

City and County of Denver

INSTRUCTIONS FOR COMPLETING CONTRACTOR'S CERTIFICATION OF PAYMENT

NOTE: The attached Contractor's Certification of Payment form must be completed by the Contractor and all subcontractors or suppliers used on the project *at any tier* and submitted with each pay application. The Contractor is responsible for the accuracy of all information provided and is required to have each subcontractor or supplier fill out the appropriate forms. Please be sure to complete all information requested at the top of the form, including the name of the person who prepared this form.

CONTRACTOR/SUBCONTRACTOR/SUPPLIER NAME

In the space provided, list *all* subcontractors and suppliers used on the project. For all SBEs or DBEs use the exact name listed in the MOCC Directory.

SBE/DBE/NON

For each name listed, indicate whether the entity is a certified SBE or DBE.

COLUMN A

Provide the contract amount, as listed at bid time, for the Contractor and each subcontractor or supplier.

COLUMN B

Provide the percentage portion of each listed subcontractor or supplier contract amount (A) compared to the total original contract amount (I).

COLUMN C

Provide the original contract amount (A) for each subcontractor or supplier plus any awarded alternate and/or change order amounts applicable. If an alternate/change order does not apply to the listed firm, re-enter the original contract amount (A).

COLUMN D

Provide the percent portion of each listed subcontractor or supplier contract amount (C) compared to the current total contract amount (II), which includes change orders.

COLUMN E

Provide the amount requested for work performed or materials supplied by each listed subcontractor or supplier for this pay application. The sum of the items in this column should equal the estimated amount requested for this pay application.

COLUMN F

Provide the amount paid to each subcontractor or supplier on the previous pay application. Enter the previous pay application number in the column heading. The sum of the items listed in this column should equal the warrant amount paid to the Contractor on the previous pay application. The amounts paid to the subcontractor/suppliers should be the actual amount of each check issued.

COLUMN G

Provide the net paid to date for the Contractor and each listed subcontractor or supplier.

COLUMN H

Provide the percent portion of the net paid to date (G) for the Contractor and each listed subcontractor or supplier of the current total contract amount (II).

Note: If you reproduce this form you must continue to list each of the originally listed firms, as well as any additional firms used during the performance period of the contract.

If you have any questions, call Jeanne Darby-Martinez at the Compliance Unit Section of MOCC at (720) 913-1692.