



Exhibit G - Subcontractor Submission of Pay Requests

Subcontractor hereby accepts the terms of the attached subcontract subject to Contractor's agreement with the terms set forth in this Exhibit G:

Subcontractor Submission of Pay Requests:

Before your first pay application will be honored, you must have on file in our office:

- A current Certificate of Insurance that includes a minimum of General Liability & Workers Compensation naming Miranda Construction as the certificate holder & additionally insured.
- A company W9
- A signed contract

Time Submission:

- All invoices must be received by ap@mirandaconstruction.com by or before the 20th of the month (unless otherwise noted in specific contract) as a PDF file attachment in order for Miranda Construction to bill the owners at the end of the month. The 20th is a firm date; weekends & holidays will not extend this date.

Standard Monthly Pay Application:

- If you receive a contract on a project, a progressive billing invoice is required, like the AIA invoice G702/G703 or Miranda's template M702/M703.
- 10% retention will be withheld unless otherwise noted.
- A retainage invoice is not required but if you do want to invoice retainage (or retainage reduction), it must be requested on a separate invoice, not combined with any other pay request.
- A sample pdf & excel with formulas on the M702 & M703 are attached for review & use.

Increase or Decrease your Contract Amount on the Pay Application:

- A Change Order must be issued & signed by all parties to change your Contract Amount.
- Do not add amounts without a Change Order, your Pay Application may be adjusted or rejected without notice.
- Contact the Project Manager regarding the timely execution or rejection of your Change Order request. All changes or requests need to be made & handled before the 20th deadline.

Stored Materials:

- When billing stored materials, your invoice must include picture(s) of stored materials and a Certificate of Insurance for stored materials stating their location.

Lien Waivers:

- All invoices **must** include a **signed & notarized** conditional lien waiver & received by the 20th.
- An unconditional lien waiver will be sent to you when payment is ready to be released, it must be returned **signed & notarized** prior to payment being mailed or picked up.
- Some projects have special lien waivers that are requested by the project owners. The project specialist will provide you with those forms if needed. Keep in mind, we cannot bill the owner without the requested forms.

T&M Work Only:

- If work is requested & performed post billing contract in full or on a T&M basis:
- Invoice on your company invoice form.
- Include a breakdown of material & labor.
- 10% retention will be withheld unless otherwise noted.

Final Payment (Retainage):

- Will be made provided that Contractor has received final payment from Owner, documentation & other conditions precedent that may, at Contractor's sole option, be required before final payment to Subcontractor includes the following:
 - a. Final Completion of all Subcontractor's work (confirmed by Project Manager & accepted by owner including punch list items)
 - b. Supplier Final Affidavit & Waiver of Lien Releases: Subcontractor's must furnish executed Waiver of Lien Releases from all Suppliers to Contractor as evidence that all labor & material accounts incurred by Subcontractor in connection with its work have been paid in full
 - c. As-built drawings as required by Contract Drawings
 - d. Warranty form that covers one year from Certificate of Occupancy date required by Contract Drawings

Special Notes:

- All billing inquiries need to be directed to Tara at tunderwood@mirandaconstruction.com & payment inquiries need to be directed to Lauren at lmiller@mirandaconstruction.com.
- The AP email address should only be used for sending your current invoices, lien waivers, Certificate of Insurance, & company W9. It is not monitored for questions, as **our accounting software only pulls attachments from that email address.** Do not send statements or old invoices to ap@mirandaconstruction.com
- All subcontractor policies, requirements & forms will be located on our website at www.mirandaconstruction.com under the Subcontractor Information tab.
- Unless otherwise noted, Miranda Construction bills all owners by the last day of the month. For example, if a sub sends in a bill on 10-15-22, which is by the 20th deadline, it will be included in that months bill to owner. If AP does not receive your invoice & necessary documents until 10-23-22, your scope of work will not be billed which delays your payment.
- Owners have 30-60 days to pay. Payment will be made to the subcontractor, when the Contractor receives payment from the Owner for the Subcontractor's work.
- **On or before 12-1-22, all subs will be informed of the expectations going forward for invoice processing & given all the updated forms. This will be fully enforced beginning 1-1-23.**

Subcontractor Business Name:

Representative's Printed Name:

Title:

Representative's Signature:

Date of Acknowledgment:
