|  |  |
| --- | --- |
| **Date:** |  |

|  |  |
| --- | --- |
| **Subcontractor Name:** |  |

|  |  |
| --- | --- |
| **Project Name:** |  |

|  |  |
| --- | --- |
| **Contract Amount:** |  |

|  |  |
| --- | --- |
| **Contract Scope:**  (Brief Description) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | | | **Q:** | | Who is your contract with (hereby referred to as General Contractor)? |
| **A:** | |  |
| **2.** | | | **Q:** | | Has the General Contractor notified you of the reason for lack of payment? |
| Yes  No |
| **Q:** | | If yes, what is the reason(s)? |
| **A:** | |  |
| **3.** | | | **Q:** | | Are there any known backcharges, disputes or performance issues that may be impacting or offsetting payment? |
| **A:** | |  |
| **4.** | | | **Q:** | | Has the General Contractor been paid for your work and the amounts you claim are due to you from the contractor?  Yes  No |
| **5.** | | | **Q:** | | Is the General Contractor in receipt of your signed and executed contract or purchase order?  Yes  No |
|  | | If yes, is the General Contractor in receipt of any approved and agreed upon change orders?  Yes  No |
| **6.** | | | **Q:** | | If required, is the General Contractor in receipt of your performance and/or payment bond consistent with the contract requirements?  Yes  No |
| **7.** | | | **Q:** | | If applicable (you are a non-resident contractor as that term is defined under Connecticut law), have you submitted your non-resident contractor’s sales-tax bond and obtained certification of compliance pursuant to the statutory requirements?  Yes  No |
| **8.** | | | **Q:** | | Does the General Contractor have a completed W-9 for your company?  Yes  No |
| **9.** | | | **Q:** | | Does the General Contractor have a current, valid and contractually compliant (limits, coverage, additional insured, etc.) certificate of insurance?  Yes  No |
| **10.** | | **Q:** | | If required, is all of your affirmative action and minority information current and submitted, and are you in compliance with all such requirements and/or goals?  Yes  No | |
| **11.** | | **Q:** | | If required, have you submitted all Employment Utilization Reports?  Yes  No | |
| **12.** | | **Q:** | | If required, have you submitted a complete sub-subcontractor/supplier affidavit or similar document identifying the payment status of all of your subcontractor, vendors, employee and union obligations in relation to the project?  Yes  No | |
| **13.** | | **Q:** | | Are you current with all payments and other financial obligations to all sub-contractors, vendors, employees, and labor unions in relation to the Project?  Yes  No | |
| **14.** | | **Q:** | | If required, have you submitted I-9 forms for your employees or other affidavit(s) to verify compliance by your company and its employees on the Project with applicable Immigration and Naturalization laws?  Yes  No | |
| **15.** | | **Q:** | | Have you provided evidence that all employees have met the statutory and/or contractually mandated safety training requirements?  Yes  No | |
| **16.** | | **Q:** | | Have you submitted required waivers from you and your sub-subcontractors and vendors?  Yes  No | |
| **17.** | | **Q:** | | What are the dates and payment amounts you have received on the project to date? | |
| **A:** | |  | |
| **18.** | | **Q:** | | What are the dates and amounts of your invoices to the Contractor to date? | |
| **A:** | |  | |
| **19.** | | **Q:** | | If applicable, are all of your prevailing wage forms up-to-date and complete?  Yes  No | |
| If applicable, are all of your subcontractors prevailing wage forms up-to-date and complete?  Yes  No | |
| Are all required employee benefits and payroll taxes paid for your and your subcontractors?  Yes  No | |
| **20.** | | **Q:** | | Have you submitted invoices for all payments you claim due?  Yes  No | |
| **21.** | | **Q:** | | Are all of your certified payroll forms up-to-date, complete, and accurate including job classifications?  Yes  No | |
| **22.** | | **Q:** | | If applicable, are all of your subcontractors’ certified payroll forms up-to-date, complete, and accurate including job classifications?  Yes  No | |
| **23.** | | **Q:** | | If the project is substantially complete, is all warranty information submitted to the Contractor?  Yes  No | |
| **24.** | | **Q:** | | If due, are all contract closeout documents submitted, such as as-builts, warranties, attic stock, etc., as required by the contract and the project specifications?  Yes  No | |
| **21.** | | **Q:** | | Are all of your certified payroll forms up-to-date, complete, and accurate including job classifications?  Yes  No | |
| **22.** | | **Q:** | | If applicable, are all of your subcontractors’ certified payroll forms up-to-date, complete, and accurate including job classifications?  Yes  No | |
| **23.** | | **Q:** | | If the project is substantially complete, is all warranty information submitted to the Contractor?  Yes  No | |
| **24.** | | **Q:** | | If due, are all contract closeout documents submitted, such as as-builts, warranties, attic stock, etc., as required by the contract and the project specifications?  Yes  No | |

***End***

***Subcontractor Payment Questionnaire***