

## APPLICATION FOR PAYMENT - BILLING REQUIREMENTS

WASHINGTON UNIVERSITY SCHOOL OF MEDICINE  
NEW RESEARCH BUILDING, PARKING GARAGE AND PEDESTRIAN BRIDGE

### SUBCONTRACTOR'S APPLICATION FOR PAYMENT:

- Applications for Payment are due to the jobsite team no later than the 15<sup>th</sup> of each month.
- Email documents to [lreitz@mccarthy.com](mailto:lreitz@mccarthy.com).
- Subcontractor's Application, Certification for Payment, and Conditional Lien Waiver form, as issued by McCarthy, is project specific and required with each payment application. The conditional waiver must be completed/signed.
- Application for Payment Continuation Sheet – you may use your system generated continuation sheet as long as it follows AIA format. Provide a schedule of values breakdown for approval prior to your first billing.
- Only include approved change orders on your application - DO NOT bill for un-approved change orders, your application will get rejected or revised.
- Billing for Stored Materials – the following requirements must be submitted with your payment application when billing for stored materials:
  1. Letter for Advance Payment.
  2. Bill of Sale – transferring ownership of materials.
  3. Certificate of insurance – evidence of property insurance covering the value of the stored materials.
  4. Vendor invoices substantiating the amount billed.
  5. Photos of materials – clearly marked identifying the project name and the material description/contents.
- Subcontractor Monthly SDI Enterprise Utilization must be completed and submitted with each monthly payment application.

### DESIGN/ASSIST BILLINGS GMP COST PLUS WITH BACK-UP:

To simplify and have consistency with all payment applications submitted on the project, your cost-plus back-up should include the following:

- **Recap of Work This Period** - This page should list your cost of work (by cost schedule below); calculate your mark-up and retention.
- **Schedule A – Labor Cost** - A detailed listing to include the following information (employee name, trade or title, payroll date, labor type (regular, overtime, double time), hours/quantity, hourly bill rate, total billing amount).
- **Schedule B – Material/Equipment Cost** - A detailed listing to include the following information (vendor name, Invoice number and date, total billing amount, description if available). Copies of invoices/back-up to follow listing (mark out/exclude sales tax where applicable).
- **Schedule C – Subcontracted Cost** – A list of subcontractors billing this period to include the following information (contractor name, pay app or invoice number, amount billed this period, retainage held, payment due this period), followed by copy of subcontractor billing.

Partial/Final Lien and Claim Waiver and Affidavit will be issued by McCarthy and emailed to you along with a copy of your check. An executed copy, along with lower-tier lien waivers for prior payments made, will be required in order to release payment. Sub-Subcontractor/Supplier Partial and Final Lien and Claim Waiver available for your use.

McCarthy Building Company – Laura Reitz ([lreitz@mccarthy.com](mailto:lreitz@mccarthy.com))