

CITY OF NEW YORK
DEPARTMENT OF DESIGN AND CONSTRUCTION
DIVISION OF INFRASTRUCTURE

CONTRACTOR'S DOCUMENT CHECKLIST: PAYMENTS

Contractor's Name _____ Contract Registration # _____
 RE's Managing Borough: BX BK M Q SI Requirements Contract? Yes No
 Payment # _____ Task Order # _____ Pay Period: From _____ to _____
 Payment Type: Partial Change Order Article 16 Substantial Final

Contractor to check off [/] all documentation submitted:

<u>ORIGINALS</u>	<u>COPIES</u>	<u>DOCUMENT</u>	
1	2	Contractor's Document Checklist (this form)	<input type="checkbox"/>
1	2	Contractor Non-Discrimination Certificate	<input type="checkbox"/>
1	2	Contractor Comptroller's Certificate (Notarized)	<input type="checkbox"/>
1	1	Contractor's Payroll Report (Certified) ***	<input type="checkbox"/>
1	0	Material Test Certifications***	<input type="checkbox"/>
1	0	Progress Photos ***	<input type="checkbox"/>

IF CONTRACTOR HAS SUBCONTRACTORS:

1	2	Subcontractor Payment Form (Notarized)	<input type="checkbox"/>
1	2	Subcontractor Comptroller's Certificate (Notarized)	<input type="checkbox"/>
1	2	Subcontractor's Non-Discrimination Certificate	<input type="checkbox"/>
1	1	Subcontractor Payroll Report (Certified)***	<input type="checkbox"/>

IF CONTRACTOR HAS REQUESTED PAYMENT FOR STORED MATERIAL:*

1	2	Permission to Store Material	<input type="checkbox"/>
1	2	Stored Material Summary Form	<input type="checkbox"/>
0	3	Stored Material Invoices	<input type="checkbox"/>
1	2	Affidavit: Vendor to Contractor (Notarized)	<input type="checkbox"/>
1	2	Bill of Sale from Contractor to the City (Notarized Blumberg Form A100)	<input type="checkbox"/>

IF PAYMENT HAS ASBESTOS WORK:*

1	2	Waste Manifest Dump Ticket	<input type="checkbox"/>
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* Insurance covering all stored material and asbestos work is required. For off-site storage, a Lease Agreement must be submitted and reviewed by DDC Legal Counsel.

NOTE: 1. An original is a document with an original signature. All originals must be signed in blue ink.
 2. Contractor's submissions on out-dated agency forms will not be accepted. Contractors are to submit materials only for registered contracts, task orders and contract changes (change orders and overruns). If a Contractor submits materials for unregistered work, the materials will be rejected and returned immediately. Incomplete and poorly prepared submittal of materials will result in negative Contractor Performance Evaluations.

CONTRACTOR'S CERTIFICATE

The undersigned Contractor certifies that all work has been performed and material supplied in full accordance with the terms and conditions of the Contract between the Department of Design and Construction of the City of New York and _____ (Contractor) dated _____, 20____, and all authorized changes thereto; that all Contract reports are attached; that all outstanding claims for labor, materials and equipment for the performance of said Contract have been paid in full in accordance with the requirements of said Contract, except the outstanding claims listed in the attached sheet, "Certificate of Contractor to the Comptroller"; and that no prior payment for materials represented has been received.

Signature _____ Federal taxpayer ID. # _____
 Name (Print) _____ Date _____
 Title (Print) _____ **(Invoice Date)**

RECEIVED FROM CONTRACTOR _____ **DATE:** _____
 (RE SIGNATURE)** (Pilot Receipt Date)

** SIGNATURE SIGNIFIES RECEIPT (NOT APPROVAL) OF MATERIALS

*** ONLY REQUIRED IF ADDITIONAL WORK HAS BEEN PERFORMED SINCE LAST PAYMENT SUBMISSION