

Transmittal Letter

January 25, 2025

Stephens Mechanical Engineering

925 Tommy Munro Drive
Suite B
Biloxi, MS 39532
(228) 207-3322 (228) 207-3346
<http://stephensmecheng.com/>



STEPHENS

MECHANICAL ENGINEERING LLC.

Subject: Pay App #retainage

Job Number: 23056

We are sending you

☒	Attached	☐	Under Separate Cover via:	☐	Plans	☐	Other:
☐	Shop Drawings	☐	Prints	☐	Samples	☐	
☐	Copy of Letter	☐	Change Order	☐	Specification	☐	
☐	Total Quantity	☐	Reproducible	☐		☐	

Submittal	Quantity	Date	DWG. #	Description
	1	1/20/2025		Pay Request Application -#retainage

These are transmitted as checked below

	For Approval	X	Approved as Submitted	Resubmit copies for approval
x	For Your Use		Approved as Noted	Submit [#] copies for distribution
	As Requested		Returned for Corrections	Return [#] corrected prints
	For Review and Comment		Revise and Resubmit/Work May Not Proceed	
	FOR BIDS DUE: [Type text here]			PRINTS RETURNED AFTER LOAN

Comments:

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Lawrence Stephens

APPLICATION AND CERTIFICATE FOR PAYMENT

D.N.P. PROJECT#: 2410

PAGE 1 OF 2 PAGES

TO (OWNER):

City of Bay St. Louis

688 Hwy. 90, Bay St. Louis, MS 39520

FROM (CONTRACTOR) N.P., INC

P.O. BOX 6399

d'IBERVILLE, MS 39540-6399

CONTRACT FOR: Construction

PROJECT NAME:

Add Cooling Tower at Central Fire Station

543 Main Street, Bay St. Louis, MS 39520

Stephens Mechanical, LLC

925 Tommy Munro Drive, STE B, Biloxi, MS

n/a

CONTRACT#:

APPLICATION NUMBER:

4RET

PERIOD TO:

1/20/2025

ARCHITECT'S PROJECT NO:

n/a

CONTRACT DATE:

5/1/2024

Distribution to:

() OWNER

() ARCHITECT

() CONTRACTOR

()

()

Application is made for Payment, as shown below, in connection with the Contract.

Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM

2. Net Change by Change Orders

3. CONTRACT SUM TO DATE

4. TOTAL COMPLETED AND STORED TO DATE

(Column G on continuation sheet)

5. RETAINAGE:

a. 0 % of Completed Work

(Col. D+E on continuation sheet)

b. 0 % of Stored Material

(Col. F on continuation sheet)

Total retainage (Line 5a+5b or total in column I of continuation sheet)

6. TOTAL EARNED LESS RETAINAGE

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE

9. BALANCE TO FINISH, PLUS RETAINAGE

(Line 3 less Line 8)

State of: MISSISSIPPI County of: HARRISON

Subscribed and sworn to before me this 20th day of January, 2025

Notary Public: Notary Public Hancock County

My Commission Expires: 06/15/2028

AMOUNT CERTIFIED: \$ 15,785.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: [Signature] Date: 1/25/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL \$		-	\$ -
Approved this Month			
Number	Date Approved		
CO# 001	11/11/2024	\$ 22,600.00	
TOTALS \$		22,600.00	\$ -
Net change by Change Orders		\$ 22,600.00	\$ -
The undersigned Contractor certifies that to the best of the Contractor's 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 the previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.			
CONTRACTOR: D.N.P., INC			
P.O. BOX 6399			
d'IBERVILLE, MS 39540-6399			
By: [Signature]		Date:	1/20/2025

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, 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.

