

Project Information

Date:	TRACS/Project#:	Estimate Month:
Prime Contractor	Subcontractor	Lower Tier Subcontractor
Contact Name & Title	Contact Name & Title	Contact Name & Title
Phone	Phone	Phone
Email	Email	Email

Section B – Questions and Documentation

Submit this form and all documentation to ContractorCompliance@azdot.gov

1. Did you contact the Prime Contractor? If yes, submit a copy of communication(s) with Prime Contractor	YES	NO	
2. Did you verify your pay item(s) were paid by ADOT on the Monthly Estimate? If yes, submit a copy of all items listed below: Estimate(s) identifying your work performed was paid to the contractor by the Department Subcontract page with pay item number(s), unit of measure and unit costs Pay request/invoice identifying pay item number(s), unit pricing and/or outstanding payment owed	YES	NO	
3. Are all certified payrolls submitted and approved to date?	YES	NO	N/A
4. Have all material certifications been submitted?	YES	NO	N/A
5. Are the applicable lien waiver(s) signed? If yes, submit a copy of lien waiver(s) signed by both parties.	YES	NO	
6. Have you received any payment(s) for the monthly estimate's work pertaining to the Prompt Payment dispute? If yes, submit a copy of deposited check(s) or electronic payment.	YES	NO	
7. Are any of these payments late or partial?	YES	NO	
8. Have you been notified of unsatisfactory job progress by the Prime Contractor? If yes, submit detailed explanation of when and how notified.	YES	NO	
9. Have any claims been filed by and/or against you? If yes, submit detailed explanation of the claim(s) filed.	YES	NO	
10. Are you current on all payments for material suppliers and lower tier subcontractors? If no, submit detailed explanation why payments are not current.	YES	NO	N/A

ARIZONA DEPARTMENT OF TRANSPORTATION

SUBCONTRACTOR/LOWER TIER

PROMPT PAYMENT REQUEST FOR INFORMATION

11. Have you contacted AZ Registrar of Contractors (AROC)?	YES NO
12. Is there any other pertinent information? If yes, provide explanation below:	YES NO
Prompt Payment References: ADOT Contract Section 109.06 Prompt Pay ARS 28-6924	
ContractorCompliance@azdot.gov Title VI Compliance - Para informacion en Espanol hable: Contractorcompliance@azdot.gov, 602-712-2966, BECO Title VI LEP Request Form - For Limited English Proficiency (LEP) or other Title VI Requests: Contractorcompliance@azdot.gov, 602-712-2966, BECO Title VI LEP Request Form	