



## Policy & Procedures

Requirements of Subcontractors for all **progress and final payments:**

- Subcontractor is responsible for supplying a mandatory list to GCG of all suppliers/sub-sub on project regardless of dollar amount prior to commencing of any contracted work. Any supplier/sub-sub providing goods and services not listed prior to commencing of any contracted work will result in delay or forfeit of payment.
- Subcontractor is responsible for notifying GCG of any new suppliers or sub-subs not previously listed that will be supplying materials to a project prior to materials or services being delivered.
- Mandatory partial/ final release from any/all suppliers or sub-subs will be provided to GCG before any payment is released regardless of amount owed to those suppliers or sub-subs even \$0.00 releases from prior listed subs will be required.
- All releases need to be supplied in a timely fashion and it is the responsibility of the contracted subcontractor to make payment arrangements to his supplier or sub-sub.
- Two-Party checks will result in a processing fee of \$25 per check if required to satisfy a suppliers request for release.
- All documents requiring signature will require corporate officers listed on Florida Department of State – Division of Corporations (Sunbiz.org) to sign unless prior authorization is provided in the format of an authorization letter on your company letterhead giving a specific individual permission. All contractual documents and releases will require company officers only, no exceptions.

Failure to comply with the above listed documents will result in a hold or forfeit on any progress or final payments. GCG contracts have been and will continue to contain a paid when paid clause and with that requires the subcontractor to make arrangements with its suppliers and sub-subs to get final release of leans prior to receiving payments which is a standard practice of all banks that provide financing for projects.

Signature of Acknowledgement \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_