

ARIZONA DEPARTMENT OF TRANSPORTATION

PRIME CONTRACTOR

PROMPT PAYMENT REQUEST FOR INFORMATION

Section A – Fill-in all fields			
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 ContractManagement@azdot.gov			
1. Have you been contacted by the Subcontractor? If yes, submit a copy of communication(s) with Subcontractor 2. Have you verified the Subcontractor's pay item(s) were paid by ADOT on the Monthly Estimate? Estimate(s) identifying Subcontractor's work paid to you by the Department (Contact Field Office to request a copy of Monthly estimate) Subcontract page with pay item number(s), unit of measure and unit costs Pay request and/or invoice identifying pay item number(s), unit pricing and payment owed and/or outstanding		YES NO YES NO	
3. Are all certified payrolls submitted and approved to date?		YES NO N/A	
4. Have all material certifications been received?		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 made any payment(s) to the Subcontractor for the monthly estimate's work pertaining to this Prompt Payment issue? If yes, submit a copy of submitted check(s) or electronic payment.		YES NO	
7. Are any of these payments late or partial?		YES NO	
8. Has the subcontractor been notified of any unsatisfactory job progress? If yes, submit detailed explanation of when and how Subcontractor was notified.		YES NO	
9. Have any claims been filed by the Subcontractor and/or against the Subcontractor? If yes, submit detailed explanation of the claim(s) filed.		YES NO	
10. Are you current on all payments to this Subcontractor? If no, submit detailed explanation why payments are not current.		YES NO N/A	

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11. Is there any other pertinent information? If yes, provide explanation below:	YES NO YES NO
Prompt Payment References: ADOT Contract Section 109.06 Prompt Pay ARS 28-6924	
ContractManagement@azdot.gov Title VI Compliance - Para informacion en Espanol hable: ContractManagement@azdot.gov, 602-712-2966, SBWD Title VI LEP Request Form - For Limited English Proficiency (LEP) or other Title VI Requests: ContractManagement@azdot.gov, 602-712-2966, SBWD Title VI LEP Request Form	