

Contractor Payment Checklist

(Forms from the City website are required. No exceptions.)

Initial Payment Requisition*

1. Payment Requisition Form (3 originals)[†]
2. Copy of signed Notice to Proceed (3 copies)
3. Copy of Purchase Order (1 copy)
4. Contractor's Certification Form (3 originals)[†]
5. 3-4 photographs showing work completed during work period (1 original)
6. Approved baseline schedule (1 copy)
7. Copy of progress meeting minutes from meeting(s) held within work period (1 copy)

Intermediate Payment Requisitions*

1. Payment Requisition Form (3 originals)[†]
2. Consent of Surety[†] or Release of Liens[†] from all Subcontractors/Suppliers performing work (3 originals)
3. Copy of Purchase Order (1 copy)
4. Contractor's Certification Form (3 originals)[†]
5. 3-4 photographs showing work completed during work period (1 original)
6. Current approved schedule (1 copy)
7. Copy of progress meeting minutes from meeting(s) held within work period (1 copy)

Final Payment Requisitions* ††

1. Payment Requisition Form (3 originals)[†]
2. Final Consent of Surety (3 originals)[†]
3. Final Release of Liens[†] from all Subcontractors performing work (3 originals)
4. Copy of Purchase Order (1 copy)
5. Contractor's Certification Form (3 originals)[†]
6. Contractor's Guarantee Letter (Dated date of CIP Acceptance)
7. 3-4 photographs showing completed project (1 original)
8. Final as-built schedule (1 copy)
9. Final as-built plans (3 originals)
10. Copy of progress meeting minutes from meeting(s) held within work period (1 copy)

All forms shall be provided on standard 8.5" x 11" paper with the exception of the schedule which may be supplied on 8.5" x 14" (legal) size paper.

One payment requisition per purchase order.

The contractor is required to supply all of the documents listed above.

*If the project is funded by sources outside of the City (e.g. LAP), there will likely be specific forms that need to be included such as FDOT forms for Subcontractor usage or EEO. Please review contract language in these cases and include required forms on this list.

Forms from the City website are required. No exceptions.

††Additional documentation, such as manuals, warranties, and training guides, may also be required based on the specific nature of the project.