



Pay Estimate Checklist

(Complete and attach with each Pay Estimate)

Contract No.			
Prime Contractor			
Construction Manager			
Tollway Project Manager			
Pay Estimate No.			
Period		Through	

Pay Estimate

- Hard Copy Printout of Pay Estimate (*Submit to Document Control Manager*)
- Pay Estimate in FieldSys Uploaded to Tollway Contract Services

Summary of Material in Storage (A-31)

- Included* Not Included

*Include Material Storage Sheet printed from Fieldsys

Diversity Forms

- EEO Forms – required for all construction projects
- Small Business Set Aside Project – no DBE or Vet forms required

	DBE/VOSB 2115 - FINAL PAYMENT REPORT	DBE/VOSB IN-PROCESS PAYMENTS	EEO 0003	PERIOD COVERED
All Pay Estimates		<input type="checkbox"/> Filed in B2GNow, with monthly report uploaded in Ebuilder by Diversity - no hard copy	<input type="checkbox"/> Filed in Capture - no hard copy	All diverse payments and EEO data must be updated monthly
Final Pay Estimate	<input type="checkbox"/> Construction - required unless previously submitted <hr/> JOC - not required			Final Pay Estimate

Contractors have 30 days from the end of the month to:

- Submit EEO information for the prime and all subcontractors working during that month
- Submit payment information for all subcontractors paid during that month

CM Review Affidavit (unsigned forms will not be accepted)

By signing below, I certify:

- The Diversity Compliance Audit Summary Report, posted monthly in Diversity Folder 18 of Ebuilder for this contract, has been reviewed and shows adequate ongoing participation.
- The EEO 0003 reports for the most recent completed month have been entered by the Contractor in Capture.

Signature: _____ Date: _____
 (Signature of Authorized Construction Manager Representative)

Name: _____ Title: _____
 (Full Name of Person Signing Checklist Above) (Title of Person Signing Checklist)

Email Address: _____ Telephone: _____
 (Email Address of Person Signing Checklist Above) (Telephone # of Person Signing Checklist)