

EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: 23069 – ERIE METROPARK NATURE CENTER

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

1. Certified Payroll (Weekly Reporting)

A. Initial Set-Up Sheet

- 1) You must include **all requested information** on the initial setup sheet (included in this exhibit), which provides the information needed for setup in the **LCP Tracker** system. This applies to all lower tier subcontractors.
- 2) Email completed forms to Tabitha Polachek @ tpolachek@marousbrothers.com

B. **LCP Tracker** (*Electronic Certified Payroll Reporting System*)

- 1) Certified Payroll must be submitted weekly in **LCP Tracker** reporting systems. Late submissions will result in delay of payments.
- 2) This project is a **State Prevailing Wage Rate** project, all employees must be paid prevailing wage rates or higher, but no less than the State Prevailing Wage. Rates will change when unions increase pay rates.
- 3) All certified payroll is due within seven (7) days after the pay period.
- 4) Please watch the journeyman / apprentice ratios. Those are being reviewed.
- 5) If you are NOT on site in any given week and plan to return at a later date, you must submit a “**No Work Performed**” certified payroll for that week.
- 6) If your work is complete, check the “Final Payroll” box located on the signature page

1. Apprenticeship Certificates

- A. All apprentices are required to be in a bona fide program and employers are required to submit a DOL Apprenticeship certificate. Copies of these certificates need to be uploaded in LCP Tracker before you can certify.

2. 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.

<p>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.</p>

Please direct any questions regarding Compliance or Billing to:

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

Initial Set-Up Sheet

Company Name: _____

Subcontractor to: _____

Company Type (LLC, Corporation, etc.) _____

Owners Race & Gender: _____

Federal tax ID number: _____

Owners Name: _____

Main Company Email: _____

Contract Amount: \$ _____

Union/Non-Union: _____

Contractor license number or 10 digit phone number: _____

Phone number: _____

Fax number: _____

Please Check all Certifications that Apply: CSB FBE MBE Section 3

Company Address, city, state, zip code (No P.O. Box Number):

Compliance Contact Person Name & Email (correspondence will be sent to this address):

Project Name

Work Description/Scope of Work

Award Date

Work Start Date

Work End Date
