
Subcontractor Exhibit "I"

SUBCONTRACTOR CHECKLIST

The following checklist is provided as convenience to the Subcontractor, to assist you in ensuring that all documentation required is submitted at the time required. Not following these procedures will delay your payments.

A- Prior to Beginning work at the Jobsite

- 1- Execute this entire subcontract package and return to Contractors main office for execution.
- 2- Submit Certificate Of Insurance as required.
- 3- Submit all Safety and SDS data as required.
- 4- Submit Copy Of Safety Program.
- 5- Submit Name of Competent person assigned to be on site

B- Prior to submitting the first request for payment:

- 1- Submit your proposed schedule of values for approval.
- 2- Submit your proposed schedule of submittal dates for approval. (If Required)
- 3- Submit your W9 form.

C- At the time your request for payment are submitted:

- 1- Ensure that all items in section A&B above have been submitted.
- 2- Check to be sure that your Certificate Of Insurance does not expire before the end of the period for which you are billing.
- 3- Submit your pay request on the Contractors G702 & G703 forms.
- 4- Ensure that the pay application is fully executed original.
- 5- Make sure the pay application is submitted no later than the 25th of the month.
- 6- Ensure that you are only billing for work that is completed.
- 7- Ensure that you do not bill for any change orders, which have not been fully executed.
- 8- Include the appropriate Interim or Final Lien Waiver with pay application.

D- At the time you submit your final request for release of retainage:

- 1- Include the Unconditional Waiver of Lien.
- 2- Include the Subcontractor Warranty Form.
- 3- Submit Operation Manuals and Equipment Warranties complete with serial numbers, model numbers (3) copies.

The above terms and conditions must be met in full prior to final payment. Any changes to contract resulting in an addition or deduction from base bid must be in writing and approved by the Director of Construction prior to commencement of work.

Initials _____