



ADDENDUM "B"

2023 SUBCONTRACT PAYMENT POLICY

The following documentation is required prior to any subcontract payment being processed:

- ❖ SUBCONTRACT AGREEMENT - The signed subcontract agreement and all required addendums as per subcontract agreement must be received by GCC.
- ❖ INSURANCE - All certificates of insurance and additional insured endorsements required as per the executed subcontract agreement must be received by GCC.
- ❖ FORM W9 – a Form W-9 signed and dated in the current year is required

PAYMENT PROCESSING PROCEDURES:

Subcontract payments are processed on Thursdays, twice a month. Please refer to the attached *2023 GCC Subcontractor Payment Schedule* for specific dates.

The following paperwork is required and must be received by GCC no later than 5:00pm on the Tuesday before the scheduled Thursday check run date. Please be advised ~ payments will NOT be processed unless all required documents are received in our office by the Tuesday cutoff.

- ❖ **PROGRESS PAYMENTS:**
 - A signed conditional progress lien release thru the date for which payment is being processed is required from subcontractor.
 - A signed conditional OR unconditional progress lien release through the last day of the month for which payment is being processed is required from the subcontractor's suppliers and 2nd/3rd tier subcontractors. (e.g. if sub progress payment is for work performed through the 20th of the month, the sub/supplier lien release must be through the 30/31st).
 - Joint checks will be issued for all conditional releases received from suppliers and 2nd/3rd tier subs.
 - Union Trust Fund letter of good standing through the end of the month for which payment is being processed is required from all unions that subcontractor is signatory with.
- ❖ **FINAL PAYMENT:**
 - A notarized conditional final lien release from subcontractor.
 - A signed conditional OR unconditional final lien release from all subcontractor's suppliers and 2nd/3rd tier subcontractors.
 - Joint checks will be issued for all conditional releases received from suppliers and 2nd/3rd tier subs
 - **PUBLIC AGENCY JOBS:** For all public agency work, the signed *Subcontractor's Certification/Declaration Regarding Prevailing Wage* form is required and must be completed and returned for final payment to be released. (This form is not required on private jobs.)
 - Union Trust Fund letter of good standing through the end of the latest month that subcontractor performed work on job or for which they are owed payment (whichever is later), from all unions that subcontractor is signatory with.

~CHECKS MAY NOT BE PICKED UP FROM THE GCC OFFICE~

PLEASE PROVIDE FEDEX ACCOUNT NUMBER IF YOU WOULD LIKE YOUR PAYMENT TO BE SENT VIA OVERNIGHT



GHILOTTI CONSTRUCTION COMPANY
SUBCONTRACTOR PAYMENT SCHEDULE
 2023

Documentation Deadline by 5PM (Tues)	Check Run Date (Thurs)
1/3/2023	1/5/2023
1/17/2023	1/19/2023
1/31/2023	2/2/2023
2/14/2023	2/16/2023
2/28/2023	3/2/2023
3/14/2023	3/16/2023
4/4/2023	4/6/2023
4/18/2023	4/20/2023
5/2/2023	5/4/2023
5/16/2023	5/18/2023
5/30/2023	6/1/2023
6/13/2023	6/15/2023
7/4/2023	7/6/2023
7/18/2023	7/20/2023
8/1/2023	8/3/2023
8/15/2023	8/17/2023
9/5/2023	9/7/2023
9/19/2023	9/21/2023
10/3/2023	10/5/2023
10/17/2023	10/19/2023
10/31/2023	11/2/2023
11/14/2023	11/16/2023
12/5/2023	12/7/2023
12/19/2023	12/21/2023
1/2/2024	1/4/2024

— Engineering Contractor —