

BULLETIN

The City Administrator Announces

IMPLEMENTATION OF THE

PROMPT PAYMENT POLICY EFFECTIVE FEBRUARY 1, 2008

The Prompt Payment Business Liaison (PPBL) is available to expedite payments and resolve disputed invoices.



Mobilization paid to subcontractors



Disputed invoices resolved quickly!



Undisputed invoices must be paid within 20 working days or interest penalties will apply.

The PPBL ensures payment for disputed invoice is secured for rapid disbursement upon resolution.



Everyone Must Pay Promptly. Interest penalties are paid to primes by the City & to subs by primes, if payments are later than 20 working days.



Decisions may be appealed to the City Administrator. Ask the PPBL.



Coming Soon: *on line payment status * electronic payments * & more

That is fantastic ! What should I do ?



1

✓ Call the PPBL for assistance before an issue goes too far. Resolutions are easier if addressed right away.

2

✓ In the event of a disputed invoice, immediately contact the PPBL.

3

✓ Complete and submit the "Prompt Payment Complaint & Investigation Form".

4

✓ Did you receive mobilization ? Call the PPBL right away.

5

✓ For construction projects, make sure ALL certified payrolls have been entered into the LCP Tracker.

6

✓ Submit a completed "Prompt Payment Invoice Transmittal Form" and attach two copies of your invoice. Make sure to provide all information.

7

✓ Submit to the (PPBL) an "Affidavit Reporting Subcontractor Payments" no more than 5 days following receipt of a payment.

8

✓ For final payments and closeout make sure your "Exit Report & Affidavit (Schedule F) is submitted to the project compliance officer.

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✓ For copies of the Prompt Payment Ordinance and forms mentioned in this flyer, go to the City's web site at www.oaklandnet.com and click on "How To Do Business With the City of Oakland".