



Attachment B
Billing Information
January 5, 2022

BNBuilders is using GCPay.com to process monthly payment applications. GCpay.com is a web-based program that will make monthly pay applications more efficient. All payment applications will be submitted in this program.

There is no charge for using GCPay.com.

We will notify you via email, via GCPAY.com to register your company at the following link <http://www.gcpay.com>. Following your registration, you will also be notified that you are registered to this Project and will have access to upload your information.

Once registered, you will be processing the following items in GCPay.com:

- **Schedule of Values (SOV).** We will provide you with the total amount of the contract and you will submit line-item details of that amount for review and approval by our BNB project managers. The SOV must be submitted 10 days after contract award via GCpay.com and before the first application for payment can be submitted. The line items can be keyed in manually or you can upload an Excel spreadsheet.
- **Change Orders.** Approved change orders will be added to your Schedule of Values as separate line items throughout the Project. Your pay applications will include these approved change orders. You will not be able to bill for any unapproved change orders.
- **Compliance Documentation.** GCPay.com indicates the compliance documentation required to be submitted with your applications for payment. All documents are required to be submitted via GCPay.com. Please email your Project Accountant if you have any questions regarding documentation.
- **Applications for Payment.** You will submit pay applications to Contractor on a monthly basis, see Page 2 of Attachment B for billing deadlines. GCpay.com will notify you via email one week in advance of the deadline for submitting your billing.
- **Lien Waivers.** You will be provided with BNB's lien waivers at appropriate times throughout the Project. These will be emailed to you via GCpay.com and you also will have access to all lien waivers in GCPay.com.

If you have any questions regarding any of the BNBuilders billing information requested or required, please note in the subject line the following, **Project #, Project Name – Subject and please send your email to:**

Subaccountingco@bnbuilders.com

If you are having technical or functional issues with GCPay.com, please contact GCPay.com for 24/7/365 support via (877) 447-2584 or info@gcpay.com.



BILLING DEADLINES

- Please submit your Progress Billing to BNBuilders by the 20th of the month, unless otherwise stipulated. This ensures that we can submit our payment request to the Owner by the 25th of the month.
- Subcontractor to submit Schedule of Values for review and approval via GCPay.com, 10 days after award of subcontract and prior to submitting the first application of payment for approval by our BNB Project Manager.

BILLING DOCUMENTS

- Subcontractor Payment Application
- Conditional Waiver & Release Upon Progress Payment
- Affidavit of Subcontractor as well as Unconditional Progress Releases (Our Form) from your 2nd tier for the previous month.

PERFORMANCE AND PAYMENT BONDS

- If a Subcontractor Payment and Performance Bond is executed on this project per Attachment H, the affidavit information is not required to be submitted. In addition, Sub-tier Lien Releases will not be required.
- BNBuilders reserves the right to request the affidavit and Sub tier Lien Release information if the need arises.
- If a Payment and Performance Bond are not being provided, the Subcontractor shall provide all affidavit and Sub tier Lien Release information as outlined herein.
- Please upload your Bonds to the compliance tab within GCPay.

FINAL BILLING/RETENTION DOCUMENTS

- Subcontractor Payment Application
- Conditional Waiver & Release Upon Final Payment
- Affidavit of Subcontractor as well as 2nd Tier Unconditional Final Releases (Our Form)
Or
- Conditional Final Release (Our Form) from 2nd tier. We will release all but what is owed the 2nd tier. Once we have received the Unconditional Final Release from the 2nd tier, we will release remaining amount due.
- We can Joint Check the final amount due the 2nd tier. We will need our Conditional Final Release and our Joint Check Agreement.

CAUSES FOR DELAY OF PAYMENT

- Unexecuted Contract Documents
- Expired or Non-Compliant Insurance
- Incomplete Billing Requirements

NOTE- BNBuilders reserves the right to require joint check agreements with any or all of Subcontractor's sub-tier Contractors, Suppliers, Unions, Trusts, Labor and Industries and other Creditors at BNBuilders' sole discretion. Subcontractor agrees to execute joint check agreements as required by BNBuilders.

ALL DOCUMENTS CAN BE FOUND ON AND WILL BE SUBMITTED VIA GCPay.com



Subcontractor Payment Application

BNBuilders, Inc.
2601 4th Avenue, Suite 350
Seattle, WA 98121

From: _____

Phone: _____
Fax: _____
Email: _____

Date: _____
Project Name: _____
Application No.: _____
BNB Job No.: _____
Contractor License No.: _____

Contract Summary:

- | | | |
|--|----|-------|
| 1. Original Contract Amount | \$ | _____ |
| 2. Approved Subcontract Changes | \$ | _____ |
| 3. Total Revised Subcontract Amount (<i>Line 1 + Line 2</i>) | \$ | _____ |

Payment Application Summary:

Type of Work: _____
This payment covers the time period from _____ to _____

- | | | |
|---|---------|----------|
| 4. Value of Work Completed to Date | _____ % | \$ _____ |
| 5. Value of Stored Materials | | \$ _____ |
| 6. Total Completed and Stored to Date (Line 4 + Line 5) | | \$ _____ |
| 7. Less Retainage to Date | _____ % | \$ _____ |
| 8. Total Earned Less Retainage (Line 6 less Line 7) | | \$ _____ |
| 9. Less Total of Previous Applications (Line 8 from previous application) | | \$ _____ |
| 10. Amount of this Payment Application (Line 8 less Line 9) | | \$ _____ |

Total value of unapproved extras or claims of which subcontract Changes have NOT been issued. List detail. \$ _____

Comments:

Signature

Date

ALL DOCUMENTS CAN BE FOUND ON AND WILL BE SUBMITTED VIA GCPay.com



Conditional Waiver and Release Upon Progress Payment

Project Name: _____
BNBuilders Project No.: _____

Upon receipt by the undersigned of a check from BNBuilders in the sum of (\$_____)
_____ Dollars
payable to _____

And when the check has been properly endorsed and has been paid by the bank in which it was drawn, this document shall become effective to waive and release any mechanic's lien, stop notice, claims, causes of action, suits, demands, rights and interests, or bond right the undersigned has, had or may have against the Contractor, Contractor's sureties, the Owner's sureties, the Owner, Owner's lenders and guarantors, the Project, the real property on which the Project is located and/or the improvements located thereupon on the Project of _____ located at

_____ *Project Name*
_____ for any and all work, labor,
_____ *Project Address*

Materials, services, machinery, tools, and equipment furnished to and/or performed on or in connection with the Project through _____ only and does not cover any retentions retained before the
_____ *Date*

release date. Rights based upon work performed or items furnished prior to the release date are covered by this release unless specifically reserved by the claimant in this release. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Date

Company Name

Signature

Name and Title

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification



Conditional Waiver and Release Upon Final Payment

Project Name: _____
BNBuilders Project No.: _____

Upon receipt by the undersigned of a check from BNBuilders in the sum of (\$_____)
_____ Dollars
payable to _____ and when the check has been properly endorsed and has
Payee or Payee of Check

been paid by the bank upon which it is drawn, this document shall become effective to waive and release any mechanic's lien, stop notice, claims, causes of action, suits, demands, rights and interests, or bond right the undersigned has, had or may have against the Contractor, Contractor's sureties, the Owner's sureties, the Owner, Owner's lenders and guarantors, the Project, the real property on which the Project is located and/or the improvements located thereupon on the Project of _____ located at _____
Project Name Project Address

This release covers the final payment to the undersigned for any and all work, labor, materials, services, machinery, tools, and equipment furnished to and/or performed on or in connection with the Project, except for disputed claims previously submitted in writing for additional work in the amount of \$ZERO. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Date

Company Name

Signature

Name and Title

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification.



Unconditional Waiver and Release Upon Progress Payment

Project Name: _____
BNBuilders Project No.: _____

The undersigned has been paid and has received a check from BNBuilders in the sum of (\$ _____) Dollars

and the check has been properly endorsed and has been paid by the bank upon which it is drawn. As such, this document shall waive and release any mechanic's lien, stop notice, claims, causes of action, suits, demands, rights and interests, or bond right the undersigned has, had or may have against the Contractor, Contractor's sureties, the Owner's sureties, the Owner, Owner's lenders and guarantors, the Project, the real property on which the Project is located and/or the improvements located thereupon on the Project of _____
Project Name

located at _____
Project Address

for any and all work, labor, materials, services, machinery, tools, and equipment furnished and/or performed on or in connection with the Project through _____ only and does not cover any retentions
Date

retained before the release date. Rights based upon work performed or items furnished prior to the release date are covered by this release unless specifically reserved by the claimant in this release. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Date

Company Name

Signature

Name and Title

TOTAL PAID TO DATE: \$ _____

THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification.



2nd Tier Unconditional Waiver and Release Upon Progress Payment

Project Name: _____
BNBuilders Project No.: _____

The undersigned has been paid and has received a check from _____ in the
1st Tier Subcontractor

sum of (\$ _____) _____ Dollars
and the check has been properly endorsed and has been paid by the bank upon which it is drawn. As such, this document shall waive and release any mechanic's lien, stop notice, claims, causes of action, suits, demands, rights and interests, or bond right the undersigned has, had or may have against the Contractor, Contractor's sureties, the Owner's sureties, the Owner, Owner's lenders and guarantors, the Project, the real property on which the Project is located and/or the improvements located thereupon on the Project of _____

Project Name

located at _____
Project Address

for any and all work, labor, materials, services, machinery, tools, and equipment furnished to and/or performed on or in connection with the Project through _____ only and does not cover any retentions retained
Date

before the release date. Rights based upon work performed or items furnished prior to the release date are covered by this release unless specifically reserved by the claimant in this release. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Date

Company Name

Signature

Name and Title

TOTAL PAID TO DATE: \$ _____

THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification.



Unconditional Waiver and Release Upon Final Payment

Project Name: _____
BNBuilders Project No.: _____

The undersigned has been paid in full for any and all work, labor, materials, services, machinery, tools, and equipment furnished to and/or performed on the Project of _____
Project Name

located at _____ and does hereby waive and release any mechanic's
Project Address

lien, stop notice, claims, causes of action, suits, demands, rights and interests or any right against labor and material bond on the Project, which the undersigned has, had, or may have against the Contractor, Contractor's sureties, the Owner's sureties, the Owner, Owner's lenders and guarantors, the Project, the real property on which the Project is located and/or the improvements located thereupon, except for disputed claims previously submitted in writing for extra work in the amount of \$ ZERO.

Date

Company Name

Signature

Name and Title

THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCABLE AGAINST YOU IF YOU SIGN IT, EVEN IF YOU HAVE NOT BEEN PAID. IF YOU HAVE NOT BEEN PAID, USE A CONDITIONAL RELEASE FORM.

NOTE: This document has important legal consequences; legal consultation with an attorney is encouraged with respect to its use or modification.

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT OF SUBCONTRACTOR

- € The Affidavit of Subcontractor must accompany each billing.
- € List all suppliers/2nd tier subs you will be incurring \$20,000 or more with *for the entire project*.
- € Adjusted total amount including change orders – The first line is for your portion excluding the supplier/2nd tier sub amounts listed. List the dollar amount you intended to incur with them- this amount can be adjusted as needed. The total at the bottom should equal your current contract value.
- € Last month's lien waiver is attached or forthcoming- Please indicate whether you are attaching the previous month's unconditional release or if it is forthcoming. If no cost was incurred the previous month please indicate in the Supplier/Sub-sub Not Used LastMonth column.
- € Final Waivers Already Sent- If you have previously sent in an Unconditional Upon Final Release from the supplier/sub-sub please check the box and continue to list them on the Affidavit.
- € All Supplier/2nd tier sub unconditional releases must be on our form.
- € Progress payments will be held until all appropriate 2nd tier releases have been received. *Example- All indicated 2nd tier unconditional showing paid to date thru June must be received prior to release of your July payment.*
- € Final payments will not be released until all 2nd tier Unconditional Upon Final releases have been received.



Affidavit of Subcontractor

State of _____ County of _____ in

the position of _____ For _____ a _____
Name/Title Company Name Partnership, Corporation, Individual

Hereinafter referred to as "Subcontractor", and am authorized to execute this affidavit on behalf of Subcontractor, know that contents hereof, and certify that the same is true of my knowledge; and:

1. That Subcontractor is a subcontractor to BNBuilders hereinafter referred to as "Contractor", the general contractor on _____
BNBuilders Project Name and Project Number

Project Address

2. That as an inducement to Contractor to advance monies to Subcontractor, and with knowledge that Contractor will rely upon the representations made herein, the undersigned certifies that (a) except as specifically set forth on Subcontractor Payment Application, this application makes claim for payment for all work performed on the Project during the period for which payment is sought, there is no claim which is being omitted and applicant waives any right to make any claim for any additional compensation relating to the period unless an exception is noted at this time, and (b) the following listed firms and individuals are the only parties from whom Subcontractor has purchased materials, rented equipment, or Subcontracted portions of Subcontractor's work on said project (or has commitments or intends to purchase, rent or subcontract) in an amount of \$20,000 or more from the commencement of said project to the date of Project completion.

Name of Supplier/Sub-Subcontractors Address Work/Material Contracted for Subcontractors portion of direct labor, material, equipment	Adjusted total amount including change orders	Last month's lien waivers Attached	Last month's lien waivers Forthcoming	Supplier/Sub- Sub Not used last month	Final Waivers already sent
TOTAL ADJUSTED SUBCONTRACTOR AMOUNT					

I certify (or declare) under penalty of perjury that the foregoing is true and correct.
 Executed on _____ 20_____, at _____
City and State

 Signature

 Date



THIS FORM MUST BE SUBMITTED MONTHLY AS PART OF THE REQUIRED BILLING PROCESS

Affidavit of Union Benefits

From: _____	Project: _____
Name of Subcontractor	Project Name
_____	_____
Business Address	Project Address
_____	_____
City, State, Zip Code	City, State, Zip Code

The undersigned subcontractor hereby certifies that all union trust benefits on behalf of the subcontractor's employees are paid and current through_____.

For Subcontractor:

Company Name

Name

Title

The undersigned union trust hereby certifies that in accordance with the trust's records and to the best of their knowledge, the above-named subcontractor has paid all benefits due for hours worked by its employees through the period ending_____. This certification shall in no way relieve the subcontractor of responsibility for employee benefit contributions not reported or incorrectly reported and due.

Union Trust:

Name

Title

Address

Telephone