

EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: 23021 – SALVATION ARMY LOCKER ROOM RENOVATION

The requirements listed below are **MANDATORY** for all subcontractors and lower tier subcontractors.

1. Certified Payroll (Weekly/Bi-Weekly Reporting)

- A. Certified Payroll reports are to be sent weekly/bi-weekly (depending on your payroll) via email to Tabitha Polachek at: tpolachek@marousbrothers.com
- B. Original Certified Payroll Forms **must also be** mailed/UPS to the following address:
Marous Brothers Construction
36933 Vine Street
Willoughby, Ohio 44094
Attn: Tabitha Polachek
- C. Certified payrolls are mandatory – electronically and paper form. **A late payroll will lead to a delay in payment.**
- D. We will address any issues with your submittal prior to our monthly pay application delivery. Any issues found must be addressed immediately to ensure your inclusion in that months' pay application.

2. Apprenticeship Certificates

- A. All apprentices are required to be in a bona fide program and employers are required to submit a State of Ohio Apprenticeship certificate. Copies of these certificates needs to be sent with the Certified Payroll.

3. Daily Sign-In / Sign-Out Sheets (Weekly Reporting)

- A. All subcontractors must complete an *Employee Daily Sign-In / Sign-Out* sheet on a daily basis.
- B. Daily Sign-In / Sign-Out Sheets are to be submitted weekly via email to Tabitha Polachek at: tpolachek@marousbrothers.com. Keep a copy for your records. If not received, your payroll will not be reviewed.

Please submit payrolls weekly so that we can review and advise of any issues requiring correction before we submit our monthly billing. If the subcontractor or any of the lower tier subcontractors do not submit all required documents in a timely manner, we may opt to pull them from the monthly billing until all required documents are submitted.

Please direct any questions regarding Compliance or Billing to:

Tabitha Polachek, SBA / Compliance Mgr.
440-391-5596
tpolachek@marousbrothers.com

