

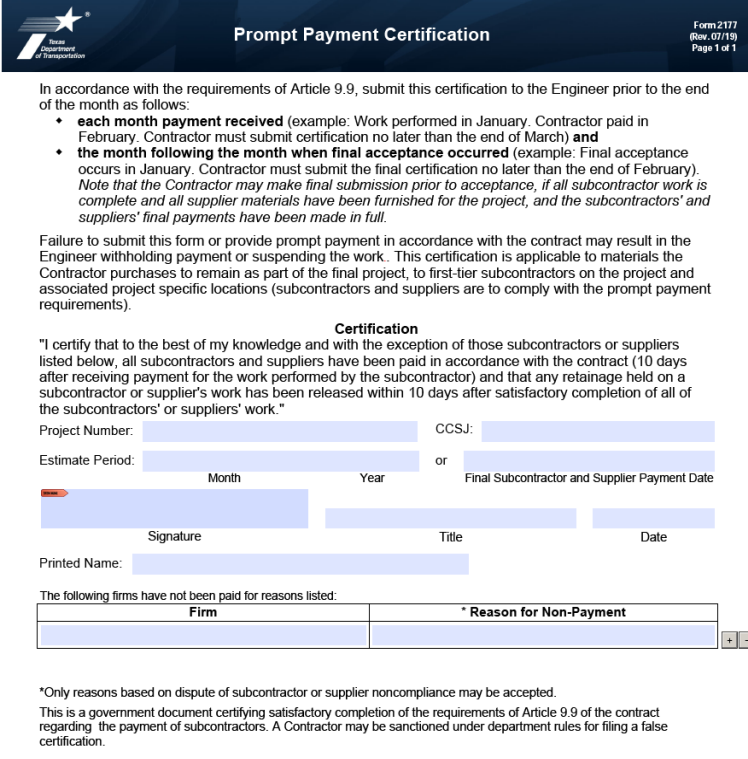
Prompt Pay

Recordkeeper Job Aid
Construction Division



Construction Recordkeeper Job Aid

Prompt Pay

 <p>Prompt Payment Certification</p> <p>In accordance with the requirements of Article 9.9, submit this certification to the Engineer prior to the end of the month as follows:</p> <ul style="list-style-type: none"> • each month payment received (example: Work performed in January. Contractor paid in February. Contractor must submit certification no later than the end of March) and • the month following the month when final acceptance occurred (example: Final acceptance occurs in January. Contractor must submit the final certification no later than the end of February). <i>Note that the Contractor may make final submission prior to acceptance, if all subcontractor work is complete and all supplier materials have been furnished for the project, and the subcontractors' and suppliers' final payments have been made in full.</i> <p>Failure to submit this form or provide prompt payment in accordance with the contract may result in the Engineer withholding payment or suspending the work. This certification is applicable to materials the Contractor purchases to remain as part of the final project, to first-tier subcontractors on the project and associated project specific locations (subcontractors and suppliers are to comply with the prompt payment requirements).</p> <p>Certification</p> <p>"I certify that to the best of my knowledge and with the exception of those subcontractors or suppliers listed below, all subcontractors and suppliers have been paid in accordance with the contract (10 days after receiving payment for the work performed by the subcontractor) and that any retainage held on a subcontractor or supplier's work has been released within 10 days after satisfactory completion of all of the subcontractors' or suppliers' work."</p> <p>Project Number: _____ CCSJ: _____</p> <p>Estimate Period: _____ or _____ Month Year Final Subcontractor and Supplier Payment Date</p> <p>Signature: _____ Title: _____ Date: _____</p> <p>Printed Name: _____</p> <p>The following firms have not been paid for reasons listed:</p> <table border="1"> <thead> <tr> <th>Firm</th> <th>* Reason for Non-Payment</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p>*Only reasons based on dispute of subcontractor or supplier noncompliance may be accepted. This is a government document certifying satisfactory completion of the requirements of Article 9.9 of the contract regarding the payment of subcontractors. A Contractor may be sanctioned under department rules for filing a false certification.</p>	Firm	* Reason for Non-Payment			<p>1. The Prime Contractor is responsible for submitting Form 2177, "Prompt Pay Certification," to certify they have paid all subcontractors, including suppliers, within 10 days after receiving payment from the Department for work completed monthly.</p> <p>Review instructions provided on Form 2177 for contractor requirements.</p> <p>Review Item 9.9 of the 2014 and 2024 Spec Books, the contract, and CCAM Chapter 11 for additional information.</p>
Firm	* Reason for Non-Payment				
<p>Project Number: <u>F 2023(469)</u> CCSJ: <u>1812-02-026</u></p>	<p>Use the following steps to review the form.</p> <p>2. Verify that the Project Number and CCSJ are correct.</p>				

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<p>Estimate Period: <u>October, 2023</u> or <u>Final Subcontractor and Supplier Payment Date</u></p> <p>Month Year</p>	<p>3. Verify that the Estimate Period (Month & Year) or Final Subcontractor and Supplier Payment Date is entered.</p> <p>Per the instructions in the form, submitted forms are 2 months behind when work is done</p>
<p>Vincent R Lawrence <small>Digitally signed by Vincent R Lawrence Date: 2020.01.20 08:51:08 -08'00'</small></p> <p>Signature Title Date</p> <p>Member 11/16/23</p> <p>Printed Name: <u>Vincent R Lawrence</u></p>	<p>4. Verify that the form is signed, signers title, date, and signers printed name is completed.</p>

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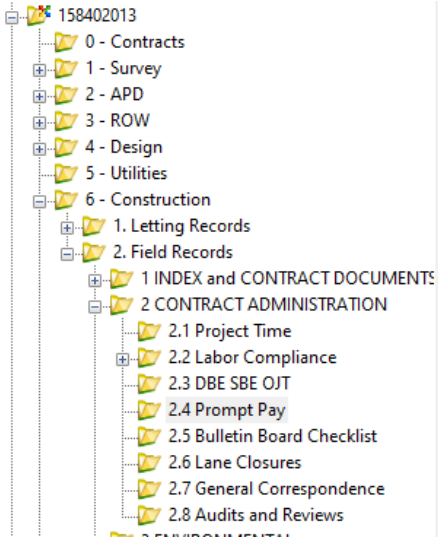
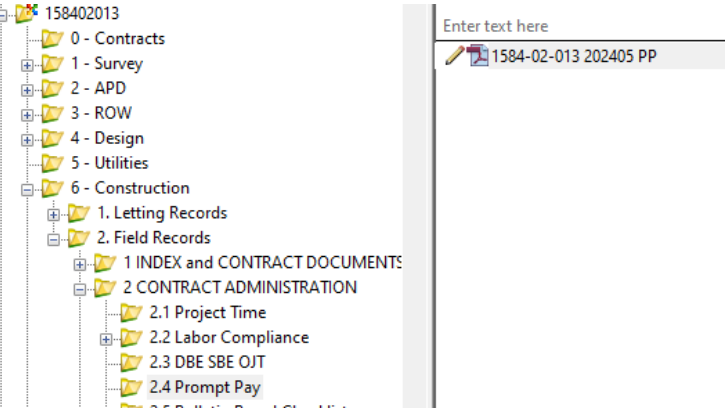
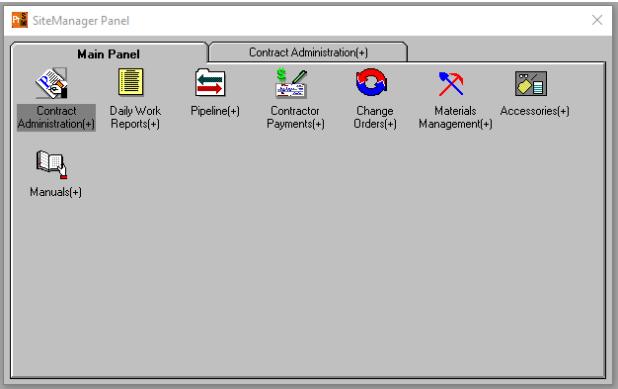
The following firms have not been paid for reasons listed:

Firm	* Reason for Non-Payment

5. If the Prime withholds payment from any subcontractor or supplier, they are to be identified within this section along with the reason for nonpayment. The TxDOT DMS portal provides information regarding prompt payment for DBE subcontractors; however, Form 2177 should identify any subcontractor or supplier that has not been paid.

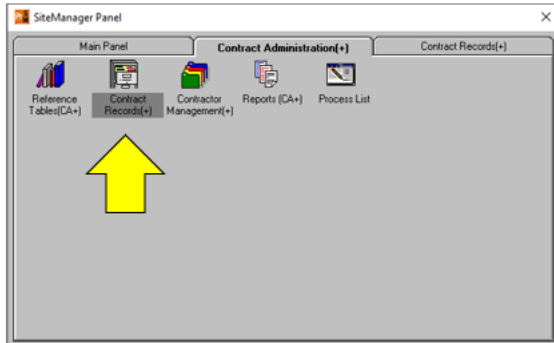
Refer to CCAM Chapter 11, Section 3 Prompt Payment for additional information on valid reasons for nonpayment. Document the file with any correspondence regarding the submitted form.

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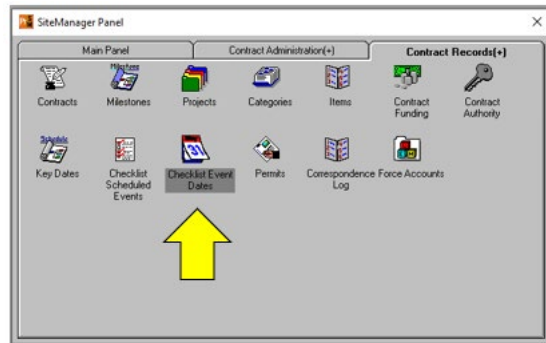
	<p>6. Once verified, save Form 2177 into ProjectWise using the following path.</p> <ul style="list-style-type: none"> - CSJ, - 6-Construction - 2-Field Records - 2-Contract Administration - 2.4 Prompt Pay
	<p>7. Rename the file in ProjectWise per District/office practice.</p> <p>Suggested naming convention: xxxCSJxxx YYYYMM PP</p>
	<p>Use the following steps to record Form 2177 in the SiteManager Checklist Events entries.</p> <p>8. From the Site Manager home screen, click on Contract Administration.</p>

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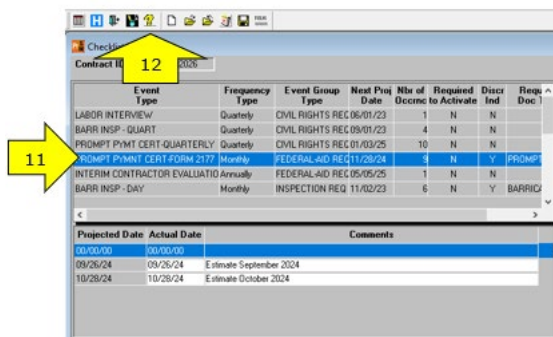
9. Click on Contract Records.



10. Click on Checklist Event Dates.

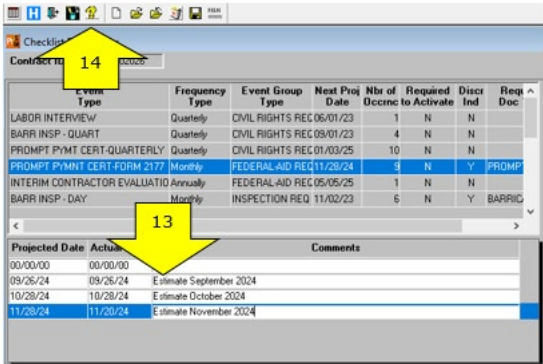



11. Click on PROMPT PYMT CERT-FORM 2177.



12. Click the new icon to add the new information.

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	<p>13. Enter the date you actually received Form 2177 and the estimate cycle it was for.</p> <p>14. Click Save to record the entry.</p>
	<p>Form 2177 is to be submitted monthly by the Prime Contractor.</p> <p>The final submitted Form 2177 should include the Final Subcontractor and Supplier Payment Date by the Prime Contractor.</p>

If Form 2177 is not received or the information is determined to not be accurate, discuss with Area Engineer to escalate (if applicable) and document the project file.

If the Prime Contractor identifies a DBE subcontractor or supplier as not being paid, reach out to your District DDC and the Civil Rights Division for assistance.