

Monthly Payments To Subcontractors/Suppliers - FORM B

The following form has been designed to track Contractor's commitments and actual monthly payments to subcontractors/suppliers on a City project. The form has been formatted to allow the Contractor's representatives to print or type in the requested information. (Typing is preferred)

Submit this form with your company's monthly invoices for payment for work by your company on the City's contract.

Contract Number#: List the projects assigned contract number if it is not already listed

Project Name: List the official name of the project if it does not already appear.

Contractor Name: List your company name.

Non-DBE or DBE Contractor: Check X whether your company (as the contractor) is a DBE certified firm

Reporting Month/Year: Identify the month of the transactions that is being reporting.

Dollars Paid to Contractor: Identify all payments that have been made to your company from this contract since the notice to proceed.

List all Subcontractors, Subconsultants, and Material Suppliers that have worked and/or that your company intends to use on the project. Note: The X check box column is for City Staff use Only

Company, Contact Person, Email and Phone	Work performed or materials provided	Total Dollars Commitment	Dollars paid this Month:	Total Dollars Paid Since NTP
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Company, Contact Person, Email and Phone: List the subcontractor/supplier companies' names, contact persons, email address and phone numbers.

Work performed or materials provided: Identify what type of work or materials that were supplied by the subcontractor/supplier companies

Total Dollars Commitment: Identify the company's total project estimated dollar commitment to the subcontractor/supplier companies.

Dollars paid this Month: List the total amount of actual payments made to the subcontractor/supplier company in the reporting month listed

Total Dollars Paid Since NTP: List the total amount of actual payments made to the subcontractor/supplier since the Notice to Proceed

The official authorized and responsible for certifying payments listed on the form should:

Print his or her name and title

Type the phone number of the representative responsible for certifying subcontractor payments

Sign and date the form in the presence of a notary. Have the notary certify the representative's signature.

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Contractor Name: _____ Non- DBE X DBE X

Reporting Month/Year: _____ Contract No.: _____ Dollars Paid to Contractors: _____

Submit this form with invoice. Below list all Subcontractors, Subconsultants, and Material Suppliers that have worked and/or that your company intends to use on this Project. List actual payments made in the reporting month listed above.

Company, Contact Person, Email and Phone	Work performed or materials provided	Total Dollars Commitment	Dollars paid this Month:	Total Dollars Paid Since NTP

I certify that is information accurately reflects actual payments made to Subcontractors, Subconsultants, and Material Suppliers on the above referenced Project, and that all Suppliers providing goods under this Contract have been listed in the Sales Tax Statements submitted to the City in connection with this Payment Affidavit. If no subcontractors of suppliers are listed on the preceding chart of Sales Tax Statements, the Contractor certifies that no subcontractors or suppliers were used in Performing the Project/Contract for the payment period indicated.

Signature of Authorized Official

Printed Name

Title

Date

Phone Number of Signer

NOTARY CERTIFICATION

Place Seal

STATE OF

COUNTY OF

Subscribed and sworn to and subscribed before me this _____ day of
_____, 20____,

Print Name of Notary Public

Signature of Notary Public

My Commission Expires _____