

Policy Requiring Board Authorization for Release of Payments for Improvements

1. POLICY

The policy establishes the process by which the Board authorizes the release of payments to prime contractors providing services, labor and materials related to improvement of college lands and buildings. The intent is to ensure all work has been satisfactorily performed in accordance with contract terms and the payments are appropriately authorized and documented.

2. This policy applies to all prime contractors, including professional service providers, engaged in work, related to improvement of college land and buildings falling within the term “improve” as defined in N.J.S.A. 2A:30-2.
3. Authorization Requirement: Release of each periodic payment, final payment or retainage shall require prior approval by majority vote of the Board.
4. Submission of Contractor Billing: Prime contractor billing, with certification from the project architect to the Executive Vice President for Business and Finance, must be submitted at least seven (7) calendar days prior to the scheduled public meeting of the Board.
 - a. The certification must confirm:
 - i. All work billed has been satisfactorily performed in accordance with the contract;
 - ii. Any credits due to the college, including allowable retainage; and No sub-contractor, or sub-contractor of the prime contractor, has submitted a claim for delinquent payment.
5. Payment Timeline: Payments authorized by the Board shall be released within thirty (30) calendar days of Board approval.
6. Bid and Contract specifications must clearly state:
 - a. The process and timeline for submission of billing, including sufficient time for review;
 - b. The issuance of the aforementioned certification confirming information required per policy; and
 - c. The requirement of authorization by the Board for payment in recognition of services provided.