**CMM 2.40 PROMPT PAYMENT**

Prompt payment should be discussed at all pre-construction meetings. Inform contractors that ASP 4 requires contractors to pay the subcontractors for satisfactorily completed work within 10 calendar days of receiving a progress payment. If they will not be making payment to any of their subcontractors within the prescribed 10 calendar days they are required to provide a “good cause” explanation to the engineer prior to withholding payment. ASP 4 can be found at the following extranet site.

<https://trust.dot.state.wi.us/extntgtwy/hcci/bid-letting/related-info/asp-4.pdf>

When a prompt payment is received, document your actions:

* Write a memo regarding the complaint received.
* Confirm WisDOT has paid on that particular estimate.
* Send letters to all subcontractors asking if they have been paid promptly.
* CC: the prime contractor, Central Office, Construction Administration Karen Roberts
* Request confirmation of payment from the prime contractor.

If the payment problem is not resolved;

* Inform (by registered mail) the prime contractor of default.
* CC: Bonding Company, Central Office, Construction Administration Karen Roberts.
* Refer matter to the Bureau of Highway Construction.

If the payment problem is resolved;

* Send a closure letter to the complainant.
* CC: Central Office, Construction Administration Karen Roberts

*Refer to the procedures outlined in the Construction and Materials Manual, Chapter 2, Section 40.1.2*

**Important information:**

**Make sure that you have good documentation regarding the complaint and that all your estimates to the prime contractor are prompt and current.**