VENDOR PAYMENT PROCEDURE

A. AUTIELLO CONSTRUCTION
New York • Providence • Boston

A. Autiello Construction Co., Inc. (AACC) is committed to processing applications for payment in a timely and predictable manner. This procedure outlines the steps and documents needed so that payments can be reviewed and released without unnecessary delay. Most processing issues are caused by incomplete packages or missing lien waivers. Please share this with your billing team.

1. Billing Schedule

Applications should be submitted according to the following schedule. Late submissions may be deferred to the following month's cycle.

Step	Action	Target Date	Submit To
1	Pencil copy / draft application	15th of the month	AACC Project Manager
2	Final approved application	20th of the month	AACC Accounting / Project Manager
3	Owner / Architect review and acceptance of billing	21st – 25th	Owner / Architect
4	Payment release	30-45 days from approval	ACH or check

2. Required Monthly Package

Submit the following documents together as a single package:

1. AIA G702 and G703 (or equivalent) itemized to your approved Schedule of Values and signed by an authorized representative.
2. Current month Conditional Progress Waiver for the net amount requested this period.
3. Prior month Unconditional Progress Waiver for the amount previously paid and cleared.
4. Updated 2nd-Tier Lien Grid (see Section 3) listing downstream suppliers and subcontractors (*AACC_2nd_Tier_Lien_Grid.xlsx)*

Notarization is required on final or unconditional waivers. Monthly conditional progress waivers do not require notarization.

3. 2nd-Tier Lien Grid and One-Month Lag

Please disclose sub-subcontractors and material suppliers that provide materials or services valued over $5,000. Attach an updated tracking grid each month. AACC uses a one-month lag approach:

1. Current application: Include your Conditional Progress Waiver and Conditional waivers from 2nd-tier parties for the current period amounts.

2. Prior application: Include Unconditional Progress Waivers confirming that amounts paid in the prior period have cleared.

If prior-period unconditional waivers are missing or do not match records, the current application may be held until the items are resolved.

4. Billing Policies

A. Deposits and Upfront Payments

Deposits or upfront payments are not standard. Requests for deposits on long-lead materials or specialized fabrication will be considered only after the Project Owner's explicit written authorization and under conditions acceptable to AACC (including appropriate security such as a material bond or letter of credit).

B. Offsite or Stored Materials

Payment for materials stored offsite or in transit may be approved when the following are provided:

1. A material bond from a Treasury-listed surety covering 100% of the stored material value, with AACC and the Owner named as obligees.
2. Insurance certificate showing appropriate coverage with AACC and the Owner named as Additional Insureds and Loss Payees.
3. Photos showing materials segregated, secured, and tagged as property of the project.

C. Retainage

Retainage should be billed on a separate invoice after Substantial Completion. The final progress application should show work complete with retainage still held. A separate retainage release application will be processed once final unconditional waivers are received from all parties.

D. Owner Payment Contingency

Payment from AACC is contingent on receipt of corresponding payment from the Project Owner for the applicable work. If the Owner withholds or disputes payment related to your scope, the payment timeline will be extended until AACC receives cleared funds, plus a reasonable processing period. You are expected to continue performance during any such period.

5. Joint Checks

If AACC receives documented evidence that a 2nd-tier supplier or subcontractor has not been paid after written notice, AACC may issue a joint check to protect against lien exposure. This step is taken only after notice and an opportunity to resolve the issue.

6. Questions

Please direct questions about this procedure to your Project Manager or to:

A. Autiello Construction Co., Inc.
Accounting, Contract, and Insurance Administration
Attention: Edward Davis,
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Cranston, RI 02920

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