



## **PROGRESS BILLINGS BOOKLET**

**Return the following form with your contract**

Invoice Affidavit

W9

Subcontractor & Material Supplier List

MONTHLY PROGRESS BILLINGS PROCEDURES  
APPLICATION & CERTIFICATE FOR PAYMENT FORM  
LIEN RELEASES  
W-9  
INVOICE AFFIDAVIT  
SUBCONTRACTOR & MATERIAL LIST

EXHIBIT 6

## PROCEDURES FOR MONTHLY PROGRESS BILLINGS

**Your pay application will be returned without consideration if you have not already provided a current W-9 Form, insurance information and any other documentation required by your contract.**

1. Provide Schedule of Values to the Project Manager after award of project.
2. Progress Payment Draws will be opened in Textura on the **25<sup>th</sup> day of each month (confirm with your Project Manager for changes to this deadline)**.
  - a. Project Manager and Owner will review percentage of completion. Project Manager will notify subcontractor if any changes are needed.

**Operations Administrative Manager, Danielle Murillo daniellem@straubinc.com**

3. Regarding Section 01330 page 2 of Contract specification book: “In accordance with FAR 52.232-5, “Payments Under Fixed-Price Construction Contracts”, the Government shall make progress payments to the Contractor monthly based on estimates of work accomplished which meets the standards of quality established under the contract. On items for which submittals must be approved by the Contracting Officer, payment cannot be made for the item until the Government establishes that the item “meets the standards of quality” required by the contract. **The Contractor shall not invoice for, nor shall the Government make payment for any item, for which submittal and approval is required, until the item has been submitted and approved.**”
4. SUBCONTRACTOR agrees that all special payment requests, such as joint checks and special payment dates, may be subject to administrative fees.
5. All Subcontract Documents must be executed by SCI prior to payment. **Missing documentation will result in delays in payment**
6. The following documents must be current through the payment application period in order to avoid delays in payment for the subcontractor and all tier subcontractors & suppliers:
  - a. Certified Payroll
  - b. Insurance – General Liability, Auto & Workers Compensation
  - c. Unconditional releases from prior period
  - d. Conditional releases for current application period

**TO: All Subcontractors**

Attached please find form W-9, which you must complete and return as soon as practicable. Please review the following information regarding the enclosed W-9 form.

1. If you indicate you are not subject to backup withholding, Straub Construction, Inc. can approve the progress payment request without the deductions listed below.
  
2. If you indicate you are subject to backup withholding, (by not checking the block in Part II), Straub Construction would withhold 28% from each payment. This 28% would then be paid to the IRS on a quarterly basis.
  
3. If you fail to return a completed form W-9, Straub Construction must then withhold 28% from any payments and would then pay the 28% to the IRS on a quarterly basis.

Substitute Form <b>W-9</b> Straub Construction, Inc.		<b>Request for Taxpayer Identification Number and Certification</b>		Return to: Straub Construction, Inc. {LegalDocInfo.ContrAddr1} {LegalDocInfo.ContrAddr2}
<b>Print or Type</b>	Name (as shown on your income tax return):			
	Business name, if different from above (DBA):			
	Check appropriate box: <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership			<input type="checkbox"/> Exempt payee
	<input type="checkbox"/> Limited Liability Company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ____			
	<input type="checkbox"/> Other (enter business name as it appears on federal tax documents "Name" line) ▶			
	Legal Address (number, street, and apt or suite no):		Mailing Address, if different from Legal Address:	
	City, state, and ZIP code:		City, state, and ZIP code:	
List account number(s) here (optional):				
<b>Part I Taxpayer Identification Number (TIN)</b>				
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions of the IRS Form W-9 (Rev. 10-2007). For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3 of the IRS Form W-9 (Rev. 10-2007).			Social security number	
<b>Note:</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.			or	
			Employer identification number	
<b>Part II Certification</b>				
Under penalties of perjury, I certify that:				
<ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and</li> <li>I am a U.S. citizen or other U.S. person (for definitions, please refer to IRS Form W-9 (Rev. 10-2007)).</li> </ol>				
<b>Certification Instructions:</b> You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN.				
<b>Sign Here</b>		Signature of U.S. Person ▶		Date ▶

### Purpose of Form per IRS Form W-9

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to the IRS Form W-9.

### General Instructions

Please complete and sign. Return completed form to the address located in the top right corner.

For further instructions on completing this form, please refer to IRS Form W-9 (Rev. 10/2011) or go to <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

**AFFIDAVIT NAMING PERSON AUTHORIZED  
TO SIGN INVOICES**

**Project Name:** \_\_\_\_\_

**This form is in Addition to  or Replaces  form dated \_\_\_\_\_**

I, \_\_\_\_\_ do until further notice appoint  
(Name of owner, partner or corporate officer and title)  
as paymaster and appoint \_\_\_\_\_ as designated officer to sign invoices  
on the construction work of the \_\_\_\_\_ (Project Name).

\_\_\_\_\_  
(Contracting Company or Firm Name)

\_\_\_\_\_  
(Owner, Partner or Corporate Officer)

DATED \_\_\_\_\_

## SUBCONTRACTOR/SUPPLIER MATERIAL

**Project Name:** \_\_\_\_\_

Below, please list all of the Material Suppliers or Subcontractors which you plan to be using on the project.

**Subcontractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Material Supplier/ Subcontractor</b>	<b>Address, Phone &amp; Fax</b>	<b>Trade Supplied</b>	<b>Estimated Dollar Amount</b>