



## ADDENDUM "B"

### 2024 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 *2024 Subcontract Check Run 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 2<sup>nd</sup>/3<sup>rd</sup> tier subcontractors. (*e.g. if sub progress payment is for work performed through the 20<sup>th</sup> of the month, the sub/supplier lien release must be through the 30/31<sup>st</sup>*).
    - Joint checks will be issued for all conditional releases received from suppliers and 2<sup>nd</sup>/3<sup>rd</sup> 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 with whom that subcontractor is signatory.
- ❖ **FINAL PAYMENT:**
  - A notarized conditional final lien release from subcontractor.
  - A signed conditional OR unconditional final lien release from all subcontractor's suppliers and 2<sup>nd</sup>/3<sup>rd</sup> tier subcontractors.
    - Joint checks will be issued for all conditional releases received from suppliers and 2<sup>nd</sup>/3<sup>rd</sup> 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 with whom that subcontractor is signatory.

**~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**  
**SUBCONTRACT CHECK RUN SCHEDULE**  
 2024

<b>Document Deadline by 5PM (Tues)</b>	<b>Check Run Date (Thurs)</b>
1/2/2024	1/4/2024
1/16/2024	1/18/2024
1/30/2024	2/1/2024
2/13/2024	2/15/2024
3/5/2024	3/7/2024
3/19/2024	3/21/2024
4/2/2024	4/4/2024
4/16/2024	4/18/2024
4/30/2024	5/2/2024
5/14/2024	5/16/2024
6/4/2024	6/6/2024
6/25/2024	6/27/2024
7/9/2024	7/11/2024
7/23/2024	7/25/2024
8/6/2024	8/8/2024
8/20/2024	8/22/2024
9/3/2024	9/5/2024
9/17/2024	9/19/2024
10/1/2024	10/3/2024
10/15/2024	10/17/2024
11/5/2024	11/7/2024
11/19/2024	11/21/2024
12/3/2024	12/5/2024
12/17/2024	12/19/2024
1/7/2025	1/9/2025