4545 architecture	Equipment Plan	PERMITS	10/17/2023
425	A4.0	4545 architecture	Elevations	PERMITS	10/17/2023
426	A4.1	4545 architecture	Elevations	PERMITS	10/17/2023
427	A5.0	4545 architecture	Wall Types	PERMITS	10/17/2023
428	A5.1	4545 architecture	Building Sections	PERMITS	11/17/2023
430	A5.2	4545 architecture	Building Sections	PERMITS	10/17/2023
431	A5.3	4545 architecture	Wall Sections	PERMITS	11/17/2023
432	A5.4	4545 architecture	Wall Sections	PERMITS	11/17/2023
433	A5.5	4545 architecture	Enlarged Toilet Room Plan and Details	PERMITS	10/17/2023
434	A6.1	4545 architecture	3D Views	PERMITS	10/17/2023
435	A9.1	4545 architecture	Door Schedule	REVIEW	11/15/2023
420	D1.0	4545 architecture	Demo Plans	PERMITS	10/17/2023
421	D2.0	4545 architecture	Demo Elevations	PERMITS	10/17/2023
475	E-100	URBAN ALTERSCAPE, INC.	Electrical Notes and Legends	PERMIT	10/11/2023
476	E-101	URBAN ALTERSCAPE, INC.	Electrical One Line Diagram and Schedules	PERMIT	10/11/2023

SECTION 3

CONTRACTS

3.1 OWNER CONTRACT – SCOPE OF WORK

CM PRO
NAVIGATION X OWNER CONTRACT - SCOPE OF WORK X

OWNER CONTRACT - SCOPE OF WORK



JOB SAMPLE PROJECT

ID	Job No	Item No	Scope of Work Description
5	SAMPLE PROJECT	1	Furnish and install all labor materials and equipment required to complete all work as described in the attached Bid Package No. 1 dated May 10, 2022
6	SAMPLE PROJECT	2	See the updated scope of work in the attached PRE-BID MEETING MINUTES DATED May 17, 2022
*	(New)	0	

Record: 1 of 2 No Filter Search

HOME Ext. B - SCOPE OF WORK OWNER CONTRACT

Record: 1 of 1 No Filter Search

1. All entries in this worksheet will be printed on the OWNER CONTRACT as Exhibit B – Scope of Work
2. Enter all relevant scope of work items.

3.2 OWNER CONTRACT – CONTRACT PROVISIONS

CM PRO
NAVIGATION x CONTRACT PROVISIONS x

OWNER CONTRACT - MISCELLANEOUS PROVISIONS



JOB SAMPLE PROJECT

ID	Job Name	Item No	Description
39	SAMPLE PROJECT	1	See the Contract Provisions outlined in BID PACKAGE No. 1 dated May 10, 2022
*	(New)	0	

Record: 1 of 1 No Filter Search

HOME Ext. D - MISC PROVISIONS

Record: 1 of 1 No Filter Search

1. All entries in this worksheet will be printed on the OWNER CONTRACT as Exhibit D – Contract Provisions
2. Enter all relevant scope of work items.

Standard Agreement between Owner and Contractor

THIS AGREEMENT,

Made as of [Monday, April 18, 2022](#)

Between the Owner: [New Latin Baptist Church](#)
[195 Ladd Road, Walled Lake, MI 48390](#)

And the Contractor: [United Consulting Services, LLC](#)
[3495 Pine Estates Drive, West Bloomfield, MI 48323](#)

For the Project: [SAMPLE PROJECT](#)
[195 Ladd Road, Walled Lake, MI 48390](#)

Project Architect: [TDG ARCHITECTS](#)
[79 Oakland Ave., Pontiac, MI 48342](#)

Article 1. CONTRACT DOCUMENTS

1.1 The contract documents consist of this agreement, general conditions, construction documents, specifications, allowances, finish schedules, construction draw schedule, information disclosure statement, all addenda issued prior to execution of this agreement and all change orders or modifications issued and agreed to by both parties. All documents noted herein shall be provided to the Contractor by the Owner. These contract documents represent the entire agreement of both parties and supersede any prior oral or written agreement. The Contract Documents included in this agreement are outlined in EXHIBIT A - CONTRACT DOCUMENTS which is attached to the Agreement.

Article 2. SCOPE OF WORK

2.1 The Owner agrees to purchase and the Contractor agrees to construct the above mentioned structure and fixtures attached thereto according to the construction documents, allowances, finish schedules, all addenda, change orders, modification and specifications in the specification booklet.

2.2 The Scope of Work included in this agreement are outlined in EXHIBIT B - SCOPE OF WORK which is attached to the Agreement.

Article 3. TIME OF COMPLETION

3.1 The approximate commencement date of the project shall be
[Wednesday, June 15, 2022](#)

3.2 The approximate completion date of the project shall be
[Wednesday, October 12, 2022](#)

however any change orders and/or unusual weather might delay or otherwise affect the completion date.

Article 4. THE CONTRACT PRICE

4.1 The purchase price of the project shall be set at the sum of:
[\\$326,652.93](#)

[Three Hundred Twenty Six Thousand Six Hundred Fifty Two Dollars and Ninety Three Cents](#)

subject to additions and deductions pursuant to authorized change orders and allowances. Closing costs, if any, shall be paid by the Owner.

4.2 The Owner and the Contractor acknowledge that the Owner will pay a sum of:

[\\$0.00](#)

[No Dollars and No Cents](#)

upon signing of this contract and before construction begins as a deposit and part of the purchase price of the project.

4.3 The Schedule of Values included in this agreement are outlined in EXHIBIT C - SCHEDULE OF VALUES which is attached to the Agreement. The Schedule of Values provide a detailed breakdown of the Contract Price and will be used to establish the outline for Payment Applications for the Project

Standard Agreement between Owner and Contractor

Article 5. PROGRESS PAYMENTS

- 5.1 The Owner will make payments to the contractor pursuant to the attached EXHIBIT C - SCHEDULE OF VALUES as work required by said schedule is satisfactorily completed. Owner shall make draw payments to contractor within (10) ten days after request by contractor. A retainage of 0.00% shall be held on all work until the work is satisfactorily completed.
- 5.2 If payment is not received by the Contractor within (10) ten days after delivery of payment demand for work satisfactorily completed, contractor shall have the right to stop work or terminate the contract at his option. Termination by Contractor under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination. Termination by Owner under the provisions of this paragraph shall not relieve the Owner of the obligations of payments to Contractor for that part of the work performed prior to such termination.

Article 6. DUTIES OF THE CONTRACTOR

- 6.1 All work shall be in accordance to the provisions of the plans and specifications. All systems shall be in good working order.
- 6.2 All work shall be completed in a workman like manner, and shall comply with all applicable national, state and local building codes and laws.
- 6.3 All work shall be performed by licensed individuals to perform their said work, as outlined bylaw
- 6.4 Contractor shall obtain all permits necessary for the work to be completed.
- 6.5 Contractor shall remove all construction debris and leave the project in a broom clean condition.
- 6.6 Upon satisfactory payment being made for any portion of the work performed, Contractor shall furnish a full and unconditional release I partial unconditional waiver (circle one) from any claim or mechanics' lien for that portion of the work for which payment has been made.

Article 7. OWNER

- 7.1 The Owner shall communicate with subcontractors only through the Contractor.
- 7.2 The Owner will not assume any liability or responsibility, nor have control over or charge of construction means, methods, techniques, sequences, procedures, or for safety precautions and programs in connection with the project, since these are solely the Contractor's responsibility.
- 7.3 Owner is responsible for moving of personal items from the work site.

Article 8. CHANGE ORDERS AND FINISH SCHEDULES

- 8.1 A Change Order is any change to the original plans and/or specifications. All change orders need to be agreed upon in writing, including cost, additional time considerations, approximate dates when the work will begin and be completed, a legal description of the location where the work will be done and signed by both parties. Additional time needed to complete change orders shall be taken into consideration in the project completion date. Change orders shall be paid in full at time of work completion or portions paid in advance as agreed by the contracting parties.
- 8.2 Completed Finish Selection Schedules shall be submitted to the Contractor within (48) forty eight hours of request.
- 8.3 Any delays or changes in finish selection schedules will delay the projected completion date.

Article 9. INSURANCE

- 9.1 The Owner will keep in force a Builder's Risk Insurance Policy on the said property to protect both owner's and contractor's interests until construction is completed.
- 9.2 The Owner will purchase and maintain property insurance to the full and insurable value of the project, in case of a fire, vandalism, malicious mischief or other instances that may occur.
- 9.3 The Contractor shall purchase and maintain needed Workman's Compensation and Liability insurance coverage as required by law and deemed necessary for his own protection.

Article 10. GENERAL PROVISIONS

- 10.1 If conditions are encountered at the construction site which are subsurface or otherwise concealed physical conditions or unknown physical conditions of an unusual nature, which differ naturally from those ordinarily found to exist and generally recognized as inherent in construction activities, the Owner will promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the Contractor's cost of, and/or time required for, performance of any part of the work, will negotiate with the Contractor an equitable adjustment in the contract sum, contract time or both. In addition the following attachment covers additional contract provisions: EXHIBIT D - MISCELLANEOUS PROVISIONS which is attached to the Agreement.

Standard Agreement between Owner and Contractor

Article 11. HAZARDOUS MATERIALS, WASTE AND ASBESTOS

11.1 Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal or transportation of hazardous materials, waste or asbestos, upon discovery of such hazardous materials the Contractor shall notify the Owner immediately and allow the Owner/Contractor to contract with a properly licensed and qualified hazardous material contractor. Any such work shall be treated as a Change Order resulting in additional costs and time considerations.

Article 12. ARBITRATION OF DISPUTES

12.1 Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. As an option, facilitation can be used in place of arbitration if agreed upon by both parties.

Article 13. WARRANTY

13.1 At the completion of this project, Contractor shall execute an instrument to Owner warranting the project for (1) one year against defects in workmanship or materials utilized. The manufacturer's warranty will prevail.

Article 14. TERMINATION OF CONTRACT

14.1 Should the Owner or Contractor fail to carry out this contract, with all of its provisions, the following options and stipulations shall apply:

14.1.1 If the Owner or the Contractor shall default on the contract, the non-defaulting party may declare the contract is in default and proceed against the defaulting party for the recovery of all damages incurred as a result of said breach of contract, including a reasonable attorney's fee. In the case of a defaulting Owner, the Earnest money herein mentioned shall be applied to the legally ascertained damages.

14.1.2 In the event of a default by the Owner or Contractor, the non-defaulting party may state his intention to comply with the contract and proceed for specific performance.

14.1.3 In the case of a defaulting Owner, the Contractor may make claim to the Owner for all work executed and for proven loss with respect to equipment, materials, tools, construction equipment and machinery, including reasonable overhead, profit and damages applicable to the property less the earnest money.

Article 15. ATTORNEY FEES

15.1 In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

Article 16. ACCEPTANCE AND OCCUPANCY

16.1 Upon completion, the project shall be inspected by the Owner and the Contractor, and any repairs necessary to comply with the contract documents shall be made by the Contractor.

16.2 The Owner shall not occupy the property / building until final payment has been received by the Contractor and a Certificate of Occupancy has been obtained.

16.3 Occupancy of the project by the Owner in violation of Article 16.2, shall constitute unconditional acceptance of the project and a waiver of any defects or uncompleted work.

Witness our hand and seal on this _____ day of _____, 20_____.

Signed in the presence of:

Witness

Witness

Owner Signature

Contractor Signature

Standard Agreement between Owner and Contractor

SAMPLE PROJECT EXHIBIT A - CONTRACT DOCUMENTS

ID	Doc ID	Issued By	Doc Name	Document Release	Date Issued
488	G0.00	ET AL. Collaborative of Detroit LLC	CONSTRUCTION DOCUMENTS	CONSTRUCTION DOCUMENTS	5/6/2022
1					

Standard Agreement between Owner and Contractor

SAMPLE PROJECT

Exhibit B - SCOPE OF WORK

Item No	Description
1	Furnish and install all labor materials and equipment required to complete all work as described in the attached Bid Package No. 1 dated May 10, 2022
2	See the updated scope of work in the attached PRE-BID MEETING MINUTES DATED May 17, 2022

Standard Agreement between Owner and Contractor

SAMPLE PROJECT

Exhibit C - SCHEDULE OF VALUES

1. TRADE COST			
2000	Demolition	Marks Demolition and Renovation	\$4,500.00
3000	Concrete	RC Builder's & Concrete, LLC	\$1,000.00
6100	Cabinets, Countertops	Kitchen Top Shop, Inc	\$7,617.98
8000	Doors & Hardware	Rayhaven Group	\$21,000.00
8100	Glass & Glazing	Glasco Corporation	\$3,009.00
9000	Drywall & Acoustical	DMC Contracting LLC	\$41,250.00
9001	Blown-in Insulation	USA Insulation	\$0.00
9100	Flooring and Ceramic Tile	SCI Floor Covering, Inc.	\$45,375.00
9300	Painting	TD Painting and Wallcovering Inc.	\$8,714.93
10000	Toilet Partitions and Accessories	R.E. Leggette Co.	\$5,775.00
15000	Plumbing	Ben Washington & Sons	\$21,200.00
15100	Fire Protection	Affordable Fire Protection Company	\$15,899.00
15200	HVAC	Air Handlers Corporation	\$10,580.00
16000	Electrical	Power Lighting & Technical Services	\$73,697.00
16100	Fire Alarm System	All Star Alarm LLC	\$1,805.00
20000	Construction Contingency		\$13,071.00
		SUBTOTAL	\$274,493.91
2. CONSTRUCTION MANAGER FEES			
100	General Conditions	United Consulting Services, LLC	\$36,669.14
300	Overhead and Profit	United Consulting Services, LLC	\$10,000.00
400	Liability Insurance	United Consulting Services, LLC	\$5,489.88
		SUBTOTAL	\$52,159.02
		TOTAL CONTRACT VALUE	\$326,652.93

Standard Agreement between Owner and Contractor

SAMPLE PROJECT

Exhibit D - MISCELLANEOUS CONTRACT PROVISIONS

Item No	Description
1	See the Contract Provisions outlined in BID PACKAGE No. 1 dated May 10, 2022

3.3 PURCHASE ORDER - LOG

CM PRO
NAVIGATION X
PURCHASE ORDER - ENTRY X

3.3 PURCHASE ORDER LOG



JOB **SAMPLE PROJECT**

ID	Line Item	PO No	PO Date	Delivery Address	Delivery Terms	Sales Tax Included	Delivery date
1	2000	1	3/3/2024	1211 Trumbull, Detroit, MI 48114	Deliver to jobsite, contractor to unload	YES	3/15/2024
* (New)							

Record: 1 of 1 No Filter Search

HOME
PURCHASE ORDER
DELIVERY TERMS

- Each entry in this worksheet will setup a separate PURCHASE ORDER for the selected JOB.

3.4 PURCHASE ORDER - DETAILS

CM PRO NAVIGATION PURCHASE ORDER - DETAILS

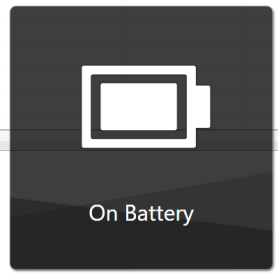
3.4 PURCHASE ORDER - DETAILS



JOB **SAMPLE PROJECT**

ID	PO No	Item No	Description	Quantity	Unit	Unit Price	Amount
5	1	1	hard hats	20 EA		\$5.00	\$100.00
6	1	2	work gloves	40 EA		\$3.25	\$130.00
* (New)							

Record: 1 of 2 No Filter Search



HOME PURCHASE ORDER DELIVERY TERMS

Record: 1 of 1 No Filter Search

1. All entries in this worksheet will be printed on the PURCHASE ORDER form.
2. Enter all relevant items for each PURCHASE ORDER..

Job Name: **SAMPLE PROJECT**
Contractor: **United Consulting Services, LLC**

PURCHASE ORDER NO. 1
Sunday, March 3, 2024

VENDOR AND DELIVERY LOCATION

Vendor: **Marks Demolition and Renovation** Delivery Address:
Address: **12860 Tecumseh, Redford, MI 48239** **1211 Trumbull, Detroit, MI 48114**
Phone No: **248-938-9751**

TERMS

Delivery Terms: **Deliver to jobsite, contractor to unload** Delivery Date:
Sales Tax Included: **YES** **Friday, March 15, 2024**

The cost to furnish, deliver and unload the items as described below is as follows:

Item No	Description	Quantity	Unit	Unit Price	Amount
1	hard hats	20	EA	\$5.00	\$100.00
2	work gloves	40	EA	\$3.25	\$130.00
				TOTAL COST	\$230.00

1. ALTERATION OF TERMS - This offer of purchase is expressly limited to the terms, conditions and instructions hereinafter set forth hereof. and none of said terms, conditions and instructions may be added to, modified, superseded or other-wise altered except by a signed authorization of a representative contractor hereinafter called Buyer. Any additional terms conditions or Instructions that may be contained in any acknowledgment, invoice or other form drawn or inserted by Seller shall not prevent the formation of a contract; however, such additional terms and conditions shall be deemed and construed as being mere proposals for additions to the contract which must be accepted by written instrument at above mentioned contractor.
2. TIME AND PLACE OF CONTRACTING - The contract resulting from Seller's acceptance hereof constitutes the entire agreement between the parties and shall be construed under the law of the State of Michigan. This Purchase Order shall not become binding on Buyer, and no contract shall be deemed to have been made or entered into unless and until an acknowledgment or other acceptance of this Purchase Order shall be received within a reasonable time by Buyer.
3. Seller shall submit to Buyer, applications for payments on or before the 25th day of the month.
4. Seller shall be liable and shall indemnify Buyer for any and all additional costs, expenses or damages caused by Seller's failure to deliver materials or perform work or services on the date and times as required by this Purchase Order or any Applicable Specifications, General Conditions, schedules, or upon reasonable demand of Buyer.
5. Seller agrees to submit for Buyers approval, upon demand, Shop Drawings prior to the commencement of fabrication of any item covered by this Order. Seller also agrees to furnish, upon demand, Field Placing or Erection Schedules or Drawings. Such Schedules or Drawings to accompany an itemized shipment or partial shipment of the items covered by this Purchase Order. Such shipment or partial shipment must be tagged or identified as per Erection Schedules or Drawings.
6. Seller agrees to protect, defend, indemnify and hold harmless Buyer from all claims or demands for injury or damage to any person or property arising out of or occurring in connection with Sellers performance of this Purchase Order.

Contractor Signature

Vendor Signature

Job Name: **SAMPLE PROJECT**

PURCHASE ORDER NO. 1

Contractor: **United Consulting Services, LLC**

Sunday, March 3, 2024

7. Any items which may be bailed to Buyer whether by lease, rental or otherwise shall be subject to the terms, conditions and instructions hereof, as if it were being purchased, and any reference in this Purchase Order to 'Seller' shall be construed to mean in addition, a bailor of such items. As to any such bailment, it shall be the obligation of Buyer to return such item in substantially the same condition that it was received from Seller provided however the risk of normal wear and tear inherent defects and deterioration and damage due to floods, storms, fire theft or vandalism or any other such cause of damage or loss not attributable to the fault, negligence of Buyer are hereby placed on and assumed by Seller.
8. Any items such may be rendered to Buyer in consequence of the use of this Purchase Order shall be subject to the terms, conditions instructions hereof. Any reference in the Purchase Order to 'Seller' shall be construed to mean in, addition any subcontractor of Buyer or other person, firm or corporation rendering services of any kind in pursuance of this Purchase Order.
9. This Purchase Order and any interest therein may not be assigned or transferred without the written approval of Buyer.
10. Seller shall be responsible in all matters within its or its agents and supplier's control for the safeguarding of all secret, confidential or restricted matters disclosed with respect to this Purchase Order.
11. Seller is to assume full liability for and shall indemnify Buyer against the payment of any payroll taxes, including the payroll withholding income tax, or contributions for unemployment insurance, old age pensions or annuities which are measured by the wages, salaries, or other remuneration payable to the employers of the Seller.
12. Seller is hereby authorized to manufacture or supply goods or to perform services only to the quantity or extent shown on the face of this Purchase Order or if applicable only to the quantity or extent as authorized by releases. In the event of cancellation, or reduction by Buyer as provided in paragraph 13 below, Buyer shall be liable only for those manufactured or partially manufactured articles or services actually manufactured or rendered by Seller, But in no event greater than its releases, if applicable, plus those raw material reasonably and necessarily purchased or committed for by the Seller for the purpose of filling this order to that date after giving Buyer credit for items usable on other orders. Buyer may on reasonable notice, issue differing shipping releases and may postpone delivery for a reasonable time.
13. Buyer may by writing, change this Purchase Order at any time, making changes in the quantities, drawings or specifications of the articles, materials and/or services covered by this Purchase Order. If such changes result in an increase or decrease in the amounts due under this Purchase Order, then an equitable adjustment shall be made for the benefit of either or both parties and this Purchase Order shall be amended accordingly.
14. No purported oral or verbal agreements or other understandings which attempt in any way to modify this Purchase Order will be binding upon Buyer unless the same is reduced to writing and accepted by Buyer's authorized representative.
15. Seller warrants that all goods delivered hereunder will conform to applicable specifications, drawings, samples or other descriptions and that the same will be free from defects under normal use and service. If the goods covered hereby are of Seller's design or its standard commercial item and are used by Buyer for the purpose for which they were manufactured. Seller warrants they will be fit and sufficient for the purpose intended. Seller shall indemnify and hold harmless, Buyer against all liabilities for damages and injuries, which may be incurred by Buyer in its own use thereof or by its customer's use thereof, on account of defective material or workmanship in the goods supplied hereunder. All goods manufactured under this Purchase Order are subject to Buyer's inspection at its plant, or designated point of delivery, within a reasonable time after delivery and payment thereof in advance shall not constitute final acceptance of such goods. Buyer may return defective goods to Seller at Seller's expense and risk. Transportation charges accruing from Seller's delivery of defective goods are chargeable to the Seller.
16. By accepting this order, Seller guarantees that the material hereby ordered and the sale or use of it will not infringe any United States or foreign letters patent, and Seller agrees to defend, protect and hold harmless Buyer and its successors assigns, Customers, and users of its products against all suits at law or in equity, and from all damages, claims and demands for actual or alleged infringement of any patent by reason of the sale or use of the material hereby ordered.
17. Notwithstanding any other terms of delivery, expressly implied or imposed by law, Seller hereby agrees and assumes the risk of loss to any items purchased by Buyer with respect to this Purchase Order, by any cause whatsoever, other than through the default or neglect of Buyer until such items are actually received and accepted (subject to no right of rejection by reason of non-conformity) by Buyer.

Contractor Signature

Vendor Signature

Job Name: **SAMPLE PROJECT**
Contractor: **United Consulting Services, LLC**

PURCHASE ORDER NO. 1
Sunday, March 3, 2024

18. Any item or service which is obviously necessary and requisite for the satisfactory completion of the work or the production and delivery of any items covered by this Purchase Order, whether specifically mentioned or not, is to be considered a part of the Purchase Order and the price as contained herein shall be considered to include same.
19. Unless otherwise stated on the face of this Purchase Order, the price stated in this Order includes all charges of Seller or third persons acting in its behalf for packing, crating and cartage, f.o.b., jobsite. If another f.o.b. point is designated, Seller agrees to charge for the lowest cartage or freight rate, which can reasonably be used and Seller shall be responsible for any cartage 'or freight charges in excess of such lowest rate. Seller agrees to furnish Buyer with notice of shipment, such that notice of the arrival date is received by Buyer at least one day in advance of such arrival. Receiving hours is between the hours of 8:00 and 4:00.
20. With respect to any and all items covered by this Purchase Order, Seller agrees to bundle, tag or package all identical and like items together, and it shall be correspondingly separated from unlike items when shipment of same is received by Buyer.

Contractor Signature

Vendor Signature

3.5 SUBCONTRACT – SCOPE OF WORK

CM PRO

NAVIGATION x SUBCONTRACT - PROVISIONS x SUBCONTRACT - SCOPE OF WORK x

3.5 SUBCONTRACT – SCOPE OF WORK



JOB 19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)

Line Item 16000 Update panels, Egress Lights, Misc repairs

Item No 1 Update the Main Electrical Panel

ID	Line Item	Item No	Subcontract Scope of Work Description	Job No	Job Name
24	16000	1	Update the Main Electrical Panel	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
25	16000	2	Egress Lighting	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
26	16000	3	Minor Repairs	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
27	16000	4	Electrical Permit and Inspections	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
28	16000	5	Fire stopping electrical penetrations per code requirements is included	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
29	7000	1	Remove the additional layer of the existing roof down to bare decking. (replace any defective 1X6" wood decking with 1X6" wood decking)	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
30	7000	2	Remove 12" of shingles around the perimeter or more if needed, allowing the membrane to be installed up to the edge of the roof.	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
31	7000	3	(NOTE: Remove 1 shingle on each side of the valley up to the top of the ridge, re-installing a "Cali valley," with 1X6" wood decking)	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
32	7000	4	Install one layer of 2.0" ISO board.	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
33	7000	5	Install a new 1" to .5" fully tapered system.	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
34	7000	6	Fasten with 6" screws & plates.	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
35	7000	7	Instal new .5" to 0" fully tapered system. (Tapped system will start at the shingle/flat roof transition & extend to the edge of the roof.)	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
36	7000	8	Install new 3X3" 24g metal commercial drip edge. OR a 2-piece drip-edge system at an additional \$2,000.00	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
37	7000	9	Install new 60 MIL fully adhered EPDM.	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
38	7000	10	New flashing, boots, cover strip, seam tape, and seam adhered. This includes walking pads on both side of the roof.	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
39	7000	11	Versico rep inspection after the job is completed for product guideline satisfaction.	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
*	(New)				

Record: 1 of 16 No Filter Search

HOME Ext B - Scope of Work

1. Enter the scope of work description lines for each SUBCONTRACT that will be issued.

3.6 SUBCONTRACT – SCHEDULE OF VALUES

CM PRO

NAVIGATION x SUBCONTRACT - SCHEDULE OF VALUES x

3.6 SUBCONTRACT - SCHEDULE OF VALUES [X]

JOB 19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPR)

Line Item 16000 \$9,500.00

Item No 1 Update the Main Electrical Panel

ID	tbSUBCONT	Item No	Description	Amount	Job No	Job Name
13	16000	1	Update the Main Electrical Panel	\$4,800.00	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
14	16000	2	Egress Lighting	\$500.00	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
15	16000	3	Minor Electrical Repairs	\$4,200.00	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
16	7000	1	EPDM roofing system	\$26,400.00	AA014	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
*	(New)					

Record: 1 of 4

HOME Ext C - Schedule of Values

1. Enter the schedule of value lines for each SUBCONTRACT that will be issued.
2. The total amount of schedule of values must equal the LINE ITEM amount

3.7 SUBCONTRACT – PROVISIONS

CM PRO

NAVIGATION SUBCONTRACT - PROVISIONS

3.7 SUBCONTRACT - PROVISIONS

JOB: 19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPR)

Line Item: 16000 Update panels, Egress Lights, Misc repairs
 Item No: 1
 Description: Daily cleanup is included

ID	Line Item	Budget Description	Item No	Subcontract Provision Description	Job Name
12	16000	Update panels, Egress Lights, Misc repairs	1	Daily cleanup is included	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
13	16000	Update panels, Egress Lights, Misc repairs	2	A waste container will be provided by United Consulting Services free of charge for all debris	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
14	16000	Update panels, Egress Lights, Misc repairs	3	Submittals are required for all equipment and materials to be provided under this contract	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
15	7000	EPDM Roofing and Repairs	1	25-year manufactures warranty.	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
16	7000	EPDM Roofing and Repairs	2	In addition to the total price of the roofing project. Any wood replacment will be \$15.00 per LF of 1X6".	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
17	7000	EPDM Roofing and Repairs	3	NOTE: Renaissance discovered during they're pre-install inspection that wood cost should be between 20LF & 15C	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
18	7000	EPDM Roofing and Repairs	4	Submittals are required for all materials to be provided under this contract	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
19	7000	EPDM Roofing and Repairs	5	Provide dumpsters for removal of all debris	19309 GREENFIELD - Phase 1 - Electrical and Roofing f
*	(New)				

Record: 1 of 8 No Filter Search

HOME Ext D - Contract Provisions

1. All entries in this worksheet will be printed on the SUBCONTRACT as Exhibit D – Contract Provisions
2. Enter all relevant scope of work items.

SUBCONTRACT AGREEMENT

THIS AGREEMENT, Made as of

Between the Contractor: **United Consulting Services, LLC**
3495 Pine Estates Drive, West Bloomfield, MI 48323
313-283-4633

and the Subcontractor: **Power Lighting & Technical Services**
16051 Grand River, Detroit, MI 48227
313-363-8686

For the Project: **19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)**
19309 Greenfield, Detroit, MI 48235

Project Owner: **DETROIT FRIENDS MEETING**
19309 Greenfield, Detroit, MI 48235

Article 1. SCOPE OF WORK

Line Item: **16000 Update panels, Egress Lights, Misc repairs**

- 1.1 Subcontractor has heretofore entered into a contract with said Contractor to furnish all labor, materials and equipment to perform all work described above according to the construction documents. The Contract Documents included in this agreement are outlined in EXHIBIT A - CONTRACT DOCUMENTS which is attached to the Agreement.
- 1.2 The Scope of Work included in this agreement is outlined in EXHIBIT B - SCOPE OF WORK which is attached to the Agreement.
- 1.3 Subcontractor shall provide labor and materials pertaining to the work scope described above as required in said documents and as specified herein, while complying with all applicable building codes.
- 1.4 In addition the following attachment covers additional contract provisions: EXHIBIT D - MISCELLANEOUS PROVISIONS which is attached to the Agreement.

Article 2. PAYMENT TERMS

- 2.1 Subcontractor understands and agrees that progress payment requests shall be written and given to the contractor/job superintendent before the 28th day of each month. All work for the portion requested must be completed prior to the request for payment. The Contractor will request a draw and payment will be made to the Subcontractor after the draw is received. The Contractor will make payments to the contractor pursuant to the attached EXHIBIT C - SCHEDULE OF VALUES as work required by said schedule is satisfactorily completed.
- 2.2 Progress payments, less retainage of **10.00%** shall be made to Subcontractor for Work satisfactorily performed no later than (7) seven days after receipt of payment by Contractor from Owner for Subcontractor's Work and for Final payment from Owner for Subcontractor's Work. These payments are subject to receipt of such lien waivers, affidavits, warranties, guarantees, etc. required by the Contract Documents or Contractor.
- 2.3 Please note that a certificate of Liability Insurance and Workman's Compensation Insurance must be received before the first payment is made or the contractor will hold a percentage needed to cover the labor portion of the job.
- 2.4 The Total Contract Value Shall Be **\$9,500.00**
Nine Thousand Five Hundred Dollars and No Cents

Article 3. TIME OF COMPLETION

- 3.1 Subcontractor shall keep both an adequate size and properly trained crew on the job site so as to complete the project within project schedule dates as described herein.
- 3.2 Start Date: **Tuesday, May 9, 2023**
Completion Date: **Friday, July 7, 2023**

SUBCONTRACT AGREEMENT

Article 4. CHANGE ORDERS

4.1 Subcontractor understands and agrees that no change orders or contract additions will be made unless agreed to in writing by Contractor. If any additional work is performed and not covered in this contract, the Subcontractor proceeds at his own risk and expense. No alterations, additions, or small changes can be made in the work or method of the performance, without the written change order signed by the Contractor and Subcontractor.

Article 5. CLEAN-UP

5.1 Subcontractor will be responsible for cleaning up the job on a daily basis, including all generated construction debris, drink cans, food wrappers, and/or other trash. If it becomes necessary, the Subcontractor will be back charged for appropriate clean up by deducting clean-up costs from payments.

Article 6. TAXES AND PERMITS

6.1 The Subcontractor understands and agrees that he shall be responsible for all taxes, fees and expenses imposed directly or indirectly for its work, labor, material and services required to fulfill this contract. The Subcontractor is responsible for all permits pertaining to the law, ordinances and regulations where the work is performed.

Article 7. INSURANCE AND INDEMNITY

- 7.1 The Subcontractor shall maintain, at his own expense, full and complete insurance on its work until final approval of the work described in the contract. The Subcontractor shall not hold the Contractor liable from any and all costs, damages, fees and expenses from any claims arising on the project. Failure of the Subcontractor to maintain appropriate insurance coverage may deem a material breach allowing the Contractor to terminate this contract or to provide insurance at the Subcontractor's expense.
- 7.2 To the fullest extent permitted by law, the Subcontractor shall indemnify and hold harmless the Contractor, Contractor's representatives, agents and employees from all claims, losses, damages and expenses, including attorney's fees arising out of or resulting from the performance of the work, provided that such claim, loss, damage or expense is caused in whole or in part by any negligent act or omission of the Subcontractor, anyone directly employed by them or anyone whose acts they are liable for, and attributes to bodily injury, sickness, disease or death, mold growth, or to injury to or destruction of tangible property (other than the work itself) including any resulting loss of use, regardless of whether or not it is caused in part by a party indemnified above.

Article 8. WARRANTY

- 8.1 Subcontractor shall warranty all labor, materials and equipment furnished on the project for against defects in workmanship or materials utilized. The manufacturers warranty will prevail. No legal action of any kind relating to the project, project performance or this contract shall be initiated by either party against the other party after (number of years) beyond the completion of the project or cessation of work.
- 8.2 Subcontractor shall execute issue a PROJECT GUARANTEE FORM to Contractor and Owner warranting the project until the following date: **Saturday, July 6, 2024**

Article 9. HAZARDOUS MATERIALS, WASTE, AND ASBESTOS

9.1 Both parties agree that dealing with hazardous materials, waste or asbestos requires specialized training, processes, precautions and licenses. Therefore, unless the scope of this agreement includes the specific handling, disturbance, removal or transportation of hazardous materials, waste or asbestos, upon discovery of such hazardous materials the Subcontractor shall notify the Contractor immediately and allow the Contractor to contract with a properly licensed and qualified hazardous material contractor.

Article 10. ARBITRATION OF DISPUTES

10.1 Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association under its Construction Industry Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. As an option, facilitation can be used in place of arbitration if agreed upon by both parties.

Article 11. ATTORNEY FEES

11.1 In the event of any arbitration or litigation relating to the project, project performance or this contract, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses.

SUBCONTRACT AGREEMENT

Article 12. ACCEPTANCE

12.1 Upon completion, the project shall be inspected by the Owner and the Contractor, and any repairs necessary to comply with the contract documents shall be made by the Subcontractor. Final Payment shall not be made to the Subcontractor until all corrective work or punchlist work is completed.

Witness our hand and seal on this _____ day of _____, 20____.
Signed in the presence of:

Witness

Witness

Contractor Signature

Subcontractor Signature

SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)

EXHIBIT A - CONTRACT DOCUMENTS

ID	Doc ID	Issued By	Doc Name	Document Release	Date Issued
352	1	Sterling Construction and Roofing	Renaissance Contracting & Roofing Quote - Roof Proposal	Phase 1A Documents	3/9/2023
354	2	Bob George Planning / Drafting Services	19309 Greenfield Plans 030723 Sheets 1 and 2	Phase 1A Documents	9/4/2018

2

SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)

Exhibit B - SCOPE OF WORK

Item No	Description
1	Update the Main Electrical Panel
2	Egress Lighting
3	Minor Repairs
4	Electrical Permit and Inspections
5	Fire stopping electrical penetrations per code requirements is included

SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)
Exhibit C - SCHEDULE OF VALUES

Item No	Description	Amount
1	Update the Main Electrical Panel	\$4,800.00
2	Egress Lighting	\$500.00
3	Minor Electrical Repairs	\$4,200.00
		\$9,500.00

SUBCONTRACT AGREEMENT

19309 GREENFIELD - Phase 1 - Electrical and Roofing Repairs (EPDM)

Exhibit D - CONTRACT PROVISIONS

Item No	Description
1	Daily cleanup is included
2	A waste container will be provided by United Consulting Services free of charge for all debris
3	Submittals are required for all equipment and materials to be provided under this contract

3.8 CONSULTING AGREEMENT – SCOPE OF WORK

CM PRO

NAVIGATION × CONSULTING AGREEMENT - SCOPE OF WORK ×

3.8 CONSULTING AGREEMENT - SCOPE OF WORK X

JOB **Mound Apartments** ▼

Item No

Description Assist the client in all aspects of construction management. These services shall include estimating, scheduling, budget management, project management and other tasks as requested by the client.

ID	Job Name	Item No	Description	Job No
8	Mound Apartments	1	Assist the client in all aspects of construction management. These services shall include estimating, scheduling, budget management, project management and other tasks as requested by the client.	AA010
9	Mound Apartments	2	Specific services to be rendered will be determined by the client throughout the course of the project.	AA010
10	Mound Apartments	3	To begin services, client shall pay a retainer of \$1,600	AA010
11	Mound Apartments	4	All time associated with travel to and from the jobsite or to other work locations shall be billed per the hourly rate established in this agreement.	AA010
12	Mound Apartments	5	Consultant shall provide detailed timesheets on a weekly basis or as requested by the client.	AA010
13	Mound Apartments	6	Consultant shall bill for services at the end of each month and client shall make payment within (7) days of receipt of consultant's payment application.	AA010
* (New)				

Record: 1 of 6 | No Filter | Search

HOME

CONSULTING AGREEMENT

1. Enter all relevant scope of work items for the Consulting Agreement.

Standard Agreement for Construction Consulting Services

THIS AGREEMENT,

Made as of Thursday, May 26, 2022

Between the Consultant United Consulting Services, LLC
3495 Pine Estates Drive, West Bloomfield, MI 48323

And the Client: L.K. Jones & Associates
1111 Baker Court, Troy, MI 48083

For the Project: Mound Apartments
19225 Mound Road, Detroit, MI 48234

Project Owner: Minyon Properties LLC

Project Architect: Dokes Design Architecture

Contractor: L.K. Jones & Associates

In consideration of Client retaining the Consultant to perform Construction Management Consulting Services for Client on the Project, it is agreed as follows:

1. Scope of Services, Compensation and Terms

Client hereby retains consultant and consultant hereby agrees to perform the following services:

Construction Consulting Services as required by Client and will represent and counsel the Client during the pre-construction of the project. The Consultant will at various times perform services at the job site, Client's headquarters, at other Client facilities, or at the Consultants facilities, as required. Consultant will perform the services at various times and for various durations as directed by Client.

The following fees shall apply: [see Exhibit A - SCOPE OF SERVICES](#)

The attached Exhibit A - SCOPE OF SERVICES provides a detailed description of the scope of services to be provided.

Travel requested by the Client must be reimbursed based on actual cost incurred. Consultant shall be reimbursed for additional travel by Client upon submission of expense reports with back-up documentation. All such expenses and all additional travel plans must be approved by Client.

Consultant shall provide detailed invoices and shall maintain, and provide, upon request, backup documentation for a period of one year from the date of the respective invoices. Client shall make full payment for services within (7) seven days of invoice. If Consultant brings a legal action to collect any sums due under this Agreement, it shall be entitled to collect, in addition to all damages, its costs of collection, including reasonable attorney's fees, if such legal action prevails.

This Agreement shall commence on the date stated above, and shall remain in effect until all obligations under this Agreement have been properly completed. Either party to this Agreement may terminate this Agreement with or without cause by providing at least (14) fourteen days written notice to the other party.

2. Indemnification

It is expressly understood and agreed by the Client, that the consultant is acting only as an agent, or employee of the client, specifically as a construction management consultant for the client and as such, the consultant does not have construction manager type liability

Client Initial _____

Consultant Initial _____

Standard Agreement for Construction Consulting Services

2. Indemnification (continued)

nor binding authority, such as final say on any decisions or actions taken by the client. With this understanding and agreement, the client shall indemnify and hold harmless the consultant, and its officers, employees, successors and assigns from and against any and all claims, damages, fines, penalties, losses and expenses, including attorney's fees, arising out of or resulting from the client involvement on any project covered under this agreement. Also, if it becomes necessary, the client will pay, in advance, if required, any and all attorney fees required to defend the consultant and/or the consultant's employees, officers, successors and assigns against such claims and/or lawsuits related to all of the client's projects covered under this agreement. The consultant and non-signatory, non-party third parties may rely on this provision, which provision shall survive the expiration or termination of this subcontract.

3. Termination Clause

Either party to this Agreement may terminate this Agreement with or without cause by providing at least (14) fourteen days written notice to the other party. Client is responsible to pay consultant for all outstanding fees including fees incurred up to the termination date upon the issuance of a termination notice by either party.

4. Warranty

Consultant represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, provincial and municipal laws.

5. Independent Contractor

Consultant acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. Consultant shall not enter into any contract or commitment on behalf of Client. Consultant further acknowledges that it is not considered an affiliate or subsidiary of Client, and is not entitled to any Client employment rights or benefits. It is expressly understood that this undertaking is not a joint venture.

6. Confidentiality

Consultant recognizes and acknowledges that this Agreement creates a confidential relationship between Consultant and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information." Consultant agrees to follow Client Information Security procedures and otherwise take all reasonable precautions for the protection of Confidential Information.

7. Non-Disclosure

Consultant agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client. Consultant further agrees to bind its employees and subcontractors to the terms and conditions of this Agreement.

8. Grant

Consultant agrees that its work product produced in the performance of this Agreement shall remain the exclusive property of Client, and that it will not sell, transfer, publish, disclose or otherwise make the work product available to third parties without Client's prior written consent. Any rights granted to Consultant under this Agreement shall not affect Client's exclusive ownership of the work product.

9. Conflict of Interest

Consultant shall not offer or give a gratuity of any type to any Client employee or agent.

Client Initial _____

Consultant Initial _____

Standard Agreement for Construction Consulting Services

10. Governing Law

This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan.

11. Entire Agreement and Notice

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by certified or registered mail.

IN WITNESS WHERE OF,

Client and Consultant have duly executed this Agreement as of the day and year first above written.

L.K. Jones & Associates

United Consulting Services, LLC

Name

Name

Title

Title

Date

Date

Client Initial _____

Consultant Initial _____

Standard Agreement for Construction Consulting Services

Mound Apartments

Exhibit A - SCOPE OF SERVICES

Item No	Description
1	Assist the client in all aspects of construction management. These services shall include estimating, scheduling, budget management, project management and other tasks as requested by the client.
2	Specific services to be rendered will be determined by the client throughout the course of the project.
3	All services rendered will be billed on an hourly basis at \$90/hr. To begin services, client shall pay a retainer of \$1,600
4	All time associated with travel to and from the jobsite or to other work locations shall be billed per the hourly rate established in this agreement.
5	Consultant shall provide detailed timesheets on a weekly basis or as requested by the client.
6	Consultant shall bill for services at the end of each month and client shall make payment within (7) days of receipt of consultant's payment application.

Client Initial _____

Consultant Initial _____

SECTION 4

ACCOUNTING

4.1 QUOTE LOG

CM PRO

NAVIGATION x QUOTE ENTRY x

4.1 QUOTE LOG

JOB: **SAMPLE PROJECT**

QUOTE DESCRIPTION				QUOTE STATUS		INSTRUCTIONS: 1. After entering an Approved Value change Pending amount to \$0.00 2. For VOID or REJECTED quotes; the Pending and Approved values must be entered as \$0.00		
Quote ID No.	235	Date	27-Jun-22	Line Item	9000		Drywall & Acoustical	
Description	Remove 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT						Status	VOIDED
Comments							Pending Amount	\$0.00
						Approved Amount	\$0.00	

ID	Quote Date	Line Item	Budget Description	Quote Description	Pending	Approved	Quote Status	Comments	CO No	Owner CO No	SAMI
235	6/27/2022	9000	Drywall & Acoustical	Remove 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001	SAMI
236	6/27/2022	9000	Drywall & Acoustical	Replace 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001	SAMI
237	6/27/2022	9300	Painting	Repaint entire ceiling after drywall repair at Women's Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001	SAMI
238	6/27/2022	15200	HVAC	Remove and replace ceiling exhaust fans at Women's Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001	SAMI
239	6/27/2022	16000	Electrical	Provide elect disconnect and hookup of exhaust fans at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001	SAMI
240	7/1/2022	15000	Plumbing	Install plumbing rough-in to hot water Heater to be mounted under the countertop @ Lavatory 127. Install hot water heating unit to be furnished by the Geberal	\$0.00	\$676.00	APPROVED		002	002	SAMI
241	7/1/2022	16000	Electrical	Add elect power to new hot water Heater to be mounted under the countertop @ Lavatory 127	\$0.00	\$325.00	APPROVED		002	002	SAMI
242	7/4/2022	9000	Drywall & Acoustical	Replace additional fire-rated drywall at the underside of roof structure where molded drywall was remediated. Actual area of drywall removal 675 SF	\$0.00	\$1,270.00	APPROVED		003	003	SAMI
243	7/4/2022	9000	Drywall & Acoustical	Remove and replace 8 ft x 8 ft section of acoustical ceiling system at Teen Room 120 to allow for replacement of drywall where removed for mold remediation. Also	\$0.00	\$200.00	APPROVED		003	003	SAMI
244	7/4/2022	16000	Electrical	Add additional TELEPHONE/DATA OUTLETS per sketch dated June 22, 2022 and per Communication contractors sketch for Media Room 123	\$0.00	\$600.00	APPROVED		004	004	SAMI
245	7/7/2022	9001	Blown-in Insulation	Replace blown-in insulation at the underside of roof structure where molded drywall was remediated. Area of drywall removal 675 SF	\$0.00	\$3,713.00	APPROVED		003	003	SAMI
246	7/8/2022	10000	Toilet Partitions and Accessories	Add (1) paper towel dispenser in Ladies Room 106	\$0.00	\$44.00	APPROVED		005	005	SAMI

Record: 14 of 61 | No Filter | Search

[HOME](#)
[QUOTE LOG - ALL](#)
[QUOTE LOG - ALL - SORT BY LINE ITEM](#)
[QUOTE LOG - SINGLE LINE ITEM](#)
[REQUEST QUOTE](#)
[STATUS](#)

1. Enter all QUOTES for extra work as they are received throughout the course of the job.
2. All quotes must be assigned to a LINE ITEM from the worksheet 2.3 SCHEDULE OF VALUES
3. QUOTE amounts can initially be entered either in the PENDING or APPROVED column.
4. If a QUOTE amount is entered in the APPROVED column, the PENDING amount must be \$0.00.
5. For QUOTES that are marked as VOID or REJECTED, the PENDING and APPROVED columns must be \$0.00.

QUOTE STATUS

CM PRO

NAVIGATION X QUOTE STATUS X

QUOTE STATUS X

ID	Status
1	APPROVED
2	PENDING
3	REJECTED
4	VOIDED
5	REQUEST
* (New)	

Record: 1 of 5 No Filter

Record: 1 of 1 No Filter Search Form View

**SAMPLE PROJECT
QUOTE LOG**

Tuesday, March 5, 2024

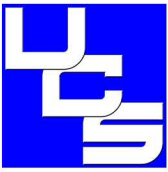
ID	Quote Date	Company	Line Item	Budget Description	Quote Description	Pending	Approved	Quote Status	Comments	CO No	Owner CO No
285	31-Aug-22	All Star Alarm LLC	16100	Fire Alarm System	remove and relocate strobe device at Flex Room 121 for TV monitor		\$127.00			017	017
254	15-Jul-22		20000	Construction Contingency	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503	\$0.00	(\$350.00)	APPROVED		006	006
282	25-Aug-22		20000	Construction Contingency	painting of 3/4" plywood - WORK TO BE COMPLETED BY OWNER - see attached sketch		\$0.00			016	016
293	22-Sep-22		20000	Construction Contingency	FINAL CONSTRUCTION CONTINGENCY ADJUSTMENT	\$0.00	(\$12,721.00)			017	017
245	07-Jul-22	USA Insulation	9001	Blown-in Insulation	Replace blown-in insulation at the underside of roof structure where molded drywall was remediated. Area of drywall removal 675 SF	\$0.00	\$3,713.00	APPROVED		003	003
251	13-Jul-22	United Consulting Services, LLC	100	General Conditions	Furnish hot water Heater to be mounted under the countertop @Lavatory 127. Unit to be installed by the Plumbing Contractor	\$0.00	\$338.05	APPROVED		002	002
288	07-Sep-22	United Consulting Services, LLC	100	General Conditions	additional dumpster fees - mold removal, furnishings and equipment removal, trees and brush removal		\$1,625.25			017	017
289	09-Sep-22	United Consulting Services, LLC	100	General Conditions	additional dumpsters for trees and bushes - VOIDED		\$0.00	VOIDED			
301	19-Oct-22	United Consulting Services, LLC	100	General Conditions	Prepare As-built documents for Phase 1 & 2 per request of Building Inspector and prepare Building Information Book	\$0.00	\$800.00			018	018
313	11-Oct-22	United Consulting Services, LLC	100	General Conditions	Run Phase 1 and 2 As-Built Blueprints for review by TDG Architects and City of Walled Lake Inspector	\$0.00	\$255.67			019	019
314	04-Jan-23	United Consulting Services, LLC	100	General Conditions	Run Phase 1 and 2 Final Set of AS-BUILT documents for City of Walled Lake	\$0.00	\$64.55			019	019
266	03-Aug-22	United Consulting Services, LLC	300	Overhead and Profit	Contractor Fee for Change Orders 1 thru 9	\$0.00	\$1,351.47	APPROVED		010	010
269	08-Aug-22	United Consulting Services, LLC	300	Overhead and Profit	OH&P - Demo Wainscoat, skim coating and painting of corridor wall at Women's Room 116	\$0.00	\$137.10			011	011
271	08-Aug-22	United Consulting Services, LLC	300	Overhead and Profit	OH&P 15% - Demo Wainscoat, skim coating and painting of walls at Hall 140	\$0.00	\$216.00			012	012
273	08-Aug-22	United Consulting Services, LLC	300	Overhead and Profit	OH&P 15% - add skim coating of exterior walls at First Lady's Office 124 and Lavatory 127	\$0.00	\$144.00			013	013

QUOTE LOG - SORT BY LINE ITEM

ID	Quote Date	Description	Pending	Approved	Quote Status	Comments	CO No	Owner CO No
6100	Kitchen Top Shop, Inc	Cabinets, Countertops						
252	7/15/2022	make cabinet bigger at Lavatory 127 in order to cover up the new instant hot water heater	\$0.00	\$350.00	APPROVED		002	002
253	7/15/2022	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503	\$0.00	\$300.00	APPROVED		006	006
SUBTOTAL			\$0.00	\$650.00				
8000	Rayhaven Group	Doors & Hardware						
260	7/25/2022	Bulletin 5 - add (3) closets - add bifold doors and hardware	\$0.00	\$8,800.00	APPROVED		007	007
SUBTOTAL			\$0.00	\$8,800.00				
8100	Glasco Corporation	Glass & Glazing						
286	9/6/2022	glass at wood doors - credit		(\$1,082.00)			017	017
SUBTOTAL				(\$1,082.00)				
9000	DMC Contracting LLC	Drywall & Acoustical						
235	6/27/2022	Remove 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001
236	6/27/2022	Replace 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001
242	7/4/2022	Replace additional fire-rated drywall at the underside of roof structure where molded drywall was remediated. Actual area of drywall removal 675 SF Original estimated drywall removal 218 SF Additional removal quantity 457 S	\$0.00	\$1,270.00	APPROVED		003	003
243	7/4/2022	Remove and replace 8 ft x 8 ft section of acoustical ceiling system at Teen Room 120 to allow for replacement of drywall where removed for mold remediation. Also re-install existing ceiling tiles at entire room	\$0.00	\$200.00	APPROVED		003	003
247	7/8/2022	Cutout drywall and install backing for (1) paper towel dispenser in Ladies Room 106 - NO CHARGE	\$0.00	\$0.00	APPROVED		005	005
255	7/25/2022	Bulletin 5 - add (3) closets - add metal studs and drywall	\$0.00	\$2,728.00	APPROVED		007	007
263	7/29/2022	Credit for repair of Owner's vacuum cleaner	\$0.00	(\$133.95)	APPROVED		008	008
264	7/29/2022	Credit from original scope of work - Item #5 work not required (One side corridor walls 274SF) - TOTAL CREDIT \$425.00	\$0.00	(\$425.00)	APPROVED		008	008

QUOTE LOG - SINGLE LINE ITEM

ID	Quote Date	Description	Pending	Approved	Quote Status	Comments	CO No	Owner CO No
16000		Power Lighting & Technical Services						
		Electrical						
239	6/27/2022	Provide elect disconnect and hookup of exhaust fans at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	\$0.00	VOIDED		001	001
241	7/1/2022	Add elect power to new hot water Heater to be mounted under the countertop @ Lavatory 127	\$0.00	\$325.00	APPROVED		002	002
244	7/4/2022	Add additional TELEPHONE/DATA OUTLETS per sketch dated June 22, 2022 and per Communication contractors sketch for Media Room 123	\$0.00	\$600.00	APPROVED		004	004
256	7/25/2022	Bulletin 5 - add (3) closets - rework 2 existing outlets to new closet wall	\$0.00	\$250.00	APPROVED		007	007
274	8/9/2022	add (1) additional above counter duplex receptacle @ Women's Room 106	\$0.00	\$175.00			014	014
275	8/9/2022	Replace (1) malfunctioning duplex receptacle at Women's Room 116	\$0.00	\$75.00			014	014
277	8/11/2022	Install missing receptacle at Bishops Office 126 that is marked on drawing E 102 as an existing receptacle - see attached sketch	\$0.00	\$100.00			015	015
279	8/12/2022	Receptacles and data outlets to service wall mounted monitors/TV's - see attached sketch		\$1,800.00			016	016
SUBTOTAL			\$0.00	\$3,325.00				
TOTAL			\$0.00	\$3,325.00				



REQUEST FOR QUOTE

TATTOO SHOP - RENOVATION

Tuesday, March 5, 2024

FROM:
United Consulting Services, LLC

Michael Woodhouse
313-283-4633
michael.woodhouse58@gmail.com

TO:
Power Lighting & Technical Services

402 Electrical
Martin Paris
parism@powerlitetech.com

The following list of work items need to be quoted immediately in order to keep the progress of the work on track. Please contact me immediately if you have any questions or require further clarification. The quotes are required to be submitted by email within (2) to (3) calendar days from the date of this notice.

ID	Date	Description	Comments
194	06-Dec-21	Add cove lighting strip at Toilet Room 102 per Owner Request - Owner to furnish lights	
230	14-May-22	Quote No. 1 - Provide electrical work as needed to complete the project.	
231	14-May-22	Quote No. 2 - Provide electrical work as needed per the electrical inspector.	

4.2 CHANGE ORDER LIST

CM PRO

NAVIGATION x CHANGE ORDER LIST x

4.2 CHANGE ORDER LIST

JOB **SAMPLE PROJECT**

CHANGE ORDER INFORMATION

CONTRACTOR CO No.	001	DATE ISSUED	27-Jun-22	DESCRIPTION	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT
OWNER CO No.	001	ADDED DAYS	0		

ID	Job Name	CO No.	Owner CO No.	Description	Added Days	CO Date	Contractor	Owner
72	SAMPLE PROJECT	001	001	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT	0	6/27/2022	United Consulting Services, LLC	New Latin Baptist Church
73	SAMPLE PROJECT	002	002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127	0	7/1/2022	United Consulting Services, LLC	New Latin Baptist Church
74	SAMPLE PROJECT	003	003	Replace fire-rated drywall and insulation at the underside of roof structure	0	7/4/2022	United Consulting Services, LLC	New Latin Baptist Church
76	SAMPLE PROJECT	004	004	Add additional TELEPHONE/DATA OUTLETS	0	7/7/2022	United Consulting Services, LLC	New Latin Baptist Church
77	SAMPLE PROJECT	005	005	Add (1) paper towel dispenser in Ladies Room 106	0	7/8/2022	United Consulting Services, LLC	New Latin Baptist Church
81	SAMPLE PROJECT	006	006	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503	0	7/15/2022	United Consulting Services, LLC	New Latin Baptist Church
82	SAMPLE PROJECT	007	007	Bulletin 5 - add (3) closets	0	7/26/2022	United Consulting Services, LLC	New Latin Baptist Church
83	SAMPLE PROJECT	008	008	CREDIT for drywall work not required	0	7/29/2022	United Consulting Services, LLC	New Latin Baptist Church
84	SAMPLE PROJECT	009	009	Fire Alarm System - Permit Cost	0	8/1/2022	United Consulting Services, LLC	New Latin Baptist Church
85	SAMPLE PROJECT	010	010	Contractor Fee for Change Orders 1 thru 9	0	8/3/2022	United Consulting Services, LLC	New Latin Baptist Church
86	SAMPLE PROJECT	011	011	Demo Wainscoat, skim coating and painting of corridor wall at Women's Room 116	0	8/8/2022	United Consulting Services, LLC	New Latin Baptist Church
87	SAMPLE PROJECT	012	012	Demo Wainscoat and add skim coating of walls at Hall 140	0	8/9/2022	United Consulting Services, LLC	New Latin Baptist Church

Record: 14 of 19

HOME LINE ITEM - CO LOG LINE ITEM - CHANGE ORDER CO LOG CHANGE ORDER

1. CONTRACTOR CHANGE ORDERS can be added to the CHANGE ORDER LIST after you have entered quotes that are either PENDING OR APPROVED
2. All CHANGE ORDERS must be assigned a CO No.
3. The OWNER CO No. is assigned only when you want the Owner to sign-off on a CHANGE ORDER
4. Enter a number of days in the ADDED DAYS column is when you want to notify the Owner that contract completion date will be extended. The entry should be in calendar days.

Contractor: United Consulting Services, LLC	Job Name: SAMPLE PROJECT
Owner: New Latin Baptist Church 195 Ladd Road, Walled Lake, MI 48390	Date Issued: Friday, July 1, 2022

This Change Order is the Owner's authorization for the contractor to make the following changes in the scope of work for this contract. The terms and conditions of the original contract for the above work will govern this change.

Furnish all labor, material, equipment and all other items required to complete the following work:
Furnish hot water Heater to be mounted under the countertop @Lavatory 127

ID	Line Item	Company	Description	Approved
274	6100	Kitchen Top Shop, Inc	make cabinet bigger at Lavatory 127 in order to cover up the new instant hot water heater	\$350.00
260	15000	Ben Washington & Sons	Install plumbing rough-in to hot water Heater to be mounted under the countertop @Lavatory 127. Install hot water heating unit to be furnished by the General Contractor.	\$676.00
261	16000	Power Lighting & Technical Services	Add elect power to new hot water Heater to be mounted under the countertop @ Lavatory 127	\$325.00
273	100	United Consulting Services, LLC	Furnish hot water Heater to be mounted under the countertop @Lavatory 127. Unit to be installed by the Plumbing Contractor	\$338.05
TOTAL THIS CHANGE ORDER				\$1,689.05

CONTRACT STATUS REPORT:

BASE CONTRACT AMOUNT	\$326,652.93
TOTAL PREVIOUS CHANGE ORDERS	\$0.00
TOTAL THIS CHANGE ORDER	\$1,689.05
REVISED CONTRACT AMOUNT	\$328,341.98

In consideration of the above, your contract amount and/or the line item values will change as outlined. And the contract completion time will be increased by **0** days

Please acknowledge your acceptance of this Contract Change Order by signing two (2) copies, retaining one (1) copy for your files and returning one (1) copy.

ACCEPTED BY:
United Consulting Services, LLC

ACCEPTED BY:
New Latin Baptist Church

By: _____ By: _____

Title: _____ Title: _____

Date: _____ Date: _____

SAMPLE PROJECT

CHANGE ORDER LOG

CO	CO No	Scope of Work Description	ID	Line Item	Company	Approved	Days	
CO	001	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT						
	27-Jun-22	001	Remove 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	255	9000	DMC Contracting LLC	\$0.00	0
	27-Jun-22	001	Replace 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	256	9000	DMC Contracting LLC	\$0.00	0
	27-Jun-22	001	Repaint entire ceiling after drywall repair at Women's Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	257	9300	TD Painting and Wallcovering Inc.	\$0.00	0
	27-Jun-22	001	Remove and replace ceiling exhaust fans at Women's Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	258	15200	Air Handlers Corporation	\$0.00	0
	27-Jun-22	001	Provide elect disconnect and hookup of exhaust fans at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	259	16000	Power Lighting & Technical Services	\$0.00	0
						SUBTOTAL	\$0.00	

CO	002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127						
	01-Jul-22	002	Install plumbing rough-in to hot water Heater to be mounted under the countertop @Lavatory 127. Install hot water heating unit to be furnished by the Geberal Contractor.	260	15000	Ben Washington & Sons	\$676.00	0
	01-Jul-22	002	Add elect power to new hot water Heater to be be mounted under the countertop @ Lavatory 127	261	16000	Power Lighting & Technical Services	\$325.00	0
	01-Jul-22	002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127. Unit to be installed by the Plumbing Contractor	273	100	United Consulting Services, LLC	\$338.05	0
	01-Jul-22	002	make cabinet bigger at Lavatory 127 in order to cover up the new instant hot water heater	274	6100	Kitchen Top Shop, Inc	\$350.00	0
						SUBTOTAL	\$1,689.05	

CO	003	Replace fire-rated drywall and insulation at the underside of roof structure						
	04-Jul-22	003	Replace additional fire-rated drywall at the underside of roof structure where molded drywall was remediated. Actual area of drywall removal 675 SF Original estimated drywall removal 218 SF Additional removal quantity 457 S	262	9000	DMC Contracting LLC	\$1,270.00	0
	04-Jul-22	003	Remove and replace 8 ft x 8 ft section of acoustical ceiling system at Teen Room 120 to allow for replacement of drywall where removed for mold remediation. Also re-install existing ceiling tiles at entire room	263	9000	DMC Contracting LLC	\$200.00	0
	04-Jul-22	003	Replace blown-in insulation at the underside of roof structure where molded drywall was remediated. Area of drywall removal 675 SF	265	9001	USA Insulation	\$3,713.00	0

United Consulting Services, LLC
3495 Pine Estates Drive, West Bloomfield, MI 48323
CONTRACTOR CHANGE ORDER 002

SAMPLE PROJECT
SUBCONTRACTOR CHANGE ORDER
Friday, July 1, 2022

To:	Power Lighting & Technical Services 16051 Grand River, Detroit, MI 48227
For:	16000 Electrical

This Change Order is your authorization to make the following changes in the scope of work for this subcontract. The terms and conditions of the original subcontract for the above work will govern this change.

Furnish all labor, material, equipment and all other items required to complete the following work:

ID	Quote No	Description	Approved
261	389	Add elect power to new hot water Heater to be be mounted under the countertop @ Lavatory 127	\$325.00
TOTAL THIS CHANGE ORDER			\$325.00

CONTRACT STATUS REPORT:

BASE CONTRACT AMOUNT	\$73,697.00
TOTAL PREVIOUS CHANGE ORDERS	\$0.00
TOTAL THIS CHANGE ORDER	\$325.00
REVISED CONTRACT AMOUNT	\$74,022.00

In consideration of the above, your contract amount and/or the line item values will change as outlined. And the contract completion time will be increased by the following number of days 0

Please acknowledge your acceptance of this Contract Change Order by signing two (2) copies, retaining one (1) copy for your files and returning one (1) copy.

ACCEPTED BY:

United Consulting Services, LLC

ACCEPTED BY:

Power Lighting & Technical Services

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

SUBCONTRACTOR CHANGE ORDER LOG

Company: Power Lighting & Technical Services

Line Item: 16000 Electrical

ID	CO Date	Quote No	Line Item	Description	Approved	Added Days
CO 001	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT					
259	27-Jun-22	389	16000	Provide elect disconnect and hookup of exhaust fans at Room 116 and Room 102 - REMOVED FROM PHASE 2 CONTRACT	\$0.00	0
CO 002	Furnish hot water Heater to be mounted under the countertop @Lavatory 127					
261	01-Jul-22	389	16000	Add elect power to new hot water Heater to be be mounted under the countertop @ Lavatory 127	\$325.00	0
CO 004	Add additional TELEPHONE/DATA OUTLETS					
266	07-Jul-22	389	16000	Add additional TELEPHONE/DATA OUTLETS per sketch dated June 22, 2022 and per Communication contractors sketch for Media Room 123	\$600.00	0
CO 007	Bulletin 5 - add (3) closets					
278	26-Jul-22	389	16000	Bulletin 5 - add (3) closets - rework 2 existing outlets to new closet wall	\$250.00	0
CO 014	add (1) additional above counter duplex receptacle @ Women's Room 106 and replace (1) receptacle @ Women's Room 116					
298	08-Aug-22	389	16000	Replace (1) malfunctioning duplex receptacle at Women's Room 116	\$75.00	0
297	08-Aug-22	389	16000	add (1) additional above counter duplex receptacle @ Women's Room 106	\$175.00	0
CO 015	Install missing receptacle at Bishops Office 126 that is marked on drawing E 102 as an existing receptacle - see attached sketch					
300	11-Aug-22	389	16000	Install missing receptacle at Bishops Office 126 that is marked on drawing E 102 as an existing receptacle - see attached sketch	\$100.00	0
CO 016	Receptacles and data outlets to service wall mounted monitors/TV's - see attached sketch					
302	12-Aug-22	389	16000	Receptacles and data outlets to service wall mounted monitors/TV's - see attached sketch	\$1,800.00	0
TOTAL APPROVED					\$3,325.00	

4.3 CHANGE ORDER – ASSIGN QUOTE

CM PRO

NAVIGATION CHANGE ORDER - ASSIGN QUOTE

4.3 CHANGE ORDER - ASSIGN QUOTE

JOB: SAMPLE PROJECT

QUOTE DESCRIPTION				CHANGE ORDER ASSIGNMENT	
Quote Description	Remove 4 ft x 4 ft area of drywall ceiling at Room 116 and Room 102 - REMOVED FROM			CO No	001
Quote No	235	Line Item	9000 Drywall & Acoustical	Owner CO No	001
Amount Approved	\$0.00	Company	DMC Contracting LLC		
				CO Description	Replace ceiling exhaust fans at Women's Ro

ID	Quote No	CO No	Owner Co No	Job Name	Line Item	Company	Approved	Change Order Description	Added Days	CO Date	Quote Description
255	235	001	001	SAMPLE PROJECT	9000	DMC Contracting LLC	\$0.00	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2	0	6/27/2022	Drywall & Acoustical
256	236	001	001	SAMPLE PROJECT	9000	DMC Contracting LLC	\$0.00	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2	0	6/27/2022	Drywall & Acoustical
257	237	001	001	SAMPLE PROJECT	9300	TD Painting and Wallcovering Inc.	\$0.00	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2	0	6/27/2022	Painting
258	238	001	001	SAMPLE PROJECT	15200	Air Handlers Corporation	\$0.00	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2	0	6/27/2022	HVAC
259	239	001	001	SAMPLE PROJECT	16000	Power Lighting & Technical Services	\$0.00	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2	0	6/27/2022	Electrical
260	240	002	002	SAMPLE PROJECT	15000	Ben Washington & Sons	\$676.00	Furnish hot water Heater to be mounted under the countertop @ Lavatory 127	0	7/1/2022	Plumbing
261	241	002	002	SAMPLE PROJECT	16000	Power Lighting & Technical Services	\$325.00	Furnish hot water Heater to be mounted under the countertop @ Lavatory 127	0	7/1/2022	Electrical
262	242	003	003	SAMPLE PROJECT	9000	DMC Contracting LLC	\$1,270.00	Replace fire-rated drywall and insulation at the underside of roof structure	0	7/4/2022	Drywall & Acoustical
263	243	003	003	SAMPLE PROJECT	9000	DMC Contracting LLC	\$200.00	Replace fire-rated drywall and insulation at the underside of roof structure	0	7/4/2022	Drywall & Acoustical

Record: 1 of 60

HOME LINE ITEM - CO LOG LINE ITEM - CHANGE ORDER

Record: 1 of 1

1. Select the QUOTE No and then select the CO No. that the QUOTE will be assigned to.
2. Multiple quotes can be assigned to a single CO No.

4.4 PAY APPLICATION – SET UP

CM PRO

NAVIGATION PAY APPLICATION - SET UP

4.4 PAY APPLICATION - SET UP



JOB **SAMPLE PROJECT**

Job No	Pay App No	Job Name	Pay App Date	Period From	Period to
AA008	1	SAMPLE PROJECT	10-Jun-22	10-Jun-22	17-Jun-22
AA008	2	SAMPLE PROJECT	02-Jul-22	18-Jun-22	30-Jun-22
AA008	3	SAMPLE PROJECT	31-Jul-22	01-Jul-22	31-Jul-22
AA008	4	SAMPLE PROJECT	31-Aug-22	01-Aug-22	31-Aug-22
AA008	5	SAMPLE PROJECT	30-Sep-22	01-Sep-22	30-Sep-22
AA008	6	SAMPLE PROJECT	28-Oct-22	01-Oct-22	31-Oct-22
AA008	7	SAMPLE PROJECT	04-Jan-23	01-Nov-22	04-Jan-23
*					

Record: 1 of 7 No Filter Search

HOME

Form View

1. Select the JOB NAME
2. Enter the PAY APP No.
3. Enter PAY APP DATE
4. Enter PERIOD FROM
5. Enter PERIOD TO

4.5 PAY APPLICATION – ASSIGN CHANGE ORDER

CM PRO

NAVIGATION × PAY APPLICATION - ASSIGN CHANGE ORDER ×

4.5 PAY APPLICATION - ASSIGN CHANGE ORDER



JOB SAMPLE PROJECT

Assign CO	Pay App No	Description
001	3	Replace ceiling exhaust fans at Women's Room 116 and Men's Room 102 - REMOVED FROM PHASE 2 CONTRACT
003	3	Replace fire-rated drywall and insulation at the underside of roof structure
004	3	Add additional TELEPHONE/DATA OUTLETS
005	3	Add (1) paper towel dispenser in Ladies Room 106
002	3	Furnish hot water Heater to be mounted under the countertop @ Lavatory 127
006	3	Install plastic laminate window sill @ Secretary Office 132 per detail 6/A503
007	3	Bulletin 5 - add (3) closets
008	3	CREDIT for drywall work not required
009	3	Fire Alarm System - Permit Cost
010	3	Contractor Fee for Change Orders 1 thru 9
011	4	Demo Wainscoat, skim coating and painting of corridor wall at Women's Room 116
012	4	Demo Wainscoat and add skim coating of walls at Hall 140
013	4	add skim coating of exterior walls at First Lady's Office 124 and Lavatory 127
014	4	add (1) additional above counter duplex receptacle @ Women's Room 106 and replace (1) receptacle @ Women's Room 116
015	4	Install missing receptacle at Bishops Office 126 that is marked on drawing E 102 as an existing receptacle - see attached sketch
016	4	Receptacles and data outlets to service wall mounted monitors/TV's - see attached sketch
017	5	CHANGE ORDER SUMMARY through 9/23/2022
018	6	Repairs to walls and floors at door frames, prepare Phase 1 & 2 As-builts and Building Information Book

Record: 18 of 19 No Filter Search

HOME

Form View

1. Select the ASSIGN CO number and the enter the PAY APP No that it will be assigned to.

4.6 PAY APPLICATION – DETAILS

4.6 PAY APPLICATION - DETAILS

BILLED THIS PERIOD

Pay App	7	Total This Period	\$1,646.80	Total Completed	\$339,192.60
Date	1/4/2023	Total Stored	\$0.00	% Complete	100.00%
Period From	11/1/2022	Total C/O	\$12,539.67	Balance to Finish	\$0.00
Period To	1/4/2023	Total Retainage	\$0.00	Retainage	\$0.00
		Total Due	\$2,228.70	Due this Period	\$2,228.70

TOTALS

Base Contract	\$326,652.93
Total C/O	\$12,539.67
Revised Contract	\$339,192.60
Scheduled Values	\$339,192.60
Previously Completed	\$337,545.80
Previous Amount Due	\$339,963.90
This Period + Pres. st	\$1,646.80

INSTRUCTIONS for Presently Stored:

1. If a Stored Material entry was entered on a line item in the previous Pay Application
2. and that amount is removed from Stored Material on the current Pay App
3. You must add the amount that is removed to the This Period column on the current Pay App

Cost Category	Line Item	Company	Work Description	Scheduled Value	Previously Complete	This Period	Presently Stored	Total Completed	% Completed	Balance to Finish	Retainage %	Retainage % (Edit)	Retainage	Amount Due This Period
1. TRADE COST	2000	Marks Demolition and Renovation	Demolition	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	3000	RC Builder's & Concrete, LLC	Concrete	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	\$8,267.98	\$8,267.98	\$0.00	\$0.00	\$8,267.98	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	8000	Rayhaven Group	Doors & Hardware	\$29,800.00	\$28,800.00	\$1,000.00	\$0.00	\$29,800.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$1,000.00
1. TRADE COST	8100	Glasco Corporation	Glass & Glazing	\$1,927.00	\$1,927.00	\$0.00	\$0.00	\$1,927.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	9000	DMC Contracting LLC	Drywall & Acoustical	\$54,182.05	\$54,182.05	\$0.00	\$0.00	\$54,182.05	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	9100	SCI Floor Covering, Inc.	Flooring and Ceramic Tile	\$34,635.25	\$34,635.25	\$0.00	\$0.00	\$34,635.25	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	9300	TD Painting and Walkcovering Inc.	Painting	\$9,451.33	\$9,451.33	\$0.00	\$0.00	\$9,451.33	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	10000	R.E. Leggette Co.	Toilet Partitions and Accessori	\$5,819.00	\$5,819.00	\$0.00	\$0.00	\$5,819.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$581.90
1. TRADE COST	15000	Ben Washington & Sons	Plumbing	\$21,876.00	\$21,876.00	\$0.00	\$0.00	\$21,876.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	15100	Affordable Fire Protection Company	Fire Protection	\$16,545.88	\$16,545.88	\$0.00	\$0.00	\$16,545.88	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	15200	Air Handlers Corporation	HVAC	\$10,580.00	\$10,580.00	\$0.00	\$0.00	\$10,580.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	16000	Power Lighting & Technical Services	Electrical	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	16100	All Star Alarm LLC	Fire Alarm System	\$2,227.00	\$2,227.00	\$0.00	\$0.00	\$2,227.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
2. CONSTRUCTION MANAGER FI 100		United Consulting Services, LLC	General Conditions	\$39,752.66	\$39,184.01	\$568.65	\$0.00	\$39,752.66	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$568.65
2. CONSTRUCTION MANAGER FI 300		United Consulting Services, LLC	Overhead and Profit	\$12,403.57	\$12,325.42	\$78.15	\$0.00	\$12,403.57	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$78.15
2. CONSTRUCTION MANAGER FI 400		United Consulting Services, LLC	Liability Insurance	\$5,489.88	\$5,489.88	\$0.00	\$0.00	\$5,489.88	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	20000		Construction Contingency	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
1. TRADE COST	9001	USA Insulation	Blown-in Insulation	\$3,713.00	\$3,713.00	\$0.00	\$0.00	\$3,713.00	100.00%	\$0.00	0.00%	0.00%	\$0.00	\$0.00
	0			\$0.00	\$0.00	\$0.00	\$0.00		0.00%		0.00%	0.00%	\$0.00	\$0.00

1. Steps for entering PAY APPLICATION - DETAILS

- a. Check the HOME page to ensure that the JOB No. is selected in the JOB LIST.
- b. Enter the PAY APP No. in the black drop-down box at the top of this page.
- c. Enter the AMOUNT to be billed for THIS PERIOD for each LINE ITEM that you want to bill.
- d. Enter the AMOUNT to be billed for PRESENTLY STORED for each LINE ITEM that you want to bill.
- e. Enter the % of RETAINAGE that you want to be held for LINE ITEM that you want to bill.

2. Print the PAY APP reports that you like to see as outlined below with the BLUE buttons

APPLICATION FOR PAYMENT

To: New Latin Baptist Church 195 Ladd Road, Walled Lake, MI 48390	Job Name: SAMPLE PROJECT Job Number: AA008	Application No. 7 Period From 01-Nov-22 Period To 04-Jan-23 Application Date 04-Jan-23
From: United Consulting Services, LLC 3495 Pine Estates Drive, West Bloomfield, MI 48323	Architect: TDG ARCHITECTS 79 Oakland Ave., Pontiac, MI 48342	

Contract For: **General Contractor**

CHANGE ORDER SUMMARY

Total Approved this Pay App	\$320.22
Total Previous Change Orders	\$12,219.45
Total Change Orders To Date	\$12,539.67

CHANGE ORDERS ISSUED THIS PERIOD

Co No 019	\$320.22
-----------	----------

Application is made for payment, as shown below, in connection with the contract. Continuation sheet is attached

1. Original Contract Sum	\$326,652.93
2. Net Change By Change Orders	\$12,539.67
3. Contract Sum To Date	\$339,192.60
4. Total Completed and Stored To Date	\$339,192.60
5. Retainage	
a. % of completed work	0.00%
b. Total Retainage	\$0.00
6. Total Earned Less Retainage	\$339,192.60
7. Less Previous Certificates for Payment	\$336,963.90
8. CURRENT PAYMENT DUE	\$2,228.70
9. Balance to Finish Including Retainage	\$0.00

The undersigned Contractor certifies that to the best of the Contractors knowledge, information and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the contractor for work for which the previous certificates for payments were issued and payments received from the owner, and that current payment shown herein is now due.

Contractor: **United Consulting Services, LLC**

By: _____ Date: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Document, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the WORK has progressed as indicated, the quality of the WORK is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Subscribed and sworn to me this ____ day of ____.

NOTARY PUBLIC

My commission expires

Amount Certified

(Attach explanation if amount certified differs from amount applied for

Architect **TDG ARCHITECTS**

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein.

Insurance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

PAY APPLICATION DETAIL SHEET
AA008 SAMPLE PROJECT

Application Number **7**
Application Date **04-Jan-23**
Period From **01-Nov-22**
Period To **04-Jan-23**

APPLICATION CERTIFICATE FOR PAYMENT, containing
Contractors signed certificate is attached
Detailed tabulation of work completed

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Line Item	Work Description	Company	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage
1. TRADE COST										
2000	Demolition	Marks Demolition and Renovation	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00	100.00%	\$0.00	\$0.00
3000	Concrete	RC Builder's & Concrete, LLC	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$0.00
6100	Cabinets, Countertops	Kitchen Top Shop, Inc	\$8,267.98	\$8,267.98	\$0.00	\$0.00	\$8,267.98	100.00%	\$0.00	\$0.00
8000	Doors & Hardware	Rayhaven Group	\$29,800.00	\$28,800.00	\$1,000.00	\$0.00	\$29,800.00	100.00%	\$0.00	\$0.00
8100	Glass & Glazing	Glasco Corporation	\$1,927.00	\$1,927.00	\$0.00	\$0.00	\$1,927.00	100.00%	\$0.00	\$0.00
9000	Drywall & Acoustical	DMC Contracting LLC	\$54,182.05	\$54,182.05	\$0.00	\$0.00	\$54,182.05	100.00%	\$0.00	\$0.00
9001	Blown-in Insulation	USA Insulation	\$3,713.00	\$3,713.00	\$0.00	\$0.00	\$3,713.00	100.00%	\$0.00	\$0.00
9100	Flooring and Ceramic Tile	SCI Floor Covering, Inc.	\$34,635.25	\$34,635.25	\$0.00	\$0.00	\$34,635.25	100.00%	\$0.00	\$0.00
9300	Painting	TD Painting and Wallcovering Inc.	\$9,451.33	\$9,451.33	\$0.00	\$0.00	\$9,451.33	100.00%	\$0.00	\$0.00
10000	Toilet Partitions and Accessories	R.E. Leggette Co.	\$5,819.00	\$5,819.00	\$0.00	\$0.00	\$5,819.00	100.00%	\$0.00	\$0.00
15000	Plumbing	Ben Washington & Sons	\$21,876.00	\$21,876.00	\$0.00	\$0.00	\$21,876.00	100.00%	\$0.00	\$0.00
15100	Fire Protection	Affordable Fire Protection Company	\$16,545.88	\$16,545.88	\$0.00	\$0.00	\$16,545.88	100.00%	\$0.00	\$0.00
15200	HVAC	Air Handlers Corporation	\$10,580.00	\$10,580.00	\$0.00	\$0.00	\$10,580.00	100.00%	\$0.00	\$0.00
16000	Electrical	Power Lighting & Technical Services	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00
16100	Fire Alarm System	All Star Alarm LLC	\$2,227.00	\$2,227.00	\$0.00	\$0.00	\$2,227.00	100.00%	\$0.00	\$0.00
20000	Construction Contingency		\$0.00	\$0.00			\$0.00		\$0.00	\$0.00
		Subtotals	\$281,546.49	\$280,546.49	\$1,000.00	\$0.00	\$281,546.49	100.00%	\$0.00	\$0.00

PAY APPLICATION DETAIL SHEET

AA008 SAMPLE PROJECT

APPLICATION CERTIFICATE FOR PAYMENT, containing
 Contractors signed certificate is attached
 Detailed tabulation of work completed

Application Number **7**

Application Date **04-Jan-23**

Period From **01-Nov-22**

Period To **04-Jan-23**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)
Line Item	Work Description	Company	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage
2. CONSTRUCTION MANAGER FEES										
100	General Conditions	United Consulting Services, LLC	\$39,752.66	\$39,184.01	\$568.65	\$0.00	\$39,752.66	100.00%	\$0.00	\$0.00
300	Overhead and Profit	United Consulting Services, LLC	\$12,403.57	\$12,325.42	\$78.15	\$0.00	\$12,403.57	100.00%	\$0.00	\$0.00
400	Liabilty Insurance	United Consulting Services, LLC	\$5,489.88	\$5,489.88	\$0.00	\$0.00	\$5,489.88	100.00%	\$0.00	\$0.00
		Subtotals	\$57,646.11	\$56,999.31	\$646.80	\$0.00	\$57,646.11	100.00%	\$0.00	\$0.00
		TOTALS	\$339,192.60	\$337,545.80	\$1,646.80	\$0.00	\$339,192.60	100.00%	\$0.00	\$0.00

INVOICE

JOB NAME
AA008 SAMPLE PROJECT

FROM:
United Consulting Services, LLC 3495 Pine Estates Drive, West Bloomfield, MI 48323

DATE
04-Jan-23

INVOICE NO.
7

BILL TO:
New Latin Baptist Church 195 Ladd Road, Walled Lake, MI 48390

INVOICE SUMMARY	
Period From	01-Nov-22
Period To	04-Jan-23
Original Contract Sum	\$326,652.93
Approved Change Orders	\$12,539.67
Contract Sum to Date	\$339,192.60
Total Completed and Stored to Date	\$339,192.60
Retainage	
% of completed work	0.00%
Total Retainage	\$0.00
Total Earned Less Retainage	\$339,192.60
Less Previous Certificates for Payment	\$336,963.90
CURRENT PAYMENT DUE	\$2,228.70
Balance to Finish, Including Retainage	\$0.00

If you have any questions about this invoice please contact

United Consulting Services, LLC, 313-283-4633

PAY APPLICATION LINE ITEM SUMMARY

05-Mar-24

AA008 SAMPLE PROJECT

LINE ITEM 16000 Electrical

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Pay App No	Pay App Date	Period From	Period To	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage	Amount Due This Period
3	31-Jul-22	01-Jul-22	31-Jul-22	\$74,872.00	\$0.00	\$33,900.00	\$0.00	\$33,900.00	45.28%	\$40,972.00	\$3,390.00	\$30,510.00
4	31-Aug-22	01-Aug-22	31-Aug-22	\$77,022.00	\$33,900.00	\$37,725.00	\$0.00	\$71,625.00	92.99%	\$5,397.00	\$7,162.50	\$33,952.50
5	30-Sep-22	01-Sep-22	30-Sep-22	\$77,022.00	\$71,625.00	\$5,397.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00	\$5,397.00
6	28-Oct-22	01-Oct-22	31-Oct-22	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00	\$0.00
7	04-Jan-23	01-Nov-22	04-Jan-23	\$77,022.00	\$77,022.00	\$0.00	\$0.00	\$77,022.00	100.00%	\$0.00	\$0.00	\$0.00
											TOTAL DUE	\$69,859.50

PAY APPLICATION SUMMARY

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
Pay App No	Pay App Date	Period From	Period To	Scheduled Value	From Previous	This Period	Presently Stored	Total Completed and Stored	Percent Complete	Balance To Finish	Retainage	Amount Due This Period
1	10-Jun-22	10-Jun-22	17-Jun-22	\$326,652.93	\$0.00	\$30,701.37	\$0.00	\$30,701.37	9.40%	\$295,951.56	\$0.00	\$30,701.37
2	02-Jul-22	18-Jun-22	30-Jun-22	\$326,652.93	\$30,701.37	\$4,500.00	\$0.00	\$35,201.37	10.78%	\$291,451.56	\$0.00	\$4,500.00
3	31-Jul-22	01-Jul-22	31-Jul-22	\$348,173.78	\$35,201.37	\$81,121.11	\$0.00	\$116,322.48	33.41%	\$231,851.30	\$7,109.00	\$74,012.11
4	31-Aug-22	01-Aug-22	31-Aug-22	\$356,239.88	\$116,322.48	\$119,162.17	\$0.00	\$235,484.65	66.10%	\$120,755.23	\$17,079.32	\$109,191.85
5	30-Sep-22	01-Sep-22	30-Sep-22	\$337,292.13	\$235,484.65	\$79,001.30	\$0.00	\$314,485.95	93.24%	\$22,806.18	\$1,527.03	\$94,553.59
6	28-Oct-22	01-Oct-22	31-Oct-22	\$338,872.38	\$314,485.95	\$23,059.85	\$0.00	\$337,545.80	99.61%	\$1,326.58	\$581.90	\$24,004.98
7	04-Jan-23	01-Nov-22	04-Jan-23	\$339,192.60	\$337,545.80	\$1,646.80	\$0.00	\$339,192.60	100.00%	\$0.00	\$0.00	\$2,228.70
											\$26,297.25	\$339,192.60
											TOTAL DUE	\$339,192.60

SAMPLE PROJECT
SUMMARY OF PAYMENTS DUE
PAY APPLICATION No. 007

Tuesday, March 5, 2024

Cost Category	Line Item	Company	Work Description	Amount Due This Period
1. TRADE COST	8000	Rayhaven Group	Doors & Hardware	\$1,000.00
1. TRADE COST	10000	R.E. Leggette Co.	Toilet Partitions and Accessories	\$581.90
2. CONSTRUCTION MANAGER FEES	100	United Consulting Services, LLC	General Conditions	\$568.65
2. CONSTRUCTION MANAGER FEES	300	United Consulting Services, LLC	Overhead and Profit	\$78.15
TOTAL AMOUNT DUE				\$2,228.70

4.7 PAYMENT LOG

CM PRO
NAVIGATION x PAYMENT ENTRY x

4.7 PAYMENT LOG

X

JOB SAMPLE PROJECT

PAYMENT DETAILS

ID	437	Date Issued	20-Jun-22	Pay Type	Check	Owner Payment	\$10,000.00
Issued By	New Latin Baptist Church		Contractor Payment	\$0.00			
Issued To	United Consulting Services, LLC		Check No	4672			

ASSIGN PAYMENT TO JOB BUDGET

Line Item	100	Pay App	
Description	Downpayment		

ID	Date Issued	Issued By	Issued To	Line Item	Pay Type	Check No	Owner Payment	Contractor Payment	Description	Job Name
437	20-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	100	Check	4672	\$10,000.00	\$0.00	Downpayment	SAMPLE PROJECT
438	20-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	400	Check	4672	\$5,489.88	\$0.00	Downpayment	SAMPLE PROJECT
439	20-Jun-22	United Consulting Services, LLC	United Consulting Services, LLC	100	Contractor Disbursement		\$0.00	\$10,000.00	Downpayment	SAMPLE PROJECT
440	20-Jun-22	United Consulting Services, LLC	United Consulting Services, LLC	400	Contractor Disbursement		\$0.00	\$5,489.88	Downpayment	SAMPLE PROJECT
441	30-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	8000	Check	4687	\$10,500.00	\$0.00	Downpayment	SAMPLE PROJECT
442	30-Jun-22	United Consulting Services, LLC	Rayhaven Group	8000	Contractor Disbursement		\$0.00	\$10,500.00	Downpayment	SAMPLE PROJECT
443	30-Jun-22	New Latin Baptist Church	United Consulting Services, LLC	6100	Check	4688	\$3,808.99	\$0.00	Downpayment	SAMPLE PROJECT
444	30-Jun-22	United Consulting Services, LLC	Kitchen Top Shop, Inc	6100	Contractor Disbursement		\$0.00	\$3,808.99	Downpayment	SAMPLE PROJECT

Records: 1 of 90

HOME

PAYMENT LOG - LINE ITEM

PAYMENT LOG - JOB

TYPE

1. The 1st purpose of the PAYMENT LOG is to record all OWNER PAYMENTS received. These payments are entered in the OWNER PAYMENTS column.
 - a. If you are under contract to an entity other than the OWNER you can still use this column to record payments received.
2. The 2nd purpose of the PAYMENT LOG is to record all CONTRACTOR PAYMENTS. These are payments you have made to your subcontractors and suppliers.

PAYMENT TYPE

CM PRO

NAVIGATION × PAYMENT ENTRY × PAYMENT TYPES ×

PAYMENT TYPES



ID	Payment Type
1	Cash
2	Check
3	Credit card
4	Money Order
5	Online Payment
6	Wire Transfer
7	Zelle
8	BUDGET ADJUSTMENT
9	Cash App
10	Contractor Disbursement
11	Square App
* (New)	

Record: 1 of 11 No Filter Search

HOME

Record: 1 of 1 No Filter Search
Form View

SAMPLE PROJECT
JOB PAYMENT LOG

Wednesday, March 6, 2024

ID	Date Issued	Line Item	Issued To	Description	Pay Type	Check No	Owner Payments	Contractor Disbursements	Pay App
----	-------------	-----------	-----------	-------------	----------	----------	----------------	--------------------------	---------

1. TRADE COST

Issued By: United Consulting Services, LLC

444	30-Jun-22	6100	Kitchen Top Shop, Inc	Downpayment	Contractor Disbursement		\$0.00	\$3,808.99	
442	30-Jun-22	8000	Rayhaven Group	Downpayment	Contractor Disbursement		\$0.00	\$10,500.00	
446	05-Jul-22	16100	All Star Alarm LLC	Downpayment	Contractor Disbursement	4690	\$0.00	\$902.50	
448	12-Jul-22	2000	Marks Demolition and Renovation		Contractor Disbursement		\$0.00	\$4,500.00	
450	12-Jul-22	9001	USA Insulation	Downpayment	Contractor Disbursement		\$0.00	\$500.00	
453	20-Jul-22	9001	USA Insulation	Final Payment for blown-in insulation	Contractor Disbursement		\$0.00	\$3,213.00	
465	05-Aug-22	15000	Ben Washington & Sons		Check	4715	\$0.00	\$13,356.00	
461	05-Aug-22	3000	RC Builder's & Concrete, LLC		Check	4713	\$0.00	\$1,000.00	
469	05-Aug-22	16100	All Star Alarm LLC		Contractor Disbursement	4716	\$0.00	\$210.00	
463	05-Aug-22	9000	DMC Contracting LLC		Check	4720	\$0.00	\$20,115.00	
467	05-Aug-22	16000	Wade's Electrical Contracting, Inc.		Check	4721	\$0.00	\$30,510.00	
493	09-Sep-22	16000	Wade's Electrical Contracting, Inc.		Check	4745	\$0.00	\$33,952.50	
489	09-Sep-22	15100	Affordable Fire Protection Company		Check	4743	\$0.00	\$10,540.34	
487	09-Sep-22	15100	Affordable Fire Protection Company		Check	4962	\$0.00	\$2,861.82	
485	09-Sep-22	15000	Ben Washington & Sons		Check	4748	\$0.00	\$3,150.00	
491	09-Sep-22	15200	Air Handlers Corporation		Check	4744	\$0.00	\$9,522.00	
483	09-Sep-22	9300	TD Painting and Wallcovering Inc.		Check	4741	\$0.00	\$8,506.20	
481	09-Sep-22	9000	DMC Contracting LLC		Check	4747	\$0.00	\$21,200.00	
479	09-Sep-22	6100	Kitchen Top Shop, Inc		Check	4739	\$0.00	\$4,458.99	

SAMPLE PROJECT

SUBCONTRACTOR PAYMENT LOG

Current Contract Amount **\$77,022.00**

Power Lighting & Technical Services

Wednesday, March 6, 2024

ID	Date Issued	Issued By	Check No	Owner Payment Received	Subcontractor Payments Issued	Pay Type	Line Item	Description	Pay App
467	05-Aug-22	United Consulting Services, LLC	4721	\$0.00	\$30,510.00	Check	16000		
466	05-Aug-22	New Latin Baptist Church		\$30,510.00	\$0.00	Check	16000		
493	09-Sep-22	United Consulting Services, LLC	4745	\$0.00	\$33,952.50	Check	16000		
492	09-Sep-22	New Latin Baptist Church		\$33,952.50	\$0.00	Check	16000		
516	13-Oct-22	United Consulting Services, LLC	4778	\$0.00	\$12,559.50	Check	16000		
515	13-Oct-22	New Latin Baptist Church	4778	\$12,559.50	\$0.00	Check	16000		
			TOTALS	\$77,022.00	\$77,022.00				

4.8 CHECK REQUEST

4.8 CHECK REQUEST



JOB SAMPLE PROJECT

CHECK INFORMATION

Request No	1	Issued By	
Request Date	7/8/2022	Requested By	Michael Woodhouse
Purpose of Check	Downpayment for roof insulation at mold remediation areas		

PAYEE INFORMATION

Issued To	USA Insulation	Check Amount	\$500.00
Address	1780 Opdyke Court, Auburn Hills, MI 48326	Check Delivery	Hand Deliver Ch

ID	Job No	Job Name	Request No	Request Date	Contractor	Requested By	Issued To	Address	Check Amount	Purpose of Check
7	AA008	SAMPLE PROJECT	1	7/8/2022	United Consulting Services, LLC	Michael Woodhouse	USA Insulation	1780 Opdyke Court, Auburn Hills, MI 48326	\$500.00	Downpayment for roof insulation at mold remediation areas
7	AA008	SAMPLE PROJECT	2	7/19/2022	United Consulting Services, LLC	Michael Woodhouse	USA Insulation	1780 Opdyke Court, Auburn Hills, MI 48326	\$3,213.00	Final Payment
* (New)										

Record: 1 of 2 No Filter Search

HOME

CHECK REQUEST

Job No AA008

Requested By United Consulting Services, LLC
Michael Woodhouse

Check Payable To:
USA Insulation
1780 Opdyke Court, Auburn Hills, MI 48326

Check Amount \$3,213.00

Purpose of Check Fiinal Payment

Check Delivery Hand Deliver Check To Payee

Do not write in this section - ACCONTING DEPARTMENT ONLY - Do not write in this section

Check Mailed To Payee On _____

Check Picked Up By Payee On _____

Check Hand Delivered On _____

Chart of Account No. _____

Check No. _____

SWORN STATEMENT

Wednesday, March 6, 2024

Name of Contractor: **United Consulting Services, LLC**
 Contractor Address: **3495 Pine Estates Drive, West Bloomfield, MI 48323**
 Contractor Phone: **313-283-4633**

Property Owner: **New Latin Baptist Church**
 Owner Address: **195 Ladd Road, Walled Lake, MI 48390**
 Owner Phone: **248-736-4627**

WARNING TO OWNER: An owner or lessee of the property may not rely on this SWORN STATEMENT to avoid the claim of a subcontractor, supplier, or laborer who have provided a notice of furnishing or laborer who may provide a notice of furnishing under Section 109 of the Construction Lien Act, 1980 PA.

Job Name: **SAMPLE PROJECT**

Job Address: **195 Ladd Road, Walled Lake, MI 48390**

The undersigned President or Owner of the company identified above (the "Contractor"), the builder or general contractor for the construction of certain improvements on the property described above, hereby swears and affirms that the following is a list of each professional, subcontractor, supplier and laborer that Contractor has retained in connection with such improvements and that opposite each such name is a correct and full description of the work or material to be provided by such party, the amount of the original contract or bid, the revised contract amount, if any, the aggregate amount of previous payments to such party, the current amount due such party as of the date of this statement, and the remaining amount required to complete the particular item of work, as follows:

Line Item	Description	Company	Total Contract Price	Change Orders	Adjusted Contract Price	Total Earned Less Retainage	Amount Already Paid	Amount Currently Owning	Balance To Complete	Amount of Laborer Wages Due But Unpaid	Amount of Laborer Fringe Benefits Withholding Due
100	General Conditions	United Consulting Services, LLC	\$36,669.14	\$3,083.52	\$39,752.66	\$39,752.66	\$39,184.01	\$568.65	\$0.00		
300	Overhead and Profit	United Consulting Services, LLC	\$10,000.00	\$2,403.57	\$12,403.57	\$12,403.57	\$12,325.42	\$78.15	\$0.00		
400	Liability Insurance	United Consulting Services, LLC	\$5,489.88		\$5,489.88	\$5,489.88	\$5,489.88	\$0.00	\$0.00		
2000	Demolition	Marks Demolition and Renovation	\$4,500.00		\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00		
3000	Concrete	RC Builder's & Concrete, LLC	\$1,000.00		\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00		
6100	Cabinets, Countertops	Kitchen Top Shop, Inc	\$7,617.98	\$650.00	\$8,267.98	\$8,267.98	\$8,267.98	\$0.00	\$0.00		
8000	Doors & Hardware	Rayhaven Group	\$21,000.00	\$8,800.00	\$29,800.00	\$29,800.00	\$28,800.00	\$1,000.00	\$0.00		
8100	Glass & Glazing	Glasco Corporation	\$3,009.00	(\$1,082.00)	\$1,927.00	\$1,927.00	\$1,927.00	\$0.00	\$0.00		
9000	Drywall & Acoustical	DMC Contracting LLC	\$41,250.00	\$12,932.05	\$54,182.05	\$54,182.05	\$54,182.05	\$0.00	\$0.00		
9001	Blown-in Insulation	USA Insulation	\$0.00	\$3,713.00	\$3,713.00	\$3,713.00	\$3,713.00	\$0.00	\$0.00		
9100	Flooring and Ceramic Tile	SCI Floor Covering, Inc.	\$45,375.00	(\$10,739.75)	\$34,635.25	\$34,635.25	\$34,635.25	\$0.00	\$0.00		
9300	Painting	TD Painting and Wallcovering Inc.	\$8,714.93	\$736.40	\$9,451.33	\$9,451.33	\$9,451.33	\$0.00	\$0.00		

Line Item	Description	Company	Total Contract Price	Change Orders	Adjusted Contract Price	Total Earned Less Retainage	Amount Already Paid	Amount Currently Owning	Balance To Complete	Amount of Laborer Wages Due But Unpaid	Amount of Laborer Fringe Benefits Withholding Due
10000	Toilet Partitions and Accessories	R.E. Leggette Co.	\$5,775.00	\$44.00	\$5,819.00	\$5,819.00	\$5,237.10	\$581.90	\$0.00		
15000	Plumbing	Ben Washington & Sons	\$21,200.00	\$676.00	\$21,876.00	\$21,876.00	\$21,876.00	\$0.00	\$0.00		
15100	Fire Protection	Affordable Fire Protection Company	\$15,899.00	\$646.88	\$16,545.88	\$16,545.88	\$16,545.88	\$0.00	\$0.00		
15200	HVAC	Air Handlers Corporation	\$10,580.00	\$0.00	\$10,580.00	\$10,580.00	\$10,580.00	\$0.00	\$0.00		
16000	Electrical	Power Lighting & Technical Services	\$73,697.00	\$3,325.00	\$77,022.00	\$77,022.00	\$77,022.00	\$0.00	\$0.00		
16100	Fire Alarm System	All Star Alarm LLC	\$1,805.00	\$422.00	\$2,227.00	\$2,227.00	\$2,227.00	\$0.00	\$0.00		
20000	Construction Contingency		\$13,071.00	(\$13,071.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

Line Item	Description	Company	Total Contract Price	Change Orders	Adjusted Contract Price	Total Earned Less Retainage	Amount Already Paid	Amount Currently Owning	Balance To Complete	Amount of Laborer Wages Due But Unpaid	Amount of Laborer Fringe Benefits Withholding Due
			\$326,652.93	\$12,539.67	\$339,192.60	\$339,192.60	\$336,963.90	\$2,228.70	\$0.00		

The undersigned swears and affirms that neither the Contractor nor the undersigned has requested services, labor or material from any party not owed in connection with the improvements for which Contractor is directly or indirectly responsible except as set forth above.identified above and that no monies are owed or will be

The undersigned further swears and affirms that this statement is given under oath for the purpose of representing to each owner, lessee, its agents, mortgage lienholder and title insurer of the property that the property is free from claims of constructions liens, or the possibility of construction liens, except as specifically set forth in this statement and except for claims of construction liens by laborors that may be provided under Section 109 of the Construction Lien Act, 1980 PA 497, MCL 570.1109.

WARNING TO THE UNDERSIGNED:

A PERSON WHO INTENTIONALLY GIVES A FALSE SWORN STATEMENT IN CONNECTION WITH THE CONSTRUCTION OF AN IMPROVEMENT MAY BE SUBJECT TO CRIMINAL PENALTIES UNDER SECTION 110 OF THE MICHIGAN CONSTRUCTION LIEN ACT. THE UNDERSIGNED AGREES THAT THIS STATEMENT SHALL BE DEEMED TO BE GIVEN UNDER OATH AND THAT SECTION 110 SHALL APPLY TO THIS STATEMENT WITH OR WITHOUT A NOTARIAL SIGNATURE.

COMPANY NAME

SUBCRIBED AND SWORN BEFORE ME AS OF THE DATE SET FORTH BELOW

SIGNATURE OF COMPANY OWNER/PRESIDENT

NOTARY SIGNATURE

DATE

PRINTED NAME AND TITLE

4.10 WAIVER OF LIEN

CM PRO

NAVIGATION × PAY APPLICATION - DETAIL ENTRY × WAIVER OF LIEN ×

4.10 WAIVER OF LIEN ✕

JOB SAMPLE PROJECT ▼

Line Item 16000 ▼

WAIVER TYPE

- Partial Conditional
- Partial Unconditional
- Full Conditional
- Full Unconditional

[HOME](#) [LINE ITEM REPORT](#) [TOTALS REPORT](#)

Form View

1. Enter the LINE ITEM No. for the WAIVER OF LIEN that you want to print and click on the waiver type.

WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X **Partial Conditional**

hereby waive my/our construction lien to the amount of **\$77,022.00** for labor/material provided through (date) **3/6/2024**

This waiver, together with all previous waivers, if any (circle one does/does not) cover all amount due to me/us for contract improvements provide through the date shwon above. This waiver is conditional on actual payment of **\$0.00**

\$77,022.00

Total Earned

\$77,022.00

Payment Received to Date

\$0.00

Amount of this payment

\$77,022.00

Total Amount Waived

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**

Address: **16051 Grand River, Detroit, MI 48227**

City/State: **Detroit MI**

Phone: **313-363-8686**

Signature

Date

SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay

App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	

WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X **Partial Unconditional**

having been fully paid and satisfied, hereby waiver my/our lien to the accumulated amount below for labor/materials provided through (date) **3/6/2024** This waiver, together with all previous waivers, if any (circle one) does/does not cover all amounts due to me/us for contract improvement provided through the data shown above

\$77,022.00

Total Earned

\$77,022.00

Payment Received to Date

\$0.00

Amount of this payment

\$77,022.00

Total Amount Waived

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**
Address: **16051 Grand River, Detroit, MI 48227**
City/State: **Detroit MI**
Phone: **313-363-8686**

Signature

Date

SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay

App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	

WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X Full Conditional

having been fully paid and satisfied, all my/our construction lien right against such property are hereby waived and released.

This waiver is conditional on final payment of **\$0.00**

Final Contract Amount: **\$77,022.00**

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**
Address: **16051 Grand River, Detroit, MI 48227**
City/State: **Detroit MI**
Phone: **313-363-8686**

Signature

Date

SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay

App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	

WAIVER OF LIEN

My/ Our Contract With **United Consulting Services, LLC**

to provide MATERIAL/SERVICES for the improvements of

SAMPLE PROJECT

Line Item 16000

Electrical

X Full Unconditional

having been fully paid and satisfied, all my/our construction lien right against such property are hereby waived and released.

THIS WAIVER COVERS ALL AMOUNTS DUE TO US FOR CONTRACT IMPROVEMENTS

Final Contract Amount: **\$77,022.00**

CONTRACTOR/SUPPLIER INFORMATION

Company: **Power Lighting & Technical Services**
Address: **16051 Grand River, Detroit, MI 48227**
City/State: **Detroit MI**
Phone: **313-363-8686**

Signature

Date

SUBREPORT FOR SUMMARY OF PAYMENT

Line Item 16000 Description Electrical

Pay

App	Date	Check No	Payments Received	Pay Type
	10/13/2022	4778	\$12,559.50	Check
	10/13/2022	4778	\$0.00	Check
	9/9/2022	4745	\$33,952.50	Check
	9/9/2022		\$0.00	Check
	8/5/2022	4721	\$30,510.00	Check
	8/5/2022		\$0.00	Check
		Total	\$77,022.00	

4.11 TRADES AND RATES

CM PRO

NAVIGATION × PAY APPLICATION - DETAIL ENTRY × TRADE LIST AND RATES ×

4.11 TRADES AND RATES X

ID	Trade	Hourly Rate
1	Consultant 1	\$75.00
2	Consultant 2	\$90.00
3	Laborer 1	\$30.00
4	Plumber	\$0.00
5	Electrician	\$0.00
6	Carpenter	\$35.00
7	CASH PM Rate	\$63.75
8	CASH Carpenter Rate	\$34.00
9	Laborer 2	\$20.00
10	Laborer 3	\$50.00
11	Consultant 3	\$100.00
12	Sheet Metal Workers	\$0.00
13	Owner Rep	\$0.00
14	Inspector	\$0.00
15	Project Manager	\$0.00
16	architect	\$0.00

Record: 1 of 27 | No Filter | Search

HOME

Record: 1 of 1 | No Filter | Search
Form View

4.12 TIMESHEET – ALL JOBS

CM PRO
 NAVIGATION × PAY APPLICATION - DETAIL ENTRY × **TIMESHEET ENTRY** ×

4.12 TIMESHEET - ALL JOBS



ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost
1	02-Nov-20	GC001	Michael Woodhouse	Update drawing set with fire alarm drawings and hardware sets	0.50	\$75.00	\$0.00		\$0.00
2	02-Nov-20	GC002	Michael Woodhouse	Conference call Tanya and Luis - review discrepancies on Olympia fabrication and erection drawings	1.00	\$75.00	\$0.00		\$0.00
3	03-Nov-20	GC003	Michael Woodhouse	prepare PRELIM BUDGET REPORT and PRELIM Schedule of Values for Pay App	2.00	\$75.00	\$0.00		\$0.00
4	03-Nov-20	GC002	Michael Woodhouse	Prepare Memo No. 1 and email to Olympia rep	0.75	\$75.00	\$0.00		\$0.00
5	03-Nov-20	GC002	Michael Woodhouse	Conference call with Luis and Tanya and Prepare sketch for mis-aligned bolts for Luis	1.50	\$75.00	\$0.00		\$0.00
6	04-Nov-20	GC002	Michael Woodhouse	Review Olympia Steel Contract and shop drawings, Review 511 Design architectural details, Review and prepare RFI's 18 and 19, also prepare summary of gutters and downspouts	3.00	\$75.00	\$0.00		\$0.00
7	04-Nov-20	GC002	Michael Woodhouse	Conference call with Luis - review folding door openings for steel erector	0.75	\$75.00	\$0.00		\$0.00
8	04-Nov-20	GC002	Michael Woodhouse	Update CURRENT DOCUMENT set with revised E13 line 6 end wall detail	0.50	\$75.00	\$0.00		\$0.00
9	05-Nov-20	GC002	Michael Woodhouse	Send erection drawings 8,9,15 of 19 to CM Assoc	0.50	\$75.00	\$0.00		\$0.00
10	05-Nov-20	GC002	Michael Woodhouse	Update Current Document Drawings - add in Subcontractor Submittals and update dropbox files	0.50	\$75.00	\$0.00		\$0.00
11	05-Nov-20	GC002	Michael Woodhouse	Review drawings and prepare RFI 20	1.00	\$75.00	\$0.00		\$0.00

Record: 1 of 969 No Filter Search

[HOME](#)
[DATE REPORT](#)
[JOB REPORT](#)
[CONTRACTOR REPORT](#)
[EMPLOYEE REPORT](#)
[HOURLY RATES](#)
[EXPENSES](#)

Record: 1 of 1 No Filter Search
Form View

1. Enter time for any job in which you need to track labor cost.
2. Print reports as listed in the BLUE buttons shown above

EXPENSE TYPES

CM PRO

NAVIGATION X TIMESHEET ENTRY X EXPENSE TYPES X

EXPENSE TYPES



ID	Expense List
1	Advertisement
2	Blueprints
3	Entertainment
4	Health Insurance
5	Job Materials
6	Meals
7	Office Supplies
8	Postage
9	Scan Blueprints
10	Travel
11	Hotel
12	Dumpster
13	Generator Rental
* (New)	

Record: 1 of 13 No Filter Search

HOME

Record: 1 of 1 No Filter Search

TIMESHEET REPORT - BY DATE

Thursday, March 7, 2024

Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost	Labor Cost	TOTAL COST
Farmer's Marker - Ph 1 Roof Work										
03-Jan-24	AG011	Michael Woodhouse	Review quotes from New Metro Construction and prepare REVISED Schedule of Values and email to AGI	2.00	\$75.00	\$0.00		\$0.00	\$150.00	\$150.00
08-Jan-24	AG011	Michael Woodhouse	Prepare HAVC rooftop equipment list, prepare budget report for Owner	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
23-Jan-24	AG011	Michael Woodhouse	prepare Owner Contract	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
24-Jan-24	AG011	Michael Woodhouse	Issue revised roofing contract REV1	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
24-Jan-24	AG011	Michael Woodhouse	prepare Owner Contract - email to AGI for review and comment	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
24-Jan-24	AG011	Michael Woodhouse	prepareSubcontracts - email to AGI for review and comment	2.50	\$90.00	\$0.00		\$0.00	\$225.00	\$225.00
25-Jan-24	AG011	Michael Woodhouse	prepare contracts	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
26-Jan-24	AG011	Michael Woodhouse	Prepare Roof Work - Permit Drawings	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
27-Jan-24	AG011	Michael Woodhouse	prepare construction schedule	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
27-Jan-24	AG011	Michael Woodhouse	prepare proposal	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
Subtotals				19		\$0.00		\$0.00	\$1,680.00	\$1,680.00
19309 GREENFIELD - PHASE 2 - Roofing Repairs										
10-Jan-24	AA016	Michael Woodhouse	Pre Zoom meeting with Owner	0.25	\$90.00	\$0.00		\$0.00	\$22.50	\$22.50
Subtotals				0.25		\$0.00		\$0.00	\$22.50	\$22.50
EAST WARREN PUBLIC MARKET - Ph 2										
03-Jan-24	AG012	Michael Woodhouse	Zoom meeting with Owner and architect	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
10-Jan-24	AG012	Michael Woodhouse	Zoom meeting with Owner	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
12-Jan-24	AG012	Michael Woodhouse	Zoom meeting with Owner - solar design review	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
17-Jan-24	AG012	Michael Woodhouse	Zoom meeting with Owner	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
28-Jan-24	AG012	Michael Woodhouse	Review all drawings provided by architect and prepare CURRENT DOCUMENT SET for the bidders	2.50	\$90.00	\$0.00		\$0.00	\$225.00	\$225.00
30-Jan-24	AG012	Michael Woodhouse	Review documents and prepare RFI's	6.00	\$90.00	\$0.00		\$0.00	\$540.00	\$540.00

HOLY UNDERGROUND

ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost	Labor Cost	TOTAL COST
972	21-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
971	21-Feb-24	AG015	Michael Woodhouse	review demo drawings with Luis	0.75	\$90.00	\$0.00		\$0.00	\$67.50	\$67.50
973	23-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
974	25-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	5.00	\$90.00	\$0.00		\$0.00	\$450.00	\$450.00
976	27-Feb-24	AG015	Michael Woodhouse	Meeting with Luis review estimate	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
979	28-Feb-24	AG015	Michael Woodhouse	Revise Budget Summary after meeting with Luis	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
6											\$1,192.50

ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	expenses	Expense Cost	Labor Cost	TOTAL COST
Farmer's Marker - Ph 1 Roof Work											
970	16-Feb-24	AG011	Michael Woodhouse	Prepare Pay App No. 2	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
										Subtotal	\$90.00
3303 WESSON ST RENOVATION											
965	13-Feb-24	AG014	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	6.00	\$90.00	\$0.00		\$0.00	\$540.00	\$540.00
964	13-Feb-24	AG014	Michael Woodhouse	Meeting with Luis - review scope of work	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
966	14-Feb-24	AG014	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	5.00	\$90.00	\$0.00		\$0.00	\$450.00	\$450.00
967	15-Feb-24	AG014	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	5.00	\$90.00	\$0.00		\$0.00	\$450.00	\$450.00
968	16-Feb-24	AG014	Michael Woodhouse	Quantity takeoff and prepare detailed estimate - email PRELIM budget estimate to Luis	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
980	28-Feb-24	AG014	Michael Woodhouse	Revise Budget Summary - meeting with Luis	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
										Subtotal	\$1,890.00
EAST WARREN PUBLIC MARKET - Ph 2											
963	01-Feb-24	AG012	Michael Woodhouse	Meeting with tanya - prepare BID CATEGORY LIST comments and email to Tanya	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
950	01-Feb-24	AG012	Michael Woodhouse	Review documents and prepare RFI's	6.00	\$90.00	\$0.00		\$0.00	\$540.00	\$540.00
951	02-Feb-24	AG012	Michael Woodhouse	Review emails and documents and prepare RFI's	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
969	16-Feb-24	AG012	Michael Woodhouse	review and prepare RFI no. 30	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
975	26-Feb-24	AG012	Michael Woodhouse	Zoom meeting with VOD steel review budget and quotes needed with tanya - contact helical pier contractors	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
981	28-Feb-24	AG012	Michael Woodhouse	Insert new drawing A500 into the CURRENT DOCUMENT set and email to AGI	0.50	\$90.00	\$0.00		\$0.00	\$45.00	\$45.00
										Subtotal	\$1,215.00

Michael Woodhouse

ID	Work Date	Job No	Description	hours	Hourly Rate	Parking Fees	expenses	Expense Cost	Labor Cost	TOTAL COST
Farmer's Marker - Ph 1 Roof Work										
919	03-Jan-24	AG011	Review quotes from New Metro Construction and prepare REVISED Schedule of Values and email to AGI	2.00	\$75.00	\$0.00		\$0.00	\$150.00	\$150.00
922	08-Jan-24	AG011	Prepare HAVC rooftop equipment list, prepare budget report for Owner	1.50	\$90.00	\$0.00		\$0.00	\$135.00	\$135.00
928	23-Jan-24	AG011	prepare Owner Contract	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
935	24-Jan-24	AG011	Issue revised roofing contract REV1	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
933	24-Jan-24	AG011	prepare Owner Contract - email to AGI for review and comment	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
934	24-Jan-24	AG011	prepareSubcontracts - email to AGI for review and comment	2.50	\$90.00	\$0.00		\$0.00	\$225.00	\$225.00
938	25-Jan-24	AG011	prepare contracts	3.00	\$90.00	\$0.00		\$0.00	\$270.00	\$270.00
953	26-Jan-24	AG011	Prepare Roof Work - Permit Drawings	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
954	27-Jan-24	AG011	prepare construction schedule	2.00	\$90.00	\$0.00		\$0.00	\$180.00	\$180.00
955	27-Jan-24	AG011	prepare proposal	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
									Subtotal	\$1,680.00
19309 GREENFIELD - PHASE 2 - Roofing Repairs										
923	10-Jan-24	AA016	Pre Zoom meeting with Owner	0.25	\$90.00	\$0.00		\$0.00	\$22.50	\$22.50
									Subtotal	\$22.50
EAST WARREN PUBLIC MARKET - Ph 2										
920	03-Jan-24	AG012	Zoom meeting with Owner and architect	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
924	10-Jan-24	AG012	Zoom meeting with Owner	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
925	12-Jan-24	AG012	Zoom meeting with Owner - solar design review	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
927	17-Jan-24	AG012	Zoom meeting with Owner	1.00	\$90.00	\$0.00		\$0.00	\$90.00	\$90.00
946	28-Jan-24	AG012	Review all drawings provided by architect and prepare CURRENT DOCUMENT SET for the bidders	2.50	\$90.00	\$0.00		\$0.00	\$225.00	\$225.00
947	30-Jan-24	AG012	Review documents and prepare RFI's	6.00	\$90.00	\$0.00		\$0.00	\$540.00	\$540.00

4.13 TIMESHEET – JOB SORT

4.13 TIMESHEET - JOB SORT



JOB HOLY UNDERGROUND

ID	Work Date	Job No	Employee	Description	Hours	Hourly Rate	Parking Fees	Expenses	Expense Cost
971	21-Feb-24	AG015	Michael Woodhouse	review demo drawings with Luis	0.75	\$90.00	\$0.00		\$0.00
972	21-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	2.00	\$90.00	\$0.00		\$0.00
973	23-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	3.00	\$90.00	\$0.00		\$0.00
974	25-Feb-24	AG015	Michael Woodhouse	Quantity takeoff and prepare detailed estimate	5.00	\$90.00	\$0.00		\$0.00
976	27-Feb-24	AG015	Michael Woodhouse	Meeting with Luis review estimate	1.00	\$90.00	\$0.00		\$0.00
979	28-Feb-24	AG015	Michael Woodhouse	Revise Budget Summary after meeting with Luis	1.50	\$90.00	\$0.00		\$0.00
*(New)					0.00		\$0.00		\$0.00

Record: 1 of 6 No Filter Search

- HOME
- DATE REPORT
- JOB REPORT
- CONTRACTOR REPORT
- EMPLOYEE REPORT
- HOURLY RATES
- EXPENSES

Form View

SECTION 5

CORRESPONDENCE

5.1 MEETING MINUTES

5.1 MEETINGS MINUTES

JOB SAMPLE PROJECT

MEETING LIST

ID	Meeting No	Meeting Date	Meeting Name	Prepared By
12	001	5/17/2022	PRE-BID MEETING	Michael Woodhouse
14	002	8/22/2022	PROJECT STATUS REPORT	Michael Woodhouse
15	003	10/19/2022	REVIEW DOOR KEYING AND DOOR HARDWARE FOR THE ENTIRE BUILDING	Michael Woodhouse

* (New)

Record: 1 of 3

MEETING TOPICS

ID	Topic No	Topic Description
62	1	DEFICIENT ELECTRICAL WORK IN PHASE 2 ROOMS
63	2	MOLD REMEDIATION
64	3	MISCELLANEOUS ITEMS

* (New)

Record: 1 of 3

MEETING AGENDA ITEMS

Topic No	Item No	Agenda Item	Anticipated Completi	Status	Responsible
62	01	Wade Electric stated that all electrical rough-in work that was installed in the Phase 2 rooms after the Phase 1 contractor left the jobsite will be removed because it was not installed per code			
62	02	Wade will try to fish-in the replacement rough-in as much as possible without removing drywall. The electrical costs will be included in the Wade Electrical Base Bid			
62	03	UCS will establish a Budget contingency to cover the cost of replacing drywall where required after the electrical rough-in is replaced at these locations.			Michael Woodhouse

* (New)

HOME Meeting Minutes STATUS

ITEM STATUS

CM PRO

NAVIGATION MEETING STATUS X

ITEM STATUS X

ID	Item Status
1	COMPLETE
2	IN PROGRESS
3	Item Voided
4	Need Update
5	URGENT !!
6	DELETED
7	CRITICAL
* (New)	

Record: 1 of 7 No Filter

HOME

Record: 1 of 1 No Filter
Form View

SAMPLE PROJECT

Prepared By:

PROJECT STATUS REPORT

Michael Woodhouse

Item No	Agenda Item	Status	Anticipated Completion	Responsible
1	NEW EMBASSY COVENANT CHURCH INTERNATIONAL			
01	REQUEST FOR INFORMATION			
02	Need to provide answer to RFI 21 - receptacles and data/communication outlets for wall mounted TV/Monitors			Raymond Cleveland
03	REQUEST FOR NOTICE OF COMMENCEMENT			
04	UCS requested a Notice of Commencement from NECCI. NECCI will file a Notice of Commencement with the Oakland County Register of Deeds	URGENT !!		Katonya Jones
05	CHANGE ORDERS			
06	Need to sign-off on Change Order 015 -add receptacle at Bishop's Office 126			Raymond Cleveland
2	TDG ARCHITECTS			
01	Need to return HVAC submittals 15200.01 thru 15200.05			Matthew Hoener
3	MARKS DEMOLITION AND RENOVATION			
01	Need to submit Workers Comp insurance certificate			Daniel Marks
4	KITCHEN TOP SHOP, INC			
01	Need to submit signed contract			Jeffrey Snider
02	Need to submit Room 107 and 127 Integral sinks product data		17-Aug-22	Jeffrey Snider
03	countertops and cabinet - WORK IS COMPLETE	COMPLETE		Jeffrey Snider
04	need to submit FINAL INVOICE			Jeffrey Snider
5	RAYHAVEN GROUP			
01	Doors frames and hardware - INSTALLATION DATE OCTOBER 6 and 7, 2022		06-Oct-22	Duane Liquia
02	bi-fold doors added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE		14-Oct-22	Duane Liquia
6	GLASCO CORPORATION			
01	field measure for sidelite glass at Door 140A - on AUGUST 24, 2022		24-Aug-22	Ed Sullivan
02	field measure for sliding glass door after countertop installation - on AUGUST 24, 2022		24-Aug-22	Ed Sullivan
03	Need to submit credit quote for glass at all wood doors - Rayhaven Group is furnishing wood doors with the glass installed			Ed Sullivan
7	DMC CONTRACTING LLC			
01	acoustical ceiling grid - WORK IS COMPLETE	COMPLETE		Dave Call
02	drywall and skimcoating - WORK IS COMPLETE	COMPLETE		Dave Call
03	start installation of ceiling tiles - AWAITING APPROVAL OF OPEN CEILING INSPECTIONS for MEP contractors			Dave Call
8	SCI FLOOR COVERING, INC.			
01	returned flooring materials - NEED TO SUBMIT CREDIT QUOTE BY 8/16/2022	URGENT !!	16-Aug-22	Andy Korytkowski
02	LVT flooring - NEED DELIVERY DATE	URGENT !!		Andy Korytkowski

5.2 SUBMITTAL LOG

CM PRO
NAVIGATION x SUBMITTAL LOG x

5.2 SUBMITTAL LOG

Job SAMPLE PROJECT

SUBMITTAL REVIEW ACTIONS

- A Approved
- AAN Approved-As-Noted
- RC Review Completed
- R&R Revise and Resubmit
- REJ Rejected
- COORD Coordination Document
- VOID Voided Document

SUBMITTAL DESCRIPTION

Line Item	6100	Budget Category	1. TRADE COST	Budget Description	Cabinets, Countertops
Sbmtl No	6100.01	Description	Room 127 cabinet and countertop shop drawings	Type	Color Sample

SUBMITTAL STATUS

Received	7/1/2022	Date Sent	7/1/2022	Sent To	TDG ARCHITECTS	Returned	7/22/2022
Action	AAN	Return Date	7/22/2022	Remarks			

Line Item	Job Name	Sbmtl No	Submittal Description	Type	Received	Sent To	Date Sent	Returned	Action	Return Date	Remarks	Budget Category	B
6100	SAMPLE PROJECT	6100.01	Room 127 cabinet and countertop shop drawings	Color Sample	7/1/2022	TDG ARCHITECTS	7/1/2022	7/22/2022	AAN	7/22/2022		1. TRADE COST	Cab
6100	SAMPLE PROJECT	6100.01	Room 107 countertop shop drawings	Shop Drawing	7/1/2022	TDG ARCHITECTS	7/1/2022	7/22/2022	AAN	7/22/2022		1. TRADE COST	Cab
6100	SAMPLE PROJECT	6100.02	Room 107, 127 countertop color chart	Color Sample	7/1/2022	TDG ARCHITECTS	7/1/2022	7/21/2022	AAN	7/21/2022	returned by Owner but not the Architect	1. TRADE COST	Cab
6100	SAMPLE PROJECT	6100.03	Room 127 cabinet color selection chart	Product Data	7/1/2022	TDG ARCHITECTS	7/1/2022	7/21/2022	AAN	7/21/2022	returned by Owner but not the Architect	1. TRADE COST	Cab
6100	SAMPLE PROJECT	6100.04	Room 127 cabinet hardware	Product Data	7/21/2022	New Latin Baptist Church	7/21/2022	7/21/2022	RC	7/21/2022	Owner to purchase cabinet hardware	1. TRADE COST	Cab
6100	SAMPLE PROJECT	6100.05	Room 107 and 127 Integral sinks product data	Product Data	8/22/2022	United Consulting Services, LLC	8/23/2022	8/23/2022	RC	8/23/2022	SUBMITTED FOR RECORD ONLY - installed on 8/17/2022	1. TRADE COST	Cab
6100	SAMPLE PROJECT	6100.06	Lavatory 127 REVISED cabinet shop drawing for Change Order No.002	Shop Drawing	7/25/2022	TDG ARCHITECTS	7/25/2022	8/2/2022	AAN	8/2/2022		1. TRADE COST	Cab
8000	SAMPLE PROJECT	8000.01	Door and frame shop drawings	Shop Drawing	6/21/2022	TDG ARCHITECTS	6/21/2022	6/23/2022	AAN	6/24/2022	Stain color to match existing doors. Verify color in field. Verify with	1. TRADE COST	Doc
8000	SAMPLE PROJECT	8000.02	wood door stain color selection	Color Sample	6/28/2022	New Latin Baptist Church	6/28/2022	6/28/2022	A	6/28/2022	approved at the jobsite by Katonya Jones	1. TRADE COST	Doc

Record: 14 of 67

HOME
SUBMITTAL - LINE ITEM
SUBMITTAL - ALL
OUTSTANDING
ACTION
TYPE

SUBMITTAL ACTION

CM PRO

NAVIGATION SUBMITTAL LOG SUBMITTAL ACTION

SUBMITTAL ACTION



ID	Action	Description
1	A	Approved
2	AAN	Approved-As-Noted
3	RC	Review Completed
4	R&R	Revise and Resubmit
5	REJ	Rejected
6	COOR	Coordination Document
7	VOID	Voided Document
* (New)		

Record: 1 of 7 No Filter Search

HOME

Record: 1 of 1 No Filter Search
Form View

SUBMITTAL TYPE

CM PRO

NAVIGATION SUBMITTAL LOG SUBMITTAL TYPES

SUBMITTAL TYPES X

ID	Submittal Type
1	Shop Drawing
2	Product Data
3	Color Sample
4	Test Certificate
5	Install Guide
* (New)	

Record: 1 of 5 No Filter Search

HOME

Record: 1 of 1 No Filter Search
Form View

SAMPLE PROJECT
SUBMITTAL REPORT

SUBMITTAL REVIEW ACTIONS

A Approved
AAN Approved-As-Noted
RC Review Completed
R&R Revise and Resubmit
REJ Rejected
COOR Coordination Document

Friday, March 8, 2024

Sbmtl No	Line Item	Company	Description	Submittal Description	Type	Received	Date Sent	Sent To	Returned	Action	Date To Sub	Remarks
6100.01	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	Room 127 cabinet and counterop shop drawings	Color Sample	01-Jul-22	01-Jul-22	TDG ARCHITECTS	22-Jul-22	AAN	22-Jul-22	
6100.01	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	Room 107 counterop shop drawings	Shop Drawing	01-Jul-22	01-Jul-22	TDG ARCHITECTS	22-Jul-22	AAN	22-Jul-22	
6100.02	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	Room 107, 127 countertop color chart	Color Sample	01-Jul-22	01-Jul-22	TDG ARCHITECTS	21-Jul-22	AAN	21-Jul-22	returned by Owner but not the Architect
6100.03	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	Room 127 cabinet color selection chart	Product Data	01-Jul-22	01-Jul-22	TDG ARCHITECTS	21-Jul-22	AAN	21-Jul-22	returned by Owner but not the Architect
6100.04	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	Room 127 cabinet hardware	Product Data	21-Jul-22	21-Jul-22	New Latin Baptist Church	21-Jul-22	RC	21-Jul-22	Owner to purchase cabinet hardware
6100.05	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	Room 107 and 127 Integral sinks product data	Product Data	22-Aug-22	23-Aug-22	United Consulting Services, LLC	23-Aug-22	RC	23-Aug-22	SUBMITTED FOR RECORD ONLY - installed on 8/17/2022
6100.06	6100	Kitchen Top Shop, Inc	Cabinets, Countertops	Lavatory 127 REVISED cabinet shop drawing for Change Order No.002	Shop Drawing	25-Jul-22	25-Jul-22	TDG ARCHITECTS	02-Aug-22	AAN	02-Aug-22	
8000.01	8000	Rayhaven Group	Doors & Hardware	Door and frame shop drawings	Shop Drawing	21-Jun-22	21-Jun-22	TDG ARCHITECTS	23-Jun-22	AAN	24-Jun-22	Stain color to match existing doors. Verify color in field. Verify with Owner. Doors types and location to be reviewed by Owner.
8000.02	8000	Rayhaven Group	Doors & Hardware	wood door stain color selection	Color Sample	28-Jun-22	28-Jun-22	New Latin Baptist Church	28-Jun-22	A	28-Jun-22	approved at the jobsite by Katonya Jones
8000.03	8000	Rayhaven Group	Doors & Hardware	keying chart - corrections	Shop Drawing	25-Jul-22	25-Jul-22	New Latin Baptist Church	02-Aug-22	A	06-Aug-22	
8000.04	8000	Rayhaven Group	Doors & Hardware	Bulletin No. 5 Bi-fold doors and hardware - for record	Shop Drawing	02-Aug-22	02-Aug-22	TDG ARCHITECTS	03-Aug-22	A	03-Aug-22	
8000.05	8000	Rayhaven Group	Doors & Hardware	Keying Chart REV1	Shop Drawing	31-Oct-22	31-Oct-22	New Latin Baptist Church				

SUBMITTAL REPORT

Contractor: Kitchen Top Shop, Inc

Line Item: 6100 Cabinets, Countertops

Sbmtl No	Submittal Description	Type	Received	Date Sent	Sent To	Returned	Action	Return Date	Remarks
6100.01	Room 127 cabinet and counterop shop drawings	Color Sample	7/1/2022	7/1/2022	TDG ARCHITECTS	7/22/2022	AAN	7/22/2022	
6100.01	Room 107 counterop shop drawings	Shop Drawing	7/1/2022	7/1/2022	TDG ARCHITECTS	7/22/2022	AAN	7/22/2022	
6100.02	Room 107, 127 countertop color chart	Color Sample	7/1/2022	7/1/2022	TDG ARCHITECTS	7/21/2022	AAN	7/21/2022	returned by Owner but not the Architect
6100.03	Room 127 cabinet color selection chart	Product Data	7/1/2022	7/1/2022	TDG ARCHITECTS	7/21/2022	AAN	7/21/2022	returned by Owner but not the Architect
6100.04	Room 127 cabinet hardware	Product Data	7/21/2022	7/21/2022	New Latin Baptist Church	7/21/2022	RC	7/21/2022	Owner to purchase cabinet hardware
6100.05	Room 107 and 127 Integral sinks product data	Product Data	8/22/2022	8/23/2022	United Consulting Services, LLC	8/23/2022	RC	8/23/2022	SUBMITTED FOR RECORD ONLY - installed on 8/17/2022
6100.06	Lavatory 127 REVISED cabinet shop drawing for Change Order No.002	Shop Drawing	7/25/2022	7/25/2022	TDG ARCHITECTS	8/2/2022	AAN	8/2/2022	

SAMPLE PROJECT
OUTSTANDING SUBMITTALS

Friday, March 8, 2024

Sbmtl No	Line Item	Company	Description	Submittal Description	Type	Received	Sent To	Date Sent	Returned	Action	Return Date	Remarks
8000.05	8000	Rayhaven Group	Doors & Hardware	Keying Chart REV1	Shop Drawing	10/31/2022	New Latin Baptist Church	10/31/2022				
1												

5.3 REQUEST FOR INFORMATION (RFI)

5.3 REQUEST FOR INFORMATION (RFI)



JOB SAMPLE PROJECT

ID	RFI Date	Job Name	RFI No	Issued By	Issued To	Brief Description	RFI	Date Needed	Response Date	CC 2
72	20-Apr-22	SAMPLE PROJECT	001	Michael Woodhouse	Raymond Cleveland	Installing windows in existing doors	Need details and locations for Installing windows in existing doors per client instructions.	25-Apr-22	28-Apr-22	
73	20-Apr-22	SAMPLE PROJECT	002	Michael Woodhouse	Raymond Cleveland	Need specifications and details for window sills.	Need material specifications and details for window sills. Also need to determine locations where work is required	25-Apr-22	28-Apr-22	
74	20-Apr-22	SAMPLE PROJECT	003	Michael Woodhouse	Raymond Cleveland	Re-use of Doors and Frames stored on-site	During my walk-thru on 4/18/2022 I observed that doors and frames that are stored on-site are not marked to identify the location where they will be	25-Apr-22	28-Apr-22	
75	20-Apr-22	SAMPLE PROJECT	004	Michael Woodhouse	Matthew Hoener	sliding glass window at Room 101	Need specification and details for sliding glass window at Room 101	25-Apr-22	28-Apr-22	
76	20-Apr-22	SAMPLE PROJECT	005	Michael Woodhouse	Matthew Hoener	Room 106 - concrete floor patching	Need details for Room 106 concrete floor patching. Are dowels needed? If so please provide details	25-Apr-22	28-Apr-22	
77	20-Apr-22	SAMPLE PROJECT	006	Michael Woodhouse	Matthew Hoener	floor drain at Room 106	The floor drain at Room 106 is currently installed at the location as shown on the construction documents. Also the construction documents do not call for	25-Apr-22	28-Apr-22	

Record: 1 of 21

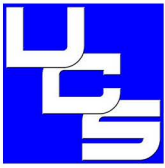
HOME

RFI LOG

RFI

Form View

Nur



REQUEST FOR INFORMATION NO. 021

SAMPLE PROJECT

Wednesday, August 10, 2022

FROM:

United Consulting Services, LLC
Michael Woodhouse
313-283-4633
michael.woodhouse 58@gmail.com

TO:

New Latin Baptist Church
Raymond Cleveland
248-736-4627

RE:

SAMPLE PROJECT

receptacles and data outlets to service wall mounted monitors and TV's

QUESTION:

As we discussed today, myself and Wade's Electric foreman have reviewed the construction documents drawing E102 Power Floor Plan dated 12/08/21 and we have confirmed that the drawings do not call for installation of receptacles and data outlets to service wall mounted monitors and TV's in the Phase 2 area.

If you would like to install these services as part of Phase 2 work, please provide a drawing showing required locations, mounting heights and type of boxes required. We will then provide a quote for your approval to complete the work

Response Required By: **11-Aug-22**

RESPONCE:

Response By: _____

Date of Response: _____

**SAMPLE PROJECT
REQUEST FOR INFORMATION LOG**

Friday, March 8, 2024

RFI No	RFI Date	Issued By	Issued To	Brief Description	RFI	Date Needed	Response Date
001	20-Apr-22	Michael Woodhouse	Raymond Cleveland	Installing windows in existing doors	Need details and locations for Installing windows in existing doors per client instructions.	25-Apr-22	28-Apr-22
002	20-Apr-22	Michael Woodhouse	Raymond Cleveland	Need specifications and details for window sills.	Need material specifications and details for window sills. Also need to determine locations where work is required	25-Apr-22	28-Apr-22
003	20-Apr-22	Michael Woodhouse	Raymond Cleveland	Re-use of Doors and Frames stored on-site	<p>During my walk-thru on 4/18/2022 I observed that doors and frames that are stored on-site are not marked to identify the location where they will be installed. Also, it appears that the frame quantity does not match the quantity of doors.</p> <p>THE DOORS, FRAMES AND HARDWARE NEED TO BE SORTED OUT ON-SITE, INSPECTED FOR DAMAGE/DEFICIENCIES AND IDENTIFIED FOR WHERE THEY CAN BE INSTALLED. THIS WILL DETERMINE WHAT DOORS, FRAMES AND HARDWARE NEED TO BE FABRICATED AND DELIVERED - THIS IS NOT A TASK THAT BIDDERS ARE RESPONSIBLE FOR. THIS WILL REQUIRE A (2) MAN CREW ON-SITE TO ACCOMPLISH THIS TASK.</p> <p>I suggest that a separate consulting contract should be set-up ASAP to accomplish this task. We may need to hire a door company like The Rayhaven Group if they are available and willing to do so.</p>	25-Apr-22	28-Apr-22
004	20-Apr-22	Michael Woodhouse	Matthew Hoener	sliding glass window at Room 101	Need specification and details for sliding glass window at Room 101	25-Apr-22	28-Apr-22
005	20-Apr-22	Michael Woodhouse	Matthew Hoener	Room 106 - concrete floor patching	Need details for Room 106 concrete floor patching. Are dowels needed? If so please provide details	25-Apr-22	28-Apr-22
006	20-Apr-22	Michael Woodhouse	Matthew Hoener	floor drain at Room 106	The floor drain at Room 106 is currently installed at the location as shown on the construction documents. Also the construction documents do not call for a sloped concrete floor. Why is the scope of work calling for sloping the floor? If this work is required, please provide details for the new location of the drain and the required floor slope.	25-Apr-22	28-Apr-22

5.4 MEMO

CM PRO -

NAVIGATION MEMO ENTRY X

5.4 MEMO



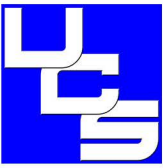
JOB SAMPLE PROJECT

ID	Memo Date	Job Name	Memo No	Issued By	Issued To	Brief Description	Memo	CC 1	CC 2
8	23-Jun-22	SAMPLE PROJECT	001	Michael Woodhouse	Matthew Hoener	sliding glass window detail 6/A503	As we discussed today, we will change the dimension of the sliding glass window detail 6/A503 to 4'-0" wide and 3'-8" high (in lieu of 4'-8" high) in order to line up the top of the window with the top of the door frames.	Raymond Cleveland	
9	28-Jun-22	SAMPLE PROJECT	002	Michael Woodhouse	Katonya Jones	move the North wall of the Business Office 130 to the north	As we discussed today, you approved moving the North wall of the Business Office 130 to the north in order to move the wall framing away from the window. See attached sketch	Raymond Cleveland	
10	18-Jul-22	SAMPLE PROJECT	003	Michael Woodhouse	Matthew Hoener	Clarification of WALL TYPE 5 shown on drawing A 101.	As discussed with you and the Owner Rep Raymond Cleveland today regarding WALL TYPE 5 shown on drawing A 101.	Raymond Cleveland	
11	25-Jul-22	SAMPLE PROJECT	004	Michael Woodhouse	Duane Liquia	rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140.)	The existing walls from Phase 1 do not have drywall installed to the "underside of drywall wall ceiling or roof deck". Currently the drywall stops at approximately 10 ft above finish floor because the building was changed to Duane As we discussed today, you want the rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140.) added by Bulletin No. 5 to be framed as follows:	Raymond Cleveland	
12	02-Aug-22	SAMPLE PROJECT	005	Michael Woodhouse	Marietta Cleveland	Request for Notice of Commencement	We are a contractor on the above project. The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The	Katonya Jones	

Record: 1 of 7 No Filter Search

HOME
MEMO LOG
MEMO

Form View



Tuesday, August 2, 2022

FROM:

United Consulting Services, LLC
Michael Woodhouse
313-283-4633
michael.woodhouse 58@gmail.com

TO:

New Latin Baptist Church
Marietta Cleveland
248-425-5496
mmcleveland@comcast.net

RE:

SAMPLE PROJECT

Request for Notice of Commencement

We are a contractor on the above project.

The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The Notice of Commencement must be recorded and posted by the owner. In addition, the contractor must provide this Notice of Commencement to those who are performing work on this project that request a Notice of Commencement.

Please forward a copy of this completed Notice of Commencement to this office within 10 days after the date of this request. Under the Lien Law, failure to provide the Notice of Commencement may result in postponing the time for providing a Notice of Furnishing.

CC: Katonya Jones

**SAMPLE PROJECT
MEMORANDUM LOG**

Friday, March 8, 2024

Memo No	Memo Date	Issued By	Issued To	Brief Description	Memo	CC 1
001	23-Jun-22	Michael Woodhouse	Matthew Hoener	sliding glass window detail 6/A503	As we discussed today, we will change the dimension of the sliding glass window detail 6/A503 to 4'-0" wide and 3'-8" high (in lieu of 4'-8" high) in order to line up the top of the window with the top of the door frames.	Raymond Cleveland
002	28-Jun-22	Michael Woodhouse	Katonya Jones	move the North wall of the Business Office 130 to the north	As we discussed today, you approved moving the North wall of the Business Office 130 to the north in order to move the wall framing away from the window. See attached sketch	Raymond Cleveland
003	18-Jul-22	Michael Woodhouse	Matthew Hoener	Clarification of WALL TYPE 5 shown on drawing A 101.	As discussed with you and the Owner Rep Raymond Cleveland today regarding WALL TYPE 5 shown on drawing A 101. The existing walls from Phase 1 do not have drywall installed to the "underside of drywall wall ceiling or roof deck". Currently the drywall stops at approximately 10 ft above finish floor because the building was changed to fully sprinkled. Per your approval today, the Phase 2 side of the wall will be installed with the same detail as the existing Phase 1 wall.	Raymond Cleveland
004	25-Jul-22	Michael Woodhouse	Duane Liquia	rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140,)	Duane As we discussed today, you want the rough openings for the 6' wide x 7' high bi-fold doors (105A, 105B, 120A, 140,) added by Bulletin No. 5 to be framed as follows: 74 ¼" wide x 84 7/8" high	Raymond Cleveland
005	02-Aug-22	Michael Woodhouse	Marietta Cleveland	Request for Notice of Commencement	We are a contractor on the above project. The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The Notice of Commencement must be recorded and posted by the owner. In addition, the contractor must provide this Notice of Commencement to those who are performing work on this project that request a Notice of Commencement. Please forward a copy of this completed Notice of Commencement to this office within 10 days after the date of this request. Under the Lien Law, failure to provide the Notice of Commencement may result in postponing the time for providing a Notice of Furnishing.	Katonya Jones

5.5 TRANSMITTAL

5.5 TRANSMITTAL



JOB SAMPLE PROJECT

TRANSMITTAL INFORMATION

ID	7	Date	16-Jun-22	Tranmtl No	001	From	United Consulting Services, LLC
Item Sent	Submittal 16000.01 light fixtures and controls						
Quan	1	Sent By	Email				
To	TDG ARCHITECTS						
	Matthew Hoener						

ID	Transmtl Date	Job No	Job Name	Tranmtl No	Item Sent	Quan	Sent By	Company From	From	Company To	To
7	6/16/2022	AA008	SAMPLE PROJECT	001	Submittal 16000.01 light fixtures and controls	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
8	6/16/2022	AA008	SAMPLE PROJECT	002	Submittal 16000.02 receptcles	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
9	6/16/2022	AA008	SAMPLE PROJECT	003	Submittal 9300.01 ProMar® 200 Zero V.O.C. Interior Latex Primer	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
10	6/16/2022	AA008	SAMPLE PROJECT	004	Submittal 9300.02 water based epoxy	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
11	6/16/2022	AA008	SAMPLE PROJECT	005	Submittal 9300.03 low gloss egg shell	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
12	6/16/2022	AA008	SAMPLE PROJECT	006	Submittal 9100.01 20 GA metal stud product data sheet	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
13	6/16/2022	AA008	SAMPLE PROJECT	007	Submittal 9100.02 CPT3 - Patcraft Approach	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener
14	6/16/2022	AA008	SAMPLE PROJECT	008	Submittal 9100.03 VBI - Johnson	1	Email	United Consulting Services, LLC	Michael Woodhouse	TDG ARCHITECTS	Matthew Hoener

Record: 14 of 50 No Filter Search

HOME TRANSMITTAL TRANSMITTAL LOG

DELIVERY METHOD

CM PRO

NAVIGATION X TRANSMITTAL DELIVERY X

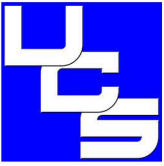
TRANSMITTAL DELIVERY X

ID	Sent By
1	Email
2	Hand Delivery
3	UPS
4	FedEx
5	US Mail
6	Courier Service
7	Client Pickup
* (New)	

Record: 1 of 7 | No Filter | Search

HOME

Record: 1 of 1 | No Filter | Search
Form View



TRANSMITTAL NO. 050

SAMPLE PROJECT

Tuesday, August 16, 2022

FROM:

United Consulting Services, LLC
Michael Woodhouse

TO:

TDG ARCHITECTS
Matthew Hoener

ITEMS SENT:

ID	Description	Quan	Sent By
56	Submittal 15200.05 - HVAC Zoning map	1	Email

**SAMPLE PROJECT
TRANSMITTAL LOG**

Friday, March 8, 2024

No.	Date	From	To	Item Sent	Quan	Sent By
001	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 16000.01 light fixtures and controls	1	Email
002	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 16000.02 receptcles	1	Email
003	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9300.01 ProMar® 200 Zero V.O.C. Interior Latex Primer	1	Email
004	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9300.02 water based epoxy	1	Email
005	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9300.03 low gloss egg shell	1	Email
006	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.01 20 GA metal stud product data sheet	1	Email
007	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.02 CPT3 - Patcraft Approach	1	Email
008	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.03 VB1 - Johnsonite 4 Inch Vinyl Cove Base	1	Email
009	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.04 Floor Transition	1	Email
010	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.05 CT1 - Patcraft Aggregate	1	Email
011	6/16/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.06 CT2 - American Olean Color Story	1	Email
012	6/20/2022	Michael Woodhouse	Matthew Hoener	Submittal 15000.01 Plumbing Fixture	1	Email
013	6/21/2022	Michael Woodhouse	Matthew Hoener	Submittal 8000.01 Doors, Frames and Hardware	1	Email
014	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.07 LVT1 - Patcraft Metallix - color sample	1	Email
015	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.08 CPT3 - Patcraft Approach - color sample	1	Email
016	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.09 VB1 - Johnsonite 4 Inch Vinyl Cove Base - color sample	1	Email
017	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9100.10 CT1 - Patcraft Aggregate - color sample	1	Email
018	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.01 - 20 GA metal studs	1	Email
019	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.02 - type-x-gypsum-data-sheet-e-2201ctg	1	Email
020	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.03 - National ProForm light mud	1	Email
021	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.04 - Acoustical Suspension System	1	Email
022	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.05 - USG Radar Basic Acoustical Panels	1	Email
023	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.06 - CertainTeed Mineral Fiber Ceilings	1	Email
024	6/22/2022	Michael Woodhouse	Matthew Hoener	Submittal 9000.07 - Building-Insulation-Submittal-Form	1	Email
025	6/23/2022	Michael Woodhouse	Matthew Hoener	Submittal 8100.01 - Sliding glass window shop drawing - EPCO track Assembly	1	Email
026	6/23/2022	Michael Woodhouse	Matthew Hoener	Submittal 8100.02 - Vitro Monolithic Glass - door glass tech data	1	Email
027	6/23/2022	Michael Woodhouse	Matthew Hoener	Submittal 8100.03 - Miscellaneous Glazing Schedule	1	Email

5.6 DAILY REPORT

CM PRO
NAVIGATION x DAILY REPORT - ENTRY x

5.6 DAILY REPORT

X

JOB: SAMPLE PROJECT

REPORT INFORMATION

Report No	016	Report Date	Friday, July 8, 2022	Company	Wade's Electrical Contracting, Inc.
ID	26	Weather	Sunny/Clear	Trade	Electrician
				Manpower	5

DESCRIPTION OF WORK

Install electrical rough-in - rough electrical inspection is scheduled for Monday, July 11, 2022

Job Name	Report No	Report Date	ID	Weather	Company	Trade	Manpower	Description of Work
SAMPLE PROJECT	016	Friday, July 8, 2022	26	Sunny/Clear	Wade's Electrical Contracting, Inc.	Electrician	5	Install electrical rough-in - rough electrical inspection is scheduled for Monday, July 11, 2022
SAMPLE PROJECT	016	Friday, July 8, 2022	27	Sunny/Clear	DMC Contracting LLC	Carpenter	1	Install backing for toilet partitions and toilet accessories - rough framing inspection is scheduled for Monday, July 11, 2022
SAMPLE PROJECT	016	Friday, July 8, 2022	28	Sunny/Clear	Air Handlers Corporation	Sheet Metal Workers	3	Install ductwork at office area
SAMPLE PROJECT	016	Friday, July 8, 2022	29	Sunny/Clear	New Latin Baptist Church	Owner Rep	1	Requested \$500 check from Katinya Jones for USA Insulation in order to schedule the insulation of the mold remediation areas
SAMPLE PROJECT	016	Friday, July 8, 2022	30	Sunny/Clear	New Latin Baptist Church	Owner Rep	1	Requested keyway manufacturer information from Raymond Cleveland in order for Rayhaven Group to order locksets for the job
SAMPLE PROJECT	017	Monday, July 11, 2022	31	Sunny/Clear	DMC Contracting LLC	Carpenter	1	complete wood backing installation at Ladies Room 107
SAMPLE PROJECT	017	Monday, July 11, 2022	33	Sunny/Clear	City of Walled Lake	Inspector	1	Building Inspector - passed rough frame inspection
SAMPLE PROJECT	017	Monday, July 11, 2022	34	Sunny/Clear	City of Walled Lake	Inspector	1	Electrical Inspector - passed rough electrical inspection
SAMPLE PROJECT	017	Monday, July 11, 2022	35	Sunny/Clear	New Latin Baptist Church	Owner Rep	2	Meet with Raymond and Marietta Cleveland - review color selections and Change Order 2 and 5 - Final approvals are still needed - Owner to give final approvals after the Tuesday
SAMPLE PROJECT	018	Tuesday, July 12, 2022	36	Sunny/Clear	City of Walled Lake	Inspector	1	Electrical Inspector - passed rough electrical low voltage inspection

Record: 14 of 1 of 187 No Filter Search

HOME
DAILY REPORT

Form View Num Lock

Weather Sunny/Clear

ID	Company	Trade	Men	Description of Work
29	New Latin Baptist Church	Owner Rep	1	Requested \$500 check from Katinya Jones for USA Insulation in order to schedule the insulation of the mold remediation areas
30	New Latin Baptist Church	Owner Rep	1	Requested keyway manufacturer information from Raymond Cleveland in order for Rayhaven Group to order locksets for the job
27	DMC Contracting LLC	Carpenter	1	Install backing for toilet partitions and toilet accessories - rough framing inspection is scheduled for Monday, July 11, 2022
28	Air Handlers Corporation	Sheet Metal Workers	3	Install ductwork at office area
26	Wade's Electrical Contracting, Inc.	Electrician	5	Install electrical rough-in - rough electrical inspection is scheduled for Monday, July 11, 2022

Prepared By:

5.7 FIELD DIRECTIVE

5.7 FIELD DIRECTIVE

JOB **First Latin American Baptist Church - Phase 2**

DIRECTIVE INFORMATION

Directive No	001	Date Issued	Tuesday, December 1, 2020
From	Michael Woodhouse	To	Luis Ali
Directive	Test Directive		
CC1	Tanya Saldivar-Ali	CC2	Joseph Gutierrez

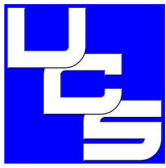
COST OPTIONS:

Cost Not-To-Exceed	<input checked="" type="checkbox"/>	Cost	\$0.00
Time and Material	<input type="checkbox"/>		
No Change in Cost	<input type="checkbox"/>		
Submit Quote	<input type="checkbox"/>		

ID	Job No	Directive No	Date Issued	From	To	Directive	Cost Not-To-	Cost	Select 2	Select 3	Select 4	CC1	CC2
1	GCD02	001	12/1/2020	Michael Woodhouse	Luis Ali	Test Directive	<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tanya Saldivar-Ali	Joseph Gutierrez
2	GCD02	002	12/6/2020	Luis Ali	Martin Paris	Install stone backfill	<input checked="" type="checkbox"/>	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
* (New)							<input type="checkbox"/>	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Record: 14 of 1 of 2 No Filter Search

HOME FIELD DIRECTIVE



FROM:
AGI Construction LLC
Luis Ali

TO:
Power Lighting & Technical Services
Martin Paris

RE:
First Latin American Baptist Church - Phase 2

It is hereby agreed that the following field change(s) in the work required by the contract documents will be made:
Install stone backfill at electrical trenches

Required Action by the Contractor:

Proceed with the work at a cost Not-To-Exceed \$1,000.00

Proceed with the work on a Time and Material Basis. Submit daily time sheets signed by the Owner's Authorized Agent.

Proceed immediately with the work with NO CHANGE in the contract price.

Provide a cost proposal for Approval by the Owner BEFORE proceeding with the work

This Field Directive is only valid with the signatures of the Owner and Contractor Authorized Agents.

Owner Signature: _____ Contractor Signature: _____

Architect Signature: _____

5.8 SAFETY MANUAL

CM PRO

NAVIGATION

SAFETY MANUAL

5.8 SAFETY MANUAL



Hospital for Medical Emergencies	Henry Ford Hospital -- Emergency Room -- 3139162600
Clinic for Non-Emergency Injuries	
Insurance Company Contact Information	
Emergency Phone Contacts (contractor)	United Consulting Services, LLC -- Michael Woodhouse -- 3132834633
	United Consulting Services, LLC -- Mike Woodhouse II -- 2488951517
Emergency Phone Contacts (owner)	First Latin American Baptist Church -- Joseph Gutierrez -- 2489104172
Emergency Phone Contacts (subcontractor)	Martin Paris -- Martin Paris -- 3133638686
	Ben Washington & Sons -- Isaac washington -- 3133042239

HOME

REPORT

Form View

PROJECT SAFETY & ACCIDENT PREVENTION PROGRAM

A. Safety Policy 2

B. Emergency Procedures 3

C. Hazards and Solutions

 Scaffolding 4-5

 Fall Protection 6

 Ladders 7

 Stairways 8

 Trenching 9

 Cranes 10-11

 Forklifts 12-13

 Personal Protective Equipment 14

 Confined Space 15-16

 Electrical Safety 17

 Demolition 18

 Fire Prevention 19

D. How Miss Dig Works 20-21

E. Basic Jobsite Safety Rules 22

F. Hazard Communication Program 23-28

G. Record Keeping 29

H. Incident/Accident Report Writing 30-31

I. Project - Emergency Medical and Contact List 32

5.9 FORM LETTERS

CM PRO NAVIGATION FORM LETTERS

5.9 FORM LETTERS



ID	Description	Letter Contents
1	Request For Notice of Commencement	<p>We are a contractor on the above project.</p> <p>The Construction Lien Law requires the owner of a construction project to describe the project in a document called a Notice of Commencement. The Notice of Commencement must be recorded and posted by the owner. In addition, the contractor must provide this Notice of Commencement to those who are performing work on this project that request a Notice of Commencement.</p> <p>Please forward a copy of this completed Notice of Commencement to this office within 10 days after the date of this request. Under the Lien Law, failure to provide the Notice of Commencement may result in postponing the time for providing a Notice of Furnishing.</p>
2	Notice of Furnishing	<p>We are on this project. As required by the Lien Law, we are enclosing a Notice of Furnishing to protect our rights.</p> <p>This Notice should not be interpreted as any intent on our part to lien this project. This notice is being sent only to provide the required notification of who we are and our relationship to this project.</p> <p>Furnishing of this notice is a standard procedure followed by our company on all construction projects and is not in any way intended to be a reflection on anyone's credit standing or their ability to pay.</p>
3	Status Report	<p>The attached PROJECT STATUS REPORT dated August 2, 2022 is intended to update all parties on the outstanding work activities that need to be completed by each party.</p> <p>Please review the report and update me on the status of your outstanding items. Please send comments by email.</p> <p>Thanks,</p>
4	PRELIMINARY Construction Schedule	<p>The attached PRELIMINARY Construction Schedule dated 5/19/2022 is issued for review and comment by all parties involved with the project including the Owner, Architect, Subcontractors, Suppliers.</p> <p>Please review all activities associated with your work category and provide comments on the durations, and the start and finish dates for your activities. Also, please review and comment on the submittal dates, fabrication and delivery dates associated with your work category.</p> <p>UCS will review all comments and make appropriate schedule adjustments and a FINAL schedule will be issued prior to the BID DUE</p>
5	Notice To Proceed	<p>This is your NOTICE TO PROCEED with your scope of work for the New Embassy Covenant Church International. Please sign and return the attached subcontract by email ASAP.</p> <p>Please submit all required shop drawings and product data as outlined in the attached submittal report dated June 15, 2022 and as outlined in the PROJECT SCHEDULE.</p> <p>Demolition is scheduled to proceed on June 20, 2022</p>
6	Check Distribution	<p>Attached is a PARTIAL CONDITIONAL WAIVER OF LIEN for the New Embassy Covenant Church.</p> <p>Please sign and email this Waiver back to: michael.woodhouse58@gmail.com also please mail an original SIGNED hard copy to:</p>

Record: 1 of 9 No Filter Search Form View

SECTION 6

JOB CLOSEOUT

6.1 CLOSEOUT LETTER

CM PRO
NAVIGATION x CLOSEOUT REQUIREMENT - ENTRY x

6.1 CLOSEOUT REQUIREMENT LETTER

X

JOB First Latin American Baptist Church - Phase 2

ITEM DESCRIPTION

Date Issued: 24-Nov-20 | Closeout Item: 2

Closeout Category: As-Built

Item Description: As-builts (1) copy and PDF file

Comments-Status:

REQUESTED BY

Issued By: Luis Ali | AGI Construction LLC

RESPONSIBLE CONTRACTOR

Issued To: Nicholas J. Lawhead | Olympia Steel Buildings

Line Item: 330 | Steel Bldg - fab

ID	Date Issued	From	To	Line Item	Closeout Item	Comments-Status	Item Description	Job No	Job Name	Company To	Closeout Category
1	11/24/2020	Luis Ali	Nicholas J. Lawhead	330	2		As-builts (1) copy and PDF file	GC002	First Latin American Baptist Church - Phase 2	Olympia Steel Buildings	As-Built
2	11/24/2020	Luis Ali	Nicholas J. Lawhead	330	1	Need signed copy	Final Pay Application (signed & notarized)	GC002	First Latin American Baptist Church - Phase 2	Olympia Steel Buildings	Financial Items
* (New)											

Record: 1 of 2 | No Filter | Search

HOME
CLOSEOUT LETTER
CATEGORY
CLOSEOUT ITEMS

Form View
Num Lock

CM PRO

NAVIGATION CLOSEOUT CATEGORY

CLOSEOUT CATEGORY X

ID	Category
1	Financial Items
2	As-Builts
3	Record Submittals
4	O & M Manuals
5	Project Guarantee
6	Manufacturer Warranty
7	System Start-up, Inspection
8	Tags and Labeling
9	Turn-Over Tools
10	Turn-Over Stock Material
11	Miscellaneous Items
* (New)	

Record: 1 of 11 No Filter Search

HOME

Record: 1 of 1 No Filter Search
Form View

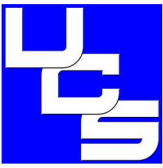
CLOSEOUT ITEM LIST



ID	Category	Item Description
1	Financial Items	Final Pay Application (signed & notarized)
2	Financial Items	Final Sworn Statement (signed & notarized)
3	Financial Items	Final Waiver of Lien (signed)
4	Financial Items	Backcharges Resolved
5	Financial Items	Claims Resolved
6	Financial Items	Signed-Off All Change Orders
7	Financial Items	Current Insurance Certificate
8	As-Builts	As-builts (1) copy and PDF file
9	Record Submittals	Shop drawings (1) copy and PDF file
10	Record Submittals	Product Data (1) copy and PDF file
11	Record Submittals	Product Samples
12	Record Submittals	Color Samples
13	O & M Manuals	Operation & Maintenance Manuals
14	O & M Manuals	Parts Lists
15	Project Guarantee	Project Guarantee (signed)
16	Manufacturer Warranty	Warranties
17	Manufacturer Warranty	Maintenance Agreements
18	System Start-up, Inspection	Complete startup & testing of systems
19	System Start-up, Inspection	Start-up performance reports
20	System Start-up, Inspection	Instruct Owner's Personnel & Sign-off
21	System Start-up, Inspection	Test/adjust/balance reports

Record: 1 of 43 No Filter Search

HOME



SUBCONTRACTOR CLOSEOUT REQUIREMENTS

First Latin American Baptist Church - Phase 2

Tuesday, November 24, 2020

FROM:

AGI Construction LLC

Luis Ali

TO SUBCONTRACTOR:

Olympia Steel Buildings

Nicholas J. Lawhead

SUBCONTRACTOR SCOPE OF WORK:

Budget Category	Line Item	Scope of Work
300 GYM CONSTRUCTION	330	Steel Bldg - fab

In order to expedite receipt of final payment the following list of contract close-out items must be completed by your office. This list is meant to assist you in closing out your contract. All items turned over to the Owner must include a signed receipt. You are ultimately responsible to review all contract documents in order to determine your complete contract close out requirements.

ID	Closeout Item	Closeout Category	Item Description	Comments-Status
2	1	Financial Items	Final Pay Application (signed & notarized)	Need signed copy
1	2	As-Builts	As-builts (1) copy and PDF file	

6.2 PUNCHLIST

CM PRO
NAVIGATION x PUNCHLIST ENTRY x

6.2 PUNCHLIST

X

JOB First Latin American Baptist Church - Phase 2

ITEM DESCRIPTION

Responsible Party	AGI Construction LLC		Luis Ali
Item No	1	Description	Test punchlist Item
Area	TEST		
Room No			

ITEM STATUS

Item Date	21-Jan-21	Projected Completion		Status	
Comments					

ID	Job No	Job Name	Item No	Item Date	Area	Room No	Item Description	Company	Responsible Party	Projected Completion	Status
30	G002	First Latin American Baptist Church - Phase 2	1	21-Jan-21	TEST		Test punchlist Item	AGI Construction LLC	Luis Ali		
*	(New)										

HOME
PUNCHLIST - ALL ITEMS - By Room
PUNCHLIST - ALL ITEMS - By Company
OUTSTANDING ITEMS - By Room
OUTSTANDING ITEMS - By Company

Record: 1 of 1
No Filter
Search

Form View
Num Lock

PROJECT PUNCHLIST

Item Date	Item No	Item Description	Responsible Party	Projected Completion	Status	Comments
ALL ROOMS						
27-Sep-22	53	FINAL HVAC INSPECTION - need to call for inspection	Air Handlers Corporation		COMPLETE	
27-Sep-22	52	FINAL FIRE PROTECTION SYSTEM INSPECTION - need to call for inspection	Affordable Fire Protection Company		COMPLETE	
27-Sep-22	54	FINAL PLUMBING INSPECTION is scheduled for 10/03/2022	Ben Washington & Sons	03-Oct-22	COMPLETE	
27-Sep-22	51	FINAL ELECTRICAL INSPECTION - scheduled for Monday October 3, 2022	Wade's Electrical Contracting, Inc.	03-Oct-22	COMPLETE	
27-Sep-22	55	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings	United Consulting Service, LLC			
27-Sep-22	48	Need to adjust lighting controls to shut-off in (2) minutes - please review controls at all rooms	Wade's Electrical Contracting, Inc.		COMPLETE	
01-Oct-22	69	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner	Rayhaven Group			
04-Oct-22	76	Fire Alarm System and Intercom System - Training & Demonstration to be held on Friday October 7, 2022 at 9:00 am	All Star Alarm LLC	07-Oct-22	COMPLETE	
04-Oct-22	75	Fire Protection System - Training & Demonstration to be held on Friday October 7, 2022 at 9:30 am	Affordable Fire Protection Company	07-Oct-22	COMPLETE	
04-Oct-22	74	Record drawings ("as built") shall be provided at an approved location. Please show updates from Bulletin No. 5	Affordable Fire Protection Company		COMPLETE	
04-Oct-22	73	Electrical As-built drawings	Wade's Electrical Contracting, Inc.		COMPLETE	
04-Oct-22	72	As-built drawings for ductwork and controls (thermostats)	Air Handlers Corporation		COMPLETE	
04-Oct-22	71	HVAC Zoning Map - Resubmittal	Air Handlers Corporation		COMPLETE	
04-Oct-22	70	907.7.3 Instructions. Operating, testing and maintenance instructions and record drawings ("as built") and equipment specifications shall be provided at an approved location.	All Star Alarm LLC		COMPLETE	
06-Oct-22	77	trim back the vinyl wall base approximately 2 inches @ both sides of (17) new door frames and re-attach the base	SCI Floor Covering, Inc.	21-Oct-22		
13-Oct-22	78	Architect issue As-built drawings per request of the City of Walled Lake	TDG ARCHITECTS	26-Oct-22		
103	FLEX ROOM 1					
20-Sep-22	1	Install lighting control and light switch	Wade's Electrical Contracting, Inc.		COMPLETE	
105	CLOSET					
20-Sep-22	40	bi-fold doors 105A and 105B added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	Rayhaven Group	07-Oct-22	COMPLETE	
28-Sep-22	56	Install blank cover plate at empty box on wall	Wade's Electrical Contracting, Inc.		COMPLETE	
28-Sep-22	57	paint door frame after new frame is installed	TD Painting and Wallcovering Inc.	12-Oct-22	COMPLETE	
106	WOMEN'S ROOM					
20-Sep-22	42	Install full length mirror next to entry door	New Latin Baptist Church			WORK BY OWNER
20-Sep-22	4	Remove towel dispenser adjacent to the door - Owner to install full length mirror in this location	R.E. Leggette Co.		COMPLETE	
20-Sep-22	3	Install baby changing station	R.E. Leggette Co.		COMPLETE	
20-Sep-22	2	Remove (3) mirrors and (2) soap dispensers - install (1) large mirror - detail 1/A702 - SHIP DATE October 28, 2022	R.E. Leggette Co.	04-Nov-22		NEED DELIVERY DATE FOR LARGE MIRROR
120	TEEN ROOM					

PROJECT PUNCHLIST

Item Date	Item No	Room No	Area	Item Description	Projected Completion	Status	Comments
United Consulting Services, LLC							
27-Sep-22	55		ALL ROOMS	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings			
20-Sep-22	25	127	LAVATORY	Install white caulk at cover plate on N wall at ceramic tile		COMPLETE	
Ben Washington & Sons							
27-Sep-22	54		ALL ROOMS	FINAL PLUMBING INSPECTION is scheduled for 10/03/2022	03-Oct-22	COMPLETE	
20-Sep-22	26	127	LAVATORY	Install hot water heater		COMPLETE	EXTRA WORK
20-Sep-22	27	127	LAVATORY	Install cover over existing plastic pipe cover at floor		COMPLETE	EXTRA WORK
Rayhaven Group							
01-Oct-22	69		ALL ROOMS	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner			
20-Sep-22	40	105	CLOSET	bi-fold doors 105A and 105B added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	07-Oct-22	COMPLETE	
20-Sep-22	41	120	TEEN ROOM	bi-fold doors 120A added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	07-Oct-22	COMPLETE	
20-Sep-22	9	120	TEEN ROOM	Install door N120 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	10	121	FLEX ROOM 2	Install door frame, hardware for door E121	07-Oct-22	COMPLETE	
20-Sep-22	15	123	MEDIA ROOM	Install door N123 - frame, door, hardware and glass	07-Oct-22	COMPLETE	Install Type D door N124 in lieu of Type B door N123 at this location
20-Sep-22	18	124	FIRST LADY'S OFFICE	Install door N124 - frame, door, hardware with frosted glass	07-Oct-22	COMPLETE	Install Type B door N123 in lieu of Type D door N124 at this location - Owner to install logo sticker on the glass
27-Sep-22	46	124	FIRST LADY'S OFFICE	Need date for delivery and installation of frosted glass for Door N124			
20-Sep-22	23	126	BISHOP'S OFFICE	Install door N126 - frame, door, hardware with frosted glass	07-Oct-22	COMPLETE	Owner to install logo sticker on the glass
27-Sep-22	47	126	BISHOP'S OFFICE	Need date for delivery and installation of frosted glass for Door N126			
20-Sep-22	29	127	LAVATORY	Install door N127A - frame, door, hardware	07-Oct-22	COMPLETE	
20-Sep-22	30	127	LAVATORY	Install door N127B - frame, door, hardware	07-Oct-22	COMPLETE	
20-Sep-22	32	129	OPEN OFFICE	Install door N129 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	34	130	BUSINESS OFFICE	Install door N130 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	35	131	COPY CENTER	Install door N131 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	36	132	SECRETARY'S OFFICE	Install door N132 - frame, door, hardware and glass	07-Oct-22	COMPLETE	
20-Sep-22	37	140	HALLWAY	Install door N140 - door, hardware	07-Oct-22	COMPLETE	
20-Sep-22	38	140	HALLWAY	bi-fold doors 140C added in Bulletin No. 5 to ship October 14, 2022 - NEED INSTALLATION DATE	07-Oct-22	COMPLETE	
20-Sep-22	39	145	CLOSET	Install door N145 - door, hardware	07-Oct-22	COMPLETE	
New Latin Baptist Church							

PROJECT PUNCHLIST - OUTSTANDING ITEMS

Item Date	Item No	Item Description	Responsible Party	Projected Completion	Comments
ALL ROOMS					
27-Sep-22	55	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings	United Consulting Services, LLC		
01-Oct-22	69	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner	Rayhaven Group		
06-Oct-22	77	trim back the vinyl wall base approximately 2 inches @ both sides of (17) new door frames and re-attach the base	SCI Floor Covering, Inc.	21-Oct-22	
13-Oct-22	78	Architect issue As-built drawings per request of the City of Walled Lake	TDG ARCHITECTS	26-Oct-22	
106 WOMEN'S ROOM					
20-Sep-22	42	Install full length mirror next to entry door	New Latin Baptist Church		WORK BY OWNER
20-Sep-22	2	Remove (3) mirrors and (2) soap dispensers - install (1) large mirror - detail 1/A702 - SHIP DATE October 28, 2022	R.E. Leggette Co.	04-Nov-22	NEED DELIVERY DATE FOR LARGE MIRROR
120 TEEN ROOM					
28-Sep-22	58	paint touch-up at door frame needs to be re-done. The color does not match	TD Painting and Wallcovering Inc.	21-Oct-22	
124 FIRST LADY'S OFFICE					
20-Sep-22	43	Install logo sticker on door glass after frosted glass is installed	New Latin Baptist Church		WORK BY OWNER
27-Sep-22	46	Need date for delivery and installation of frosted glass for Door N124	Rayhaven Group		
126 BISHOP'S OFFICE					
20-Sep-22	44	Install logo sticker on door glass after frosted glass is installed	New Latin Baptist Church		WORK BY OWNER
27-Sep-22	47	Need date for delivery and installation of frosted glass for Door N126	Rayhaven Group		
	11				

PROJECT PUNCHLIST - OUTSTANDING ITEMS

Item Date	Item No	Room No	Area	Item Description	Projected Completion	Comments
United Consulting Services, LLC						
27-Sep-22	55		ALL ROOMS	FINAL CERTIFICATE OF OCCUPANCY - Obtain C of O from city after architect provides As-Built drawings		
Rayhaven Group						
01-Oct-22	69		ALL ROOMS	Provide quote for new door closers and for keying changes. Install door closers and final cores for all locksets after quote is approved by the owner		
27-Sep-22	46	124	FIRST LADY'S OFFICE	Need date for delivery and installation of frosted glass for Door N124		
27-Sep-22	47	126	BISHOP'S OFFICE	Need date for delivery and installation of frosted glass for Door N126		
New Latin Baptist Church						
20-Sep-22	42	106	WOMEN'S ROOM	Install full length mirror next to entry door		WORK BY OWNER
20-Sep-22	43	124	FIRST LADY'S OFFICE	Install logo sticker on door glass after frosted glass is installed		WORK BY OWNER
20-Sep-22	44	126	BISHOP'S OFFICE	Install logo sticker on door glass after frosted glass is installed		WORK BY OWNER
TDG ARCHITECTS						
13-Oct-22	78		ALL ROOMS	Architect issue As-built drawings per request of the City of Walled Lake	26-Oct-22	
SCI Floor Covering, Inc.						
06-Oct-22	77		ALL ROOMS	trim back the vinyl wall base approximately 2 inches @ both sides of (17) new door frames and re-attach the base	21-Oct-22	
TD Painting and Wallcovering Inc.						
28-Sep-22	58	120	TEEN ROOM	paint touch-up at door frame needs to be re-done. The color does not match	21-Oct-22	
R.E. Leggette Co.						
20-Sep-22	2	106	WOMEN'S ROOM	Remove (3) mirrors and (2) soap dispensers - install (1) large mirror - detail 1/A702 - SHIP DATE October 28, 2022	04-Nov-22	NEED DELIVERY DATE FOR LARGE MIRROR

6.3 OWNER TRAINING AND RECEIPT

6.3 OWNER TRAINING AND RECEIPT

JOB SAMPLE PROJECT

ITEM DESCRIPTION	
Doc No	001
Doc Date	10/7/2022
Item 1	Fire Protection System - Training & Demonstration
Item 2	Fire Protection System - As-builts
Item 3	Fire Protection System - O & M Manuals (Previously provided in Phase 1)
Item 4	
Item 5	

TRAINING ATTENDEES	
Owner	New Latin Baptist Church
Contractor	United Consulting Services, LLC
Subcontractor	Affordable Fire Protection Company

ID	Job No	Job Name	Doc No	Doc Date	Item 1	Item 2	Item 3	Item 4	Item 5	Owner
3 AA008		SAMPLE PROJECT	001	10/7/2022	Fire Protection System - Training & Demonstration	Fire Protection System - As-builts	Fire Protection System - O & M Manuals (Previously provided in Phase 1)			New Latin Baptist Church
4 AA008		SAMPLE PROJECT	002	10/7/2022	Fire Alarm System Training & Documentation	Fire Alarm System - As BUILTS	Fire Alarm System - O & M Manuals			New Latin Baptist Church
* (New)										

Records: 14 1 of 2 No Filter Search

HOME TRAINING

Owner Training and Receipt Sign-off Sheet No. 002

Item 1 Fire Alarm System Training & Documentation

Item 2 Fire Alarm System - As Built

Item 3 Fire Alarm System - O & M Manuals

Item 4

Item 5

Owner Representative:

Signature

Company

New Latin Baptist Church

Contractor Representative:

Signature

Company

United Consulting Services, LLC

Subcontractor Representative:

Signature

Company

Affordable Fire Protection Company

6.4 GUARANTEE FORM

6.4 GUARANTEE FORM X

JOB SAMPLE PROJECT

CONTRACTOR INFORMATION

Company: Glasco Corporation

Sent To: Ed Sullivan

Line Item: 8100 Glass & Glazing

REQUESTED BY

Sent By: Michael Woodhouse

ID	Line Item	Sent By	Sent To	Job Name	Description	Company
4	8100	Michael Woodhouse	Ed Sullivan	SAMPLE PROJECT	Glass & Glazing	Glasco Corporation
5	9000	Michael Woodhouse	Dave Call	SAMPLE PROJECT	Drywall & Acoustical	DMC Contracting LLC
6	9100	Michael Woodhouse	Andy Korytkowski	SAMPLE PROJECT	Flooring and Ceramic Tile	SCI Floor Covering, Inc.
7	10000	Michael Woodhouse	Kip J. Anderson	SAMPLE PROJECT	Toilet Partitions and Accessories	R.E. Leggette Co.
8	15000	Michael Woodhouse	Isaac Washington	SAMPLE PROJECT	Plumbing	Ben Washington & Sons
9	15100	Michael Woodhouse	Dexter Jacques	SAMPLE PROJECT	Fire Protection	Affordable Fire Protection Company
10	15200	Michael Woodhouse	Mark Bruckman	SAMPLE PROJECT	HVAC	Air Handlers Corporation
11	16000	Michael Woodhouse	Richard Wade Williams	SAMPLE PROJECT	Electrical	Wade's Electrical Contracting, Inc.
12	16100	Michael Woodhouse	Laura Kelly	SAMPLE PROJECT	Fire Alarm System	All Star Alarm LLC
13	9300	Michael Woodhouse	Terri Lipset	SAMPLE PROJECT	Painting	TD Painting and Wallcovering Inc.

Record: 1 of 12 No Filter Search

HOME

GUARANTEE

Form View

SAMPLE PROJECT PROJECT GUARANTEE

In accordance with the Subcontract Agreement between the Contractor and the Subcontractor for the project referenced herein the Subcontractor attest to the fact that they have completed the furnishing and installation of the work referenced below in accordance with the contract documents as amended.

We do hereby agree that, should we be notified that the material and or workmanship have been proven faulty, we will return to the building site within three (3) working days of receipt of such notice and will furnish labor and material to repair such work to the satisfaction of:

Contractor: [United Consulting Services, LLC](#)

Owner: [New Latin Baptist Church](#)

The Guarantee shall remain in effect from:

Guarantee Start Date: [Wednesday, October 12, 2022](#)

Guarantee End Date: [Thursday, October 12, 2023](#)

Subcontractor Information:

Company: [Power Lighting & Technical Services](#)

Address: [60880 Van Dyke, Washington, MI 48094](#)

Contact: [Richard Wade Williams](#)

Phone: [586-677-2019](#)

Scope of Work: [16000](#) [Electrical](#)

Subcontractor Signature: _____

Date Signed: _____

NOTE: Final payment on the contract will not be released until three (3) copies of this form are signed and returned to:

United Consulting Services, LLC

3495 Pine Estates Drive, West Bloomfield, MI 48323

Michael Woodhouse