



Belmont Middle & High School Project

Building Committee Meeting # 139, 3/2/22 at 7:00 PM

Summary of Skanska Requisition Review Process

- 1. A “Pencil Copy” draft Requisition is submitted by Skanska +/- a week before the end of the month. This is sent out in full detail for review by Perkins and Will and CHA. This draft has projections for where the subcontractor expects they will be completion wise by the end of the month for every work item.**
- 2. Review of draft requisition is performed by Brian Spangler of Perkins and Will and by Tony DelGreco and Gabe Suriel for CHA. EVERY page is reviewed. Where the projected amount on a line item for month-end looks like it will not be achieved, CHA and / or P&W will make a recommendation to reduce the line item. A review meeting between Skanska, Perkins and Will and CHA then takes place to finalize the amounts for every line item.**
- 3. Most Recent Requisition – Skanska’s Requisition # 38 through 2/28/22 was finalized in a review meeting on Fri 2/25/22, and the final revised copy has now been submitted. That requisition is 450 Pages long (Req # 32 to 8/31/21 was 758 Pages). The requisition has approximately 43 pages of individual work items, totaling approximately 1,500 work items for all trades. Following the pages of work items, then comes all the subcontractors and supplier’s invoices in full detail. Griffin Electric’s most recent invoice was 65 pages long.**
- 4. In addition to the individual work items, on occasion a subcontractor will invoice for “Materials Stored Offsite”. When a subcontractor is fabricating materials offsite, they will invoice for that work in advance of it arriving on the jobsite. For any materials being billed for, the subcontractor has to provide evidence of the material offsite – often times photos along with a Bill of Sale transferring ownership to the Town of Belmont and Certificates of Insurance. A good example is Structural Steel – this was fabricated in Quebec Canada by Canatal Industries – the team had a local inspector from the area visit Canatal’s plant to verify the steel being billed for was appropriate and to confirm the workmanship was compliant with the project specifications.**
- 5. Summary – every requisition is reviewed in great detail and not approved until all parties are in agreement. Additionally, all subcontractor line items invoiced have a 5% retainage held as additional protection for the Owner, typical in the industry.**
- 6. The agreed upon requisition is presented for approval at the first Building Committee Business Meeting of the month following month.**