



## **INSTRUCTIONS FOR CERTIFICATE OF SUBCONTRACTOR WORK AND PAYMENT**

Prime contractor should make a master listing with the name of each subcontractor and each applicable supplier.

After the receipt of funds for each estimate payment, the prime contractor shall pay each subcontractor/supplier who has work items on the estimate within 10 calendar days. The prime contractor shall strike through the names of subcontractors/suppliers to whom no payment was due for that estimate.

The signed, dated certificate must be received at the city/county/consultant office within 15 days of the date the prime contractor received payment from the city/county.

### **CLARIFICATIONS**

List only first tier subcontractors

List only suppliers who provide an item/material to the prime contractor that is a bid item and not a component of a bid item

Example: Bid item is for pipe. The prime contractor installs the pipe. The pipe supplier should be listed. If a subcontractor installs the pipe, the pipe supplier is not listed.

Example: Bid item is for cast-in-place manhole built by the prime contractor. The manhole has multiple components and no supplier is listed.

The prime contractor is responsible for ensuring that all lower tier subcontractors and suppliers are paid by their respective contractors within 10 days of when that subcontractor received payment. The prime contractor may choose to use this certificate as a way of ensuring that all entities involved in the project have been paid; however, this information does not need to be sent to the city/county/consultant.