First-Tier Contractor:

Ivyhill Project Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract / P.O. Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lower-Tier Subcontractor /

Supplier filing Non-Payment Complaint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Complaint Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Compliant: € Verbal € Written € Court Filing  
  
Subcontractor / Supplier Contact:

Phone/Fax/Email:

Amount Owed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Due:

Date Paid or Settled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not settled, Date files forwarded to CFO for resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Date Completed or Yes/No | Initials | Description of Action / Answers Required |
|  |  | Determine the date the first-tier Contractor last performed work or delivered supplies to the Project |
|  |  | Has all work been completed and paid for?  If so, date of Completion & Amount Paid:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If not, Describe work remaining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Amount still owed: $\_\_\_\_\_\_\_\_\_\_   Date future payments placed on hold \_\_\_\_\_\_\_\_\_\_\_\_\_  Amount placed on hold: $\_\_\_\_\_\_\_\_\_\_ |
|  |  | Has a written Contract/PO been issued by first-tier contractor to lower-tier contract? If YES, attach a copy to checklist along with any written invoices documenting amount claimed. |
|  |  | Does first-tier Contractor employ any additional lower-tier subcontractors or suppliers other than the one named above? |
|  |  | If YES – Have all other lower-tier subcontractors and suppliers been contacted to determine if they have been paid?  Detail results of each company contacted:  Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Owed: $\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Owed: $\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Owed: $\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Owed: $\_\_\_\_\_\_\_\_ Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Owed: $\_\_\_\_\_\_\_\_ (Attach additional sheets as required to fully document all amounts owed. ) |
|  |  | Does the first-tier Contractor have other active jobs with Ivyhill? If YES, attach list of other jobs and dollar values and advise Ivyhill CFO. |
|  |  | Has Ivyhill had any problems with the first-tier Contractor in the past? If YES, describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | What is the first-tier Contractor’s stated reason for not paying lower-tier subcontractor / supplier?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Does first-tier Contractor dispute the amount claimed as owed? If YES, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Attach all written contracts, change orders, reports and other related documents to checklist if this complaint is turned over to Ivyhill CFO (or designee) for resolution. |