

TO ENSURE PROMPT PAYMENT READ ON...

In order to ensure prompt payment to our subcontractors and suppliers, this information letter is being provided to help expedite the handling of your payment requests and for the proper administration of your subcontract or purchase agreement to avoid unnecessary delays.

Application for Payment Submission

1. Register with GC Pay at www.gcpay.com. Notify the Contracts Administrator once you have registered. Refer to Exhibit D of the subcontract agreement for the Contract Administrator's contact information.
2. The Contract Administrator will then add your company to the project in GCPay and notify you once completed.
3. You may then create a Schedule of Values (SOV) in GC Pay and submit for approval. The Project Manager will receive an automatic e-mail notification when this is submitted.
4. The Project Manager will approve / disapprove the SOV and an automatic email notification will be sent to your company.
5. Once the SOV is approved, you will then be able to submit an Application for Payment (AFP) in GC Pay. An automatic email notification is sent to the Project Manager each time you submit a pay application.
6. The Project Manager will approve / disapprove the AFP. Your company will receive an automatic email notification indicating either
 - a. Approval, or
 - b. Disapproval with associated comments. You will need to resubmit your AFP.
7. Send the GC Pay-generated CONDITIONAL lien waiver to the Contract Administrator for the current billing period for the amount you are submitting. Failure to do so will delay issuance of your payment.
8. An UNCONDITIONAL lien waiver will be included with each payment and should be immediately returned to our corporate office.
9. With each application, we require Unconditional Lien Waivers from your suppliers. If necessary, conditional lien waivers will be accepted and joint checks will be issued for the amount(s) owed for that billing period.

Payment Release Requirements

1. All applications for payment are due to the Project Manager NO LATER THAN the due date identified in Section 3.c of the subcontract agreement. If your payment request is received AFTER that date, we may not bill the Owner for your classification of work. It is recommended that your application be reviewed with the Project Superintendent or Project Manager prior to submitting your formal invoice by the due date to ensure approvals of the value of Work in Place.
2. Your project-specific General Liability Certificates of Insurance, listing D Square Construction, LLC and the Owner as Additional Insured, as well as Primary and Non-Contributory coverage, and your current proof of Auto and Workers Comp insurance must be on file before your invoice can be processed.
3. A fully executed copy of your Subcontract or Purchase Agreement must be on file in our corporate office prior to release of any payment.
4. An executed W-9 Request for Taxpayer Identification is required to be on file at our corporate office prior to release of any payment.
5. Certified Payroll Reports, if applicable, MUST be current and correct to release payment. These reports are to be submitted weekly to the D Square Corporate Office per Federal Regulations and your subcontract.
6. A completed Supplier/Subcontractor List (attached) must be provided to our corporate office as required by your subcontract agreement. If no suppliers, please state "None" on the list.
7. Warranty and closeout documents, as required by the plans and specifications, must be received and approved by the Project Manager prior to release of your final payment.

Your cooperation and compliance with D Square's payment application process above is greatly appreciated and helps us to ensure timely payment to our vendors. If you have any questions or concerns, please do not hesitate to call the Project Manager or Contract Administrator for this project. We look forward to working with you to the successful completion of this and future projects!