

Construction Monthly Invoicing Status Report for Subcontractor/Supplier Participation Instructions for Completing

The primary purpose of the **Construction Monthly Invoicing Status Report for Subcontractor / Supplier Participation** is to document monthly subcontracting activity for each project. The general (Prime) contractor is responsible for completing the report on a monthly basis. It should be submitted by the fifth day of the subsequent month. A copy of this report may also be required with the contractor's payment application. The report is used by the City of San Diego's Equal Opportunity Contracting Program (EOCP) to verify subcontractor participation and payment. EOCP is responsible for monitoring and reporting subcontractor participation.

The numbers referenced in the instructions are found on the sample form.

Section A has six (6) lines—Complete / fill in the following:

- (A-1) the **month** and **year** of the reporting period
- (A-2) the **name of project**
- (A-3) the **name and phone number of a contact person**; this should be someone who can respond to questions regarding the information contained in the report
- (A-4) the **name of the general (prime) contractor**
- (A-5) the **work/job order number**; this is found on the cover of the bid/contract document
- (A-6) the **bid number**; this is found on the cover of the bid/contract document

Section B has eleven (11) columns—Complete / fill in the following:

- (B-1) the **names of all subcontractors and suppliers**; subcontractors should be listed first; suppliers listed last; listing the firms in alphabetical order is helpful, but not required; every subcontractor and supplier should be listed in the report, not just those subcontractors and suppliers listed in the bid. **Continue to list every subcontractor and supplier even after the commitment dollar amount has been paid in full.** Use additional pages as needed; totals only need to be listed on the final page.
- (B-2) the **certification¹ status** of each subcontractor or supplier, if applicable; **MBE**=Minority-Owned Business Enterprise; **WBE**=Woman-Owned Business Enterprise; **DBE**=Disadvantaged Business Enterprise; **DVBE**=Disabled Veteran-Owned Business Enterprise; **N/A** or **OBE** if not certified (Other Business Enterprise)
- (B-3) the **month, day** and **year** the subcontractor or supplier is **expected to begin** working on the contract or providing materials
- (B-4) the **dollar amount** (\$0.00) of each **subcontracting agreement** executed between the general and its subcontractors; for suppliers the total dollar amount of all **purchase orders** issued to each supplier
- (B-5) the **dollar amount** (\$0.00), if any, actually **paid to each subcontractor and supplier during the reporting period**
- (B-6) the **date of the last request for payment or invoice** submitted by each subcontractor or supplier
- (B-7) the **cumulative dollar amount** (\$0.00) **invoiced to date** by each subcontractor and supplier
- (B-8) the **cumulative dollar amount** (\$0.00) **of all monies actually paid** to each subcontractor and supplier as of the date the report was prepared; do not include amounts invoiced, but not yet paid to the subcontractor and supplier

¹ For a firm to count towards the City of San Diego's participation goals, the firm must typically be certified by either Caltrans or the City of San Diego. Self certification is usually unacceptable.

Instructions—Construction Monthly Invoicing Status Report (page 2 of 2)

- (B-9) the **calculated percentage of the amounts paid to date when evaluated against the dollar amount of the subcontracting agreement or purchase order to date, column B-4** (divide each “paid to date” amount in column B-8 by each “subcontract / purchase amount to date” in B-4, multiply the result by 100 to calculate the percentage; i.e., $\$15,000 \div \$150,000 = 0.1 \times 100 = 10\%$)
- (B-10) the **dollar amount (\$0.00) originally committed to each subcontractor and supplier** that was listed **in the bid** document
- (B-11) the **calculated percentage of each subcontractor’s and supplier’s commitment dollar amount when evaluated against the overall original contract dollar value** that was identified in the contract

Please note: The amounts listed in B-10 and B-11 do not change. If a subcontractor or supplier substitution is made, or the subcontractor or supplier was not listed in the original bid (less than one-half of one percent of the bid); leave these two columns blank.

Section C has seven (7) columns and one (1) line—Complete / fill in the following:

- (C-1 a-e) by MBE, WBE, DBE, DVBE, and other, the **total dollar amounts (\$0.00) paid to all subcontractors and suppliers during the reporting period**
- (C-1 f) the **dollar amount (\$0.00) paid by the owner to the general contractor during the reporting period**
- (C-2 a-e) *leave blank*
- (C-2 f) the **date of the last payment application submitted by the general contractor** to the owner or the owner’s representative
- (C-3 a-e) by MBE, WBE, DBE, DVBE, and other, the **total cumulative dollar (\$0.00) amounts invoiced to date by all subcontractors and suppliers**
- (C-3 f) the **cumulative dollar amount (\$0.00) of all payment applications submitted by the general contractor** to the owner or the owner’s representative
- (C-4 a-e) by MBE, WBE, DBE, DVBE, and other, the **total cumulative dollar (\$0.00) amounts paid to date to all subcontractors and suppliers**
- (C-4 f) the **cumulative dollar (\$0.00) amount paid by the owner to the general contractor**
- (C-5 a-e) by MBE, WBE, DBE, DVBE, and other, the **calculated percentage of the total amounts paid to date to the subcontractors and suppliers when evaluated against the total dollar amounts of the subcontracting agreement or purchase order** (See sample form for required calculations.)
- (C-5 f) the **calculated percentage of the total amounts paid to date to the general contractor** by the owner **when evaluated against the current contract value**, including all executed change orders. (See sample form for required calculation.)
- (C-6 a-e) by MBE, WBE, DBE, DVBE, and other, **the total of the commitment dollar amounts (\$0.00) listed in column B-10**
- (C-6 f) the **dollar amount (\$0.00)**, based on the **original contract value, for the work that the general contractor intended to complete themselves**
- (C-7 a-e) by MBE, WBE, DBE, DVBE, and other, **the total of the percentages of total bids listed in column B-11**
- (C-7 f) evaluate the commitment dollar amount (C-6 f) against the original contract value and **list the percentage of the contract to be completed by the general contractor**
- C-8 the **signature of an owner, partner, officer or employee of the firm who is authorized to represent the general contractor**

Please contact the Equal Opportunity Contracting Program department with any questions on how to complete this form.