

8-18-17

***This is the language approved for addition to all solicitations containing SBE or MWBE or DBE requirements:***

Subcontractor and/or supplier reporting is a requirement throughout the life of this contract, and the required Monthly Subcontractor Report form is provided [below](#). A hard copy of the report form is also included in this solicitation under the section *Sample Forms*.

A. Monthly Required Reports

The Contractor shall provide to Charleston County monthly reports, on the provided form, showing the dollar amount of payments to each subcontractor used on the project. The Contractor and each subcontractor or supplier that was paid by the Contractor under this contract must verify the requested information by signing the report form. The Contractor and subcontractor or supplier signatures on the monthly report shall constitute certification that the subcontractor or supplier has provided the service or supplies as stated and that the Contractor is entitled to credit the dollar amount stated toward any subcontract goals for the contract. This report shall be submitted to the Procurement Department by the 15<sup>th</sup> of each month. Failure to submit the monthly report may result in the withholding by the County of monthly progress and/or final payment to the Contractor. The monthly report must be submitted every month during the life of the project, even when no payments have been made to a subcontractor or supplier during a particular month. When no payments have been made to a subcontractor or supplier during a particular month, the subcontractor or supplier is not required to sign the report form prior to the Contractor submitting it to the Procurement Department.

B. Verifying Documentation

Upon the request of Charleston County, the Contractor shall furnish documents, including duly-signed subcontracts and pay records, necessary to verify the amount and costs of the materials or services provided by subcontractors or suppliers. The Contractor shall keep the documents which verify the information for at least three years from the date of final settlement of the contract. Failure to provide these documents upon request by the County may result in the withholding of monthly progress and/or final payment, or disqualifying the Contractor from bidding pursuant to the Charleston County Procurement Ordinance, Division 7, Legal and Contractual Remedies.

