

**Financial Services Department
Capital Contracting**

CIP Partners Academy June 15, 2022



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Location

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Hello Welcome



Joann Nunez
Accounts Payable Supervisor
Public Works Department

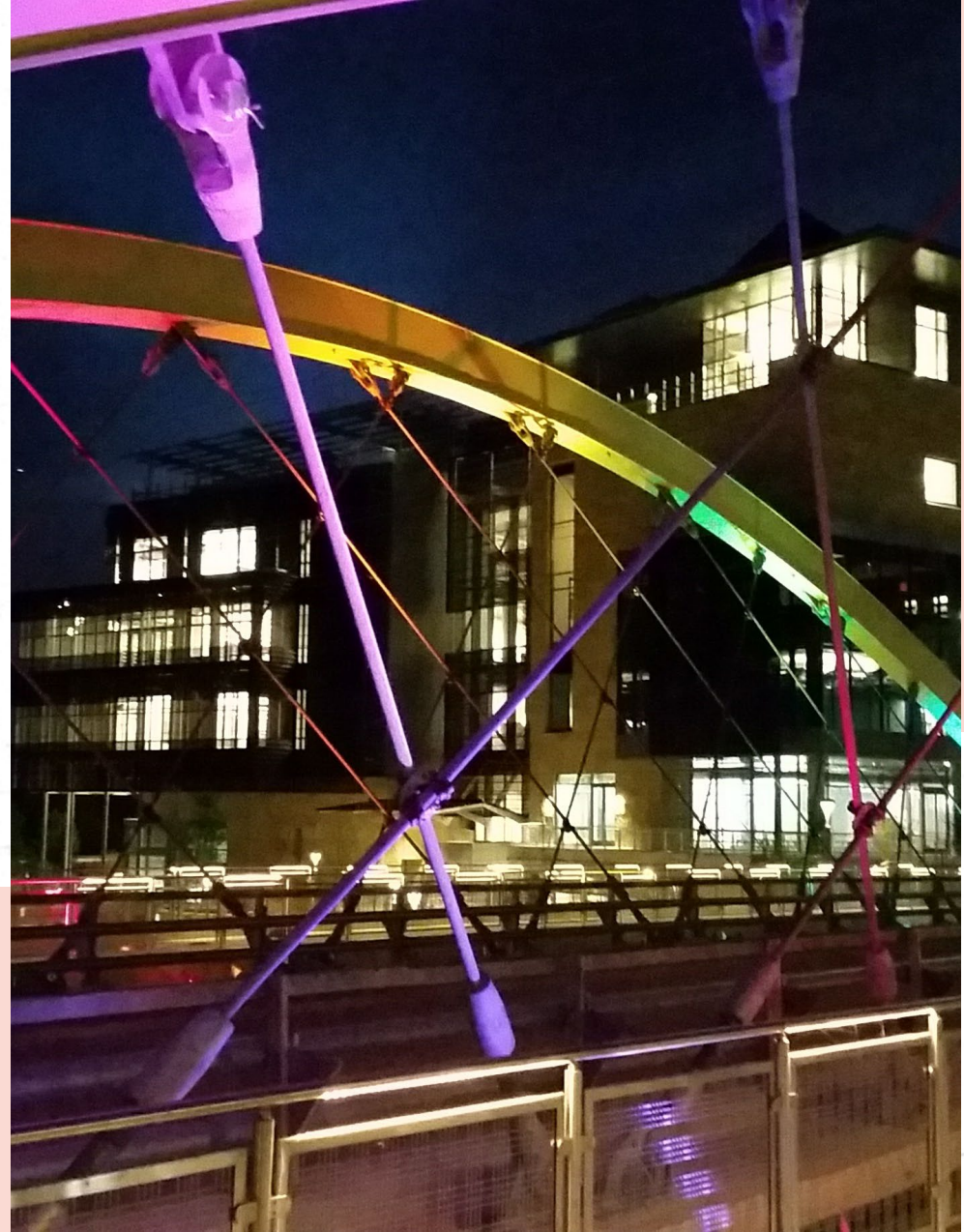


City of Austin Contractor Payments

Joann Nunez

Prompt Pay Program

- Contractors shall submit to the Owner's Representative a complete, correct, and approved application for payment with all supporting documentation.
- Prompt Payment process is approximately 10-15 working days
- Project Manager's Due Dates are typically 1st & 3rd Monday of the month
- Automated Clearing House (ACH) process is a 4 day turnaround and requires the vendor to register bank info with VendorReg@austintexas.gov
- Checks are mailed to "payment address" (no pickup)



CITY OF AUSTIN
DEPARTMENT OF PUBLIC WORKS
2022 PROMPT PAYMENT PROCESSING SCHEDULE
CONSTRUCTION PHASE APPLICATION FOR PAYMENT

Listed below are the submittal dates for the Contractor's Application submittals (*first & third columns in table below*). Contractors shall submit to the Owner's Representative a complete, correct, and approved Application for Payment signed by the Contractor no later than the date specified below with all supporting documentation that is required by the Contract Documents.

Contractor's Application Submittal Dates	Project Manager's Pay Processing Dates	Contractor's Application Submittal Dates	Project Manager's Pay Processing Dates
12/22/21* Wed	1/03/2022 Mon	07/22/2022 Fri	08/01/2022 Mon
01/07/2022 Fri	01/18/2022* Tue	08/05/2022 Fri	08/15/2022 Mon
01/28/2022 Fri	02/07/2022 Mon	08/26/2022 Fri	09/06/2022* Tue
02/11/2022 Fri	02/22/2022* Tue	09/09/2022 Fri	09/19/2022 Mon
02/25/2022 Fri	03/07/2022 Mon	09/23/2022 Fri	10/03/2022 Mon
03/11/2022 Fri	03/21/2022 Mon	10/07/2022 Fri	10/17/2022 Mon
03/25/2022 Fri	04/04/2022 Mon	10/28/2022 Fri	11/07/2022 Mon
04/08/2022 Fri	04/18/2022 Mon	11/11/2022 Fri	11/21/2022 Mon
04/22/2022 Fri	05/02/2022 Mon	11/25/2022 Fri	12/05/2022 Mon
05/06/2022 Fri	05/16/2022 Mon	12/09/2022 Fri	12/19/2022 Mon
05/27/2022 Fri	06/06/2022 Mon	12/22/2022* <u>Thur</u>	01/03/2023* Tue
06/10/2022 Fri	06/21/2022* Tue	01/06/2023 Fri	01/17/2023* Tue
06/24/2022 Fri	07/05/2022* Tue		
07/08/2022 Fri	07/18/2022 Mon		

*** These days have been changed to accommodate early deadlines from the Controller's Office.**

- The Contractor's Application Submittal Dates are the dates the approved Contractor's Application for Payment is delivered to the City of Austin.
- Project Manager's Pay Processing Dates are typically the 1st & 3rd Mondays of the month unless otherwise noted above with *.

Payments to Prime Contractor following this schedule are typically paid as follows:

- Check payments- issued and mailed to the Prime Contractor within 1-2 business days from the date Project Managers delivers payment application (this is from the Monday dates above).
- ACH payments- processed and file to Prime Contractors bank within 2-4 business days from the date Project Managers delivers payment application (this is from the Monday dates above).
 - To receive ACH payment please contact VendorReg@austintexas.gov to add banking information to your vendor profile.

We look forward to our continued success in providing prompt payments to Contractors. Remember, in accordance with Government Code, Title 10, Chapter 2251, Contractors are required to pay Subcontractors and Suppliers not later than the 10th calendar day after the day on which the Contractor received payment from the City.

If you have any questions, you can contact Joann Nunez joann.nunez@austintexas.gov or Sandra Echols sandra.echols@austintexas.gov.

Project Manager's Review of Pay Application

07



- Verify Cover Sheet includes accurate contract (CT) number, Vendor name, Vendor code and "Payment" address
- The contract # on the cover sheet needs to match the recap sheet
- Pay application cover sheet cannot be revised with markups, written notations, or white-out, only signatures
- Invoice date must be within 3-5 days of submission date or it will be returned for correction and new signatures
- The Estimated Period Date range must be sequential days and correct year
- Verify funding sources (FDU) are accurate and coincide with eCapris (City of Austin project management system)
 - Ensure any Change Order funding is encumbered before inclusion in payment application
- Ensure monthly Sub-K is included with pay application
 - All subs must be in the compliance plan and if not, submit Request for Change (RFC) form before payment can be processed
- Errors will cause payment delays and may require resubmitting pay application

Checking Payment Status



AUSTIN FINANCE ONLINE

Sign In

Create Account

FINANCIAL DOCUMENTS

STRATEGIC PLAN

CHECKBOOK

UNCLAIMED PROPERTY

PROCUREMENT

HOTEL/STR

Rectangular Snip



Financial Documents

Find all financial documents, reports, and additional information that Financial Services provides.



Strategic Plan

Browse our six priority Outcomes in Austin Strategic Direction 2023.



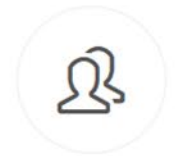
Checkbook

The data in the Checkbook represents purchases of goods and services made by City departments from third parties. Checkbook does include ACH, wire, and check activity. Checkbook does not include employee payroll data.



Procurement

View detailed information about current business opportunities with the City of Austin. Subscribe to solicitations and download solicitation documents. Vendors may also register to be notified of any new business opportunities based on commodity codes that they select.



Hotels & Short Term Rentals

Create an account to file / pay Hotel Occupancy Taxes and request / renew an Operating License for a Hotel / Short Term Rental property.

Payment Timetable

- 10 days prior to Prompt Pay deadline
- Contractor submits pay application to Owner's Rep/Inspector
- Wednesday before Prompt Pay deadline
- Owner's Rep/Inspector submits pay application to Project Manager
- 9 am on Prompt Pay due date
- Project Manager submits pay application to PWD Accounts Payable
- Same day
- PWD Accounts Payable enters payment into financial system and e-sends to City's Controller's office
- Within 1-3 days
- Controller's offices issues check or electronic (EFT) payment to Contractor

Contractor's Application Submittal Dates	Project Manager's Pay Processing Dates
10/11/2019 Fri	10/21/2019 Mon

PROJECT NAME: Austin Civil Project

SPONSOR DEPT: Austin Water

FDU(s): 5678 78956 1235

CONTRACTOR: ATX Corp.
ADDRESS: 567 First Street, Austin, TX 78701

VENDOR CODE: ATX345 CIP ID No.: 1234.567 CT No.: 6100 123456789 DATE: 9/18/2019

ORIGINAL CONTRACT PRICE: \$1,220,000.00

Estimate No.: 1

CHANGE ORDER TOTAL: \$0.00

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ADJUSTED CONTRACT PRICE: \$1,220,000.00

ESTIMATE PERIOD FROM: 2/20/2018 TO: 3/21/2018

TOTAL DUE FOR WORK DONE \$145,275.00

ALLOWED FOR MATERIALS ON HAND \$0.00

SUB-TOTAL \$145,275.00

LESS 5% RETAINED \$7,263.75

SUB-TOTAL \$138,011.25

LESS CUMULATIVE DEDUCTIONS \$0.00

AMOUNT DUE TO DATE \$138,011.25

LESS PREVIOUS PAYMENTS \$0.00

AMOUNT DUE THIS ESTIMATE \$138,011.25

SIGNATURES

PROJECT NAME: Austin Civil Project
 DEPARTMENT : Austin Water
 FDU(s): 1234 1234 1234, 4567 4567 4567
 CONTRACTOR: ATX Corp.
 ADDRESS: 567 First Street, Austin, TX 78701
 INSPECTOR: _____

Estimate No.: 1 CIP ID No.: 1234.567 CT No.: 6100 123456789 DATE: 9/18/2019

NOTE:
 AMOUNT FOR WORK DONE PLUS MATERIALS ON HAND CANNOT EXCEED TOTAL ENCUMBRANCES AVAILABLE

	F.D.U.#(01)			F.D.U.#(02)			F.D.U.#(03)	F.D.U.#(04)	F.D.U.#(05)	F.D.U.#(06)	GRAND
	1234	1234	1234	4567	4567	4567	0	0	0	0	TOTAL
TOTAL ENCUMBRANCES AVAILABLE	\$ 100,350.00	\$ 462,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$562,850.00
TOTAL DUE FOR WORK DONE	\$ 100,275.00	\$ 45,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$145,275.00
ALLOWED FOR MATERIALS ON HAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTAL	\$ 100,275.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$145,275.00
(LESS 5% RETAINED)	\$5,013.75	\$2,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,263.75
SUB-TOTAL	\$ 95,261.25	\$42,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138,011.25
(LESS CUMULATIVE DEDUCTIONS)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
AMOUNT DUE TO DATE	\$ 95,261.25	\$42,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138,011.25
(LESS PREVIOUS PAYMENTS)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00
AMOUNT DUE THIS ESTIMATE	\$ 95,261.25	\$42,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$138,011.25



Questions?

Thank You

