

Subcontractor Payment Requirements

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981 Iowa Avenue, Suite A

Riverside, CA 92507

Phone 951-781-8055 Fax 951-781-1077

www.caconstruction.net



SECTION 1: GENERAL CONDITIONS

Subcontractor and Supplier forms are located on our website at www.caconstruction.net - Click on the Forms link in the upper right hand corner to access the forms.

Additional forms may be required on specific projects. The Subcontractor and/or Supplier is responsible for making sure that all conditions are met as some requirements may vary. If a project requires a document that is similar or identical to one of our posted document requirements, both requirements must be met.

DO NOT contact our office regarding payment until all conditions/requirements have been met. DO NOT fax or email invoices, unless specifically advised to do so. Invoices received over the fax will be discarded. Invoices may be hand delivered or sent via mail delivery only.

ALL CONDITIONS contained herein must be met for ALL PROJECTS in order for progress payments and final payments to be processed. Additional requirements may vary.

Two (2) copies of ALL FORMS that require a signature must be mailed to our office with ORIGINAL signatures on each document.

Compliance with all of the following requirements will ensure prompt payment, upon Avi-Con, Inc. receiving payment from the Customer.

* Form is located in the Subcontractor Forms section

** To be provided by Subcontractor/Supplier

SECTION 2: FILE REQUIREMENTS

- Completed Subcontract Agreement Checklist *
- Complete and submit the online Subcontractor Interest Form located in the Opportunities section of our website at www.caconstruction.net
- Completed Subcontractor Application *
- Current Project Profiles (5 most recent) - Profile must include project name, location, description of work, customer(s) name, customer(s) contact/reference and contract amount. **
- Customer references and contact information (5 within past two years) **
- Current Worker's Compensation Insurance Certificate **
- Exemption of Worker's Compensation Insurance, if applicable *
- Auto Insurance Certificate **
- Current General Liability Insurance Certificate naming Avi-Con, Inc., and owners, directors, officers, agents, and employees as additional insureds. General Liability must include the additionally insured endorsement attached to the policy or letter of endorsement application to the underwriter. WAIVER OF SUBROGATION IS REQUIRED. **
- W-9 *
- Copy of State Contractor's License **
- Violent Crime Control and Background Consent *
- Confidentiality Agreement, if applicable

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SECTION 3: CONTRACT REQUIREMENTS

- Return two (2) executed copies of your Subcontractor Agreement for final execution by Avi-con, Inc. One fully executed copy will be returned to you.
- Return two (2) executed copies of change orders, if applicable. One fully executed copy will be returned to you.
- Current Worker's Compensation Insurance Certificate **
- Exemption of Worker's Compensation Insurance, if applicable *
- Auto Insurance Certificate and Auto Liability**
- Public Works Contract Award Information (DAS 140) **
- Current General Liability Insurance Certificate naming Avi-Con, Inc., and owners, directors, officers, agents, and employees as additional insureds. General Liability must include the additionally insured endorsement attached to the policy or letter of endorsement application to the underwriter. WAIVER OF SUBROGATION IS REQUIRED. **
- Subcontractor daily reports must be faxed to 951-781-1077 or emailed to cac@caconstruction.net on a daily basis, NO EXCEPTIONS. Originals must be submitted to the CA Construction superintendent on a daily basis, NO EXCEPTIONS. Tiered Subcontractor daily reports must be faxed to 951-781-1077 or emailed to cac@caconstruction.net on a daily basis, NO EXCEPTIONS. Originals must be submitted to the CA Construction superintendent on a daily basis, NO EXCEPTIONS. It is the Subcontractor's responsibility to make sure the Tiered Subcontractor is in compliance with these requirements as well as all other requirements of the project. *
- Additional requirements, as required per project.

SECTION 4: PROGRESS PAYMENT REQUIREMENTS

- Progress payment invoice with percentage complete. **
- Supplier material releases **
- Subcontractor - Conditional Waiver and Release Upon Progress Payment is required to be submitted as an attachment to the progress payment invoice. *
- Subcontractor - Unconditional Waiver and Release Upon Progress Payment is required for the prior month, as applicable. *
- Tiered Subcontractor and/or Supplier - Conditional/Unconditional Waiver and Release Upon Progress Payment or Conditional/Unconditional Waiver and Release Upon Final Payment are required to be submitted as attachments to the progress payment invoice. *
- Tiered Subcontractor and/or Supplier - Unconditional Waiver and Release Upon Progress Payment and/or Unconditional Waiver and Release Upon Final Payment for prior month, as applicable. *
- Additional requirements, as required per project.

SECTION 5: FINAL PAYMENT REQUIREMENTS

- Final invoice with percentage complete clearly stated. **
- Supplier material releases **
- Subcontractor - Unconditional Waiver and Release Upon Final Payment. *
- Tiered Subcontractor and/or Supplier - Unconditional Waiver and Release Upon Final Payment. *
- Close out documents received and close out process completed (See Project Close Out Requirements).
- Additional requirements, as required per project.

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SECTION 6: CERTIFIED PAYORLL REQUIREMENTS (STATE)

- Certified Payroll and Statement of Compliance Form (Form WH-347) *
- Employee Authorization for Payroll Deduction, if applicable *
- Fringe Benefit Statement *
- Statement of Non-Performance, when applicable *
- California Apprenticeship Council Training Fund Contribution Form, non-union (Form CAC 2) *
- Employee Proof of Apprenticeship Certificate, if applicable **
- Apprenticeship Period of Employee, if applicable **
- Request for Dispatch of an Apprentice *
- State Prevailing Wage Affidavit and Affidavit of Subcontractor/Supplier *
- Additional requirements, as required per project.

SECTION 7: CERTIFIED PAYORLL REQUIREMENTS (FEDERAL)

- Certified Payroll and Statement of Compliance Form (Form WH-347) *
- Employee Authorization for Payroll Deduction, if applicable *
- Fringe Benefit Statement *
- Statement of Non-Performance, when applicable *
- Federal Prevailing Wage Affidavit and Affidavit of Subcontractor/Supplier *
- Additional requirements, as required per project.

SECTION 8: TIERED SUBCONTRACTOR REQUIREMENTS

- ALL Tiered Subcontractors MUST abide by ALL Subcontractor requirements
- General Conditions
- File Requirements
- Contract Requirements
- Progress Payment Requirements
- Final Payment Requirements
- State and Federal Certified Payroll Requirements
- Project Close Out Requirements

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SECTION 9: PROJECT CLOSE OUT REQUIREMENTS

- All requirements must be complete and verified prior to issuing final payment
- As-builts, as required **
- O&M Manuals, as required **
- Warranty Form *
- Warranty Packets **
- Prevailing Wage Affidavit *
- Fringe Benefit Verification **
- Additional documentation as required by Avi-Con, Inc. and/or plans & specifications