

ARIZONA DEPARTMENT OF TRANSPORTATION

SUBCONTRACTOR/LOWER TIER

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. Did you contact the Prime Contractor? If yes, submit a copy of communication(s) with Prime Contractor 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 3. Are all certified payrolls submitted and approved to date? 4. Have all material certifications been submitted? 5. Are the applicable lien waiver(s) signed? If yes, submit a copy of lien waiver(s) signed by both parties. 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. 7. Are any of these payments late or partial? 8. Have you been notified of unsatisfactory job progress by the Prime Contractor? If yes, submit detailed explanation of when and how notified. 9. Have any claims been filed by and/or against you? If yes, submit detailed explanation of the claim(s) filed. 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 YES NO YES NO N/A YES NO N/A YES NO YES NO YES NO YES NO YES NO N/A

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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	
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	