

Contract Payment Checklist

(Forms from the City website are required. No exceptions.)

OCI Forms: <http://archive.miamigov.com/miamicapital/forms.html> - - - > and scroll to mid-section of the page [INVOICE FORMS]

Contractor's Payment Requisition File Naming Convention

All Contractor's Payment Requisition packages (PDF files) should be named as follows: **B Number, Invoice Number and Vendor/Company Name**

Sample: 40-B12345 - INV# 1 – ACME CONSTRUCTION

The consultant/contractor payment requisition "package" shall include the following supporting documentation and must be submitted in the following order:

First Payment Requisition*

1. Payment Requisition Form [†]
2. Contractor's Certification Form [†]
3. Copy of Purchase Order – Original Package
4. Copy of signed Notice to Proceed
5. Supporting Documentation / Photos (if applicable)
6. Project Schedule Update ⁺⁺⁺

Progress Payment Requisitions*

1. Payment Requisition Form [†]
2. Contractor's Certification Form [†]
3. Copy of Purchase Order
4. Consent of Surety[†] or Release of Liens from all subcontractors/suppliers performing work
5. Supporting Documentation / Photos (if applicable)
6. Project Schedule Update ⁺⁺⁺

Final Payment Requisitions*^{††}

1. Payment Requisition Form [†]
2. Contractor's Certification Form [†]
3. Copy of Purchase Order
4. Final Consent of Surety [†]
5. Supporting Documentation (final release / photos / manuals / warranties / photos / etc.)
6. Project Schedule Update ⁺⁺⁺

Contractor/Consultant must submit draft of electronic package containing all the documents listed above in sequence to PM/CM for billing consensus [DRAFT COPY]. PM/CM will provide approval confirmation of invoice package being ready to submit to OCI_Invoices@miamigov.com for payment processing. The package limitation size is 1GB as an attachment.

One email payment requisition per purchase order as one comprehensive PDF.

The contractor/consultant is required to supply all the documents listed above.

* Per Purchase Order, If the project is funded by sources outside of the City (e.g. LAP), there will likely be specific forms that need to be included such as FDOT forms for Subcontractor usage or EEO. Please review contract language in these cases and include required forms on this list.

[†] Forms from the City website are required. No exceptions.

^{††} Additional documentation, such as manuals, warranties, and training guides, may also be required based on the specific nature of the project.

⁺⁺⁺ As Required by contract