

**MONTHLY SUBCONTRACTOR PAYMENT REPORTING**

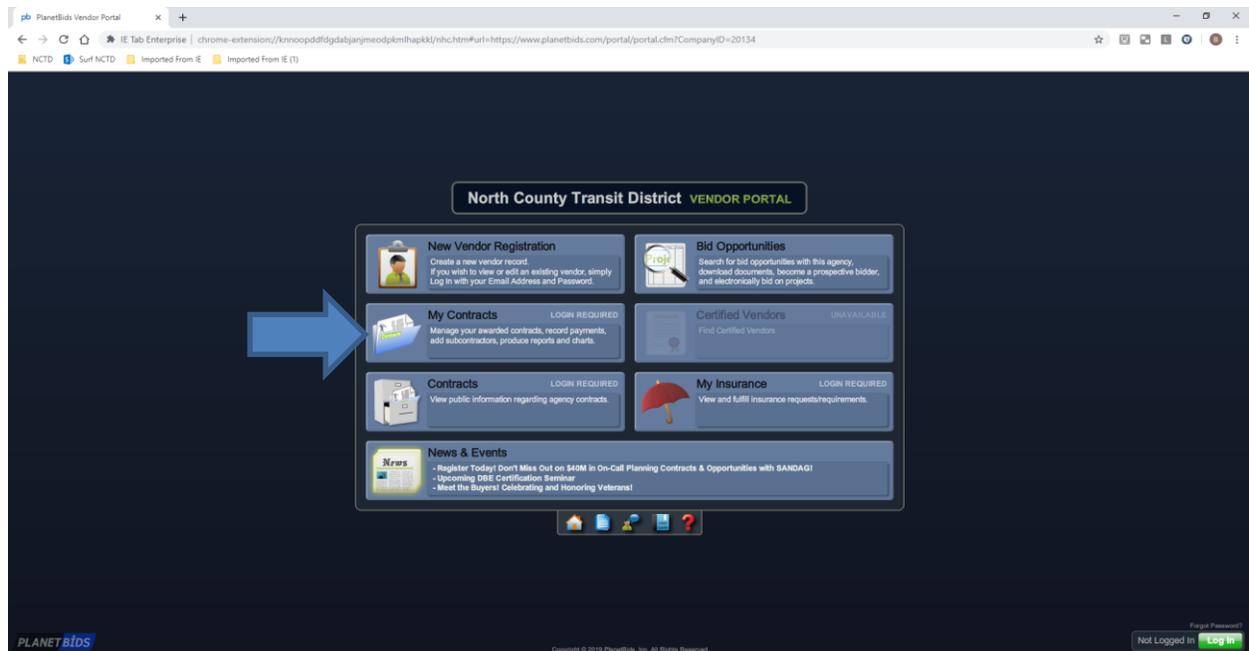
The North County Transit District (NCTD) utilizes PlanetBids to monitor payments made by a prime contractor to the subcontractor(s) listed in the contract. Prime contractors shall submit a monthly subcontractor payment report by the 20th of each month following the end of the reporting month and should reflect all payments made to subcontractor(s) through the last day of the previous month, even if the subcontractor(s) did not perform any work. Prime contractors shall ensure that its subcontractor(s) use the PlanetBids “MyContracts” portal to verify the payment amounts the prime contractor submitted by the 25th of each month following the end of the reporting month. In order for the prime contractor to submit a properly executed monthly subcontractor payment report, the prime contractor must verify that their subcontractors’ DBE certification is current at the time of payment.

The prime contractor must ensure that all subcontractors listed in the contract have been added to the applicable contract within the “My Contracts” PlanetBids Vendor Portal. Instructions for adding subcontractors, entering subcontractor payment information, and verification of the payment by the subcontractor can be found below. NCTD’s PlanetBids Vendor Portal can be accessed at the following web address: <https://www.planetbids.com/portal/portal.cfm?CompanyID=20134>

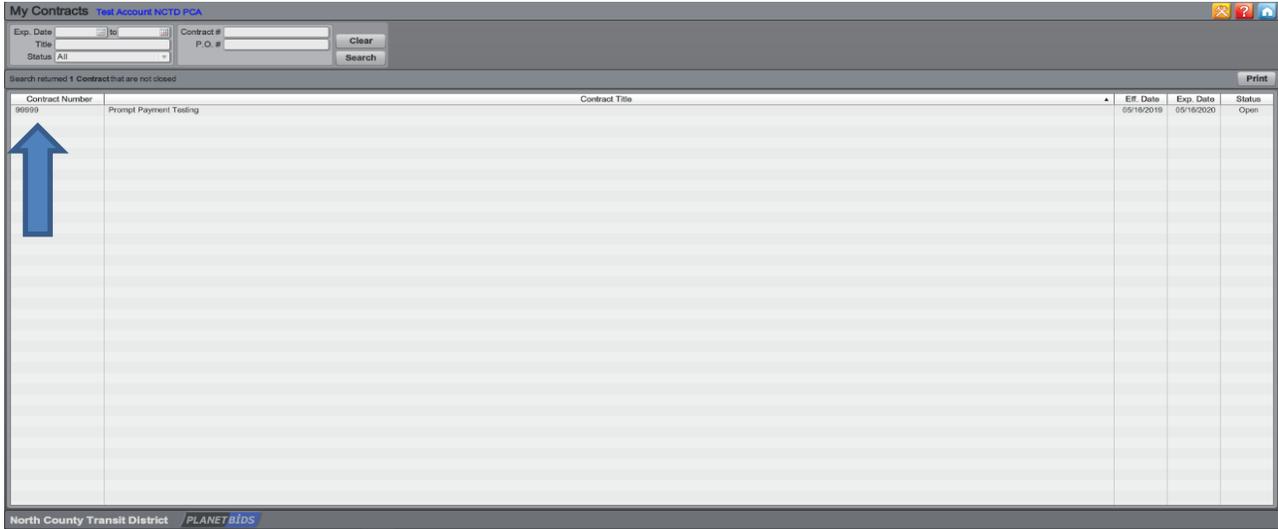
Should there be any questions regarding adding subcontractors, entering in payment information, or subcontractor verification, please contact the NCTD Civil Rights Officer at (760) 966-6631 or at [civilrightsoffice@nctd.org](mailto:civilrightsoffice@nctd.org).

**Adding Subcontractors to PlanetBids**

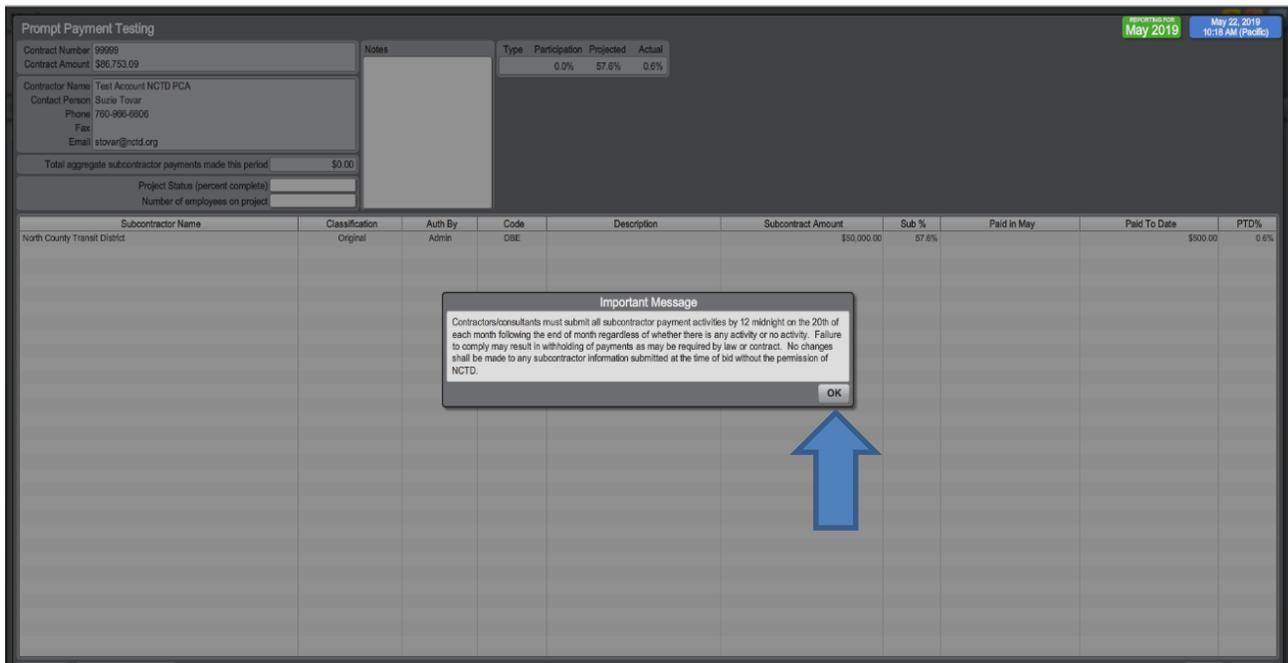
1. Login to NCTD’s PlanetBids Portal and click on “My Contracts”.



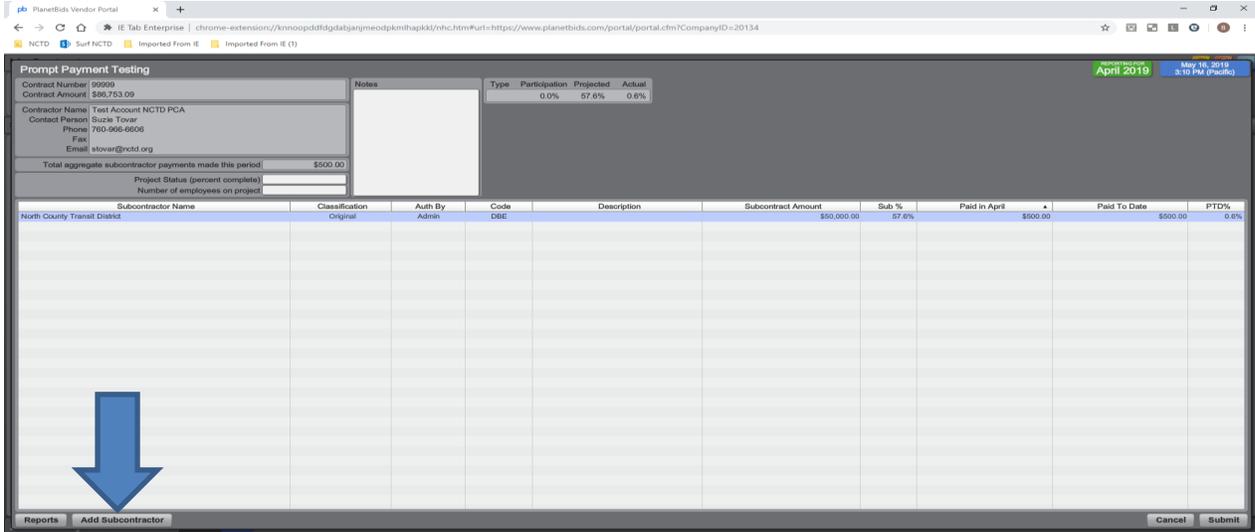
2. After clicking on “My Contracts”, a list of all of the prime contractors contracts with NCTD will appear. Find the applicable contract the applicable contract and click on it to proceed with add the subcontractor.



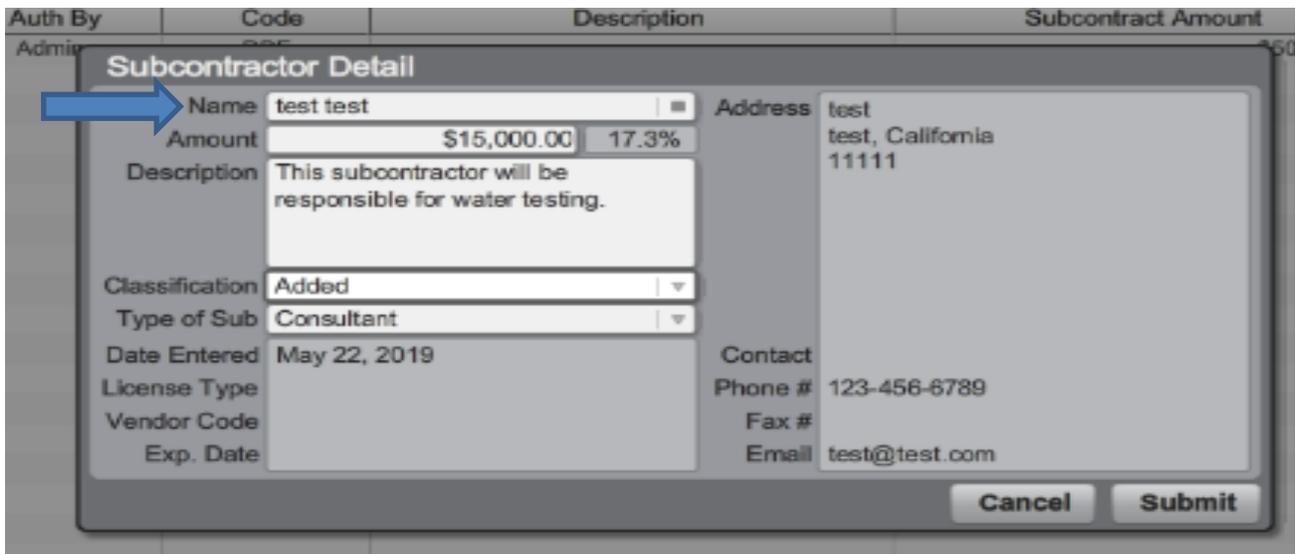
3. After clicking the applicable contract, an “Important Message” will appear. Review the “Important Message” and click “OK” to acknowledge it has been read and to proceed with adding the subcontractor to the contract.



- Click “Add Subcontractor” toward the bottom left of the screen for the “Subcontractor Detail” page to open up.



- Click “Name” and begin typing the subcontractor’s name. The system will automatically search for the subcontractor. Once the subcontractor has been located, click on the name and hit “Choose”. If the subcontractor is not located, the subcontractor will need register with NCTD’s PlanetBids portal. Once the subcontractor has registered with NCTD’s PlanetBids portal, the prime contractor will be able to add the subcontractor to the contract in NCTD’s PlanetBids “My Contracts” portal.

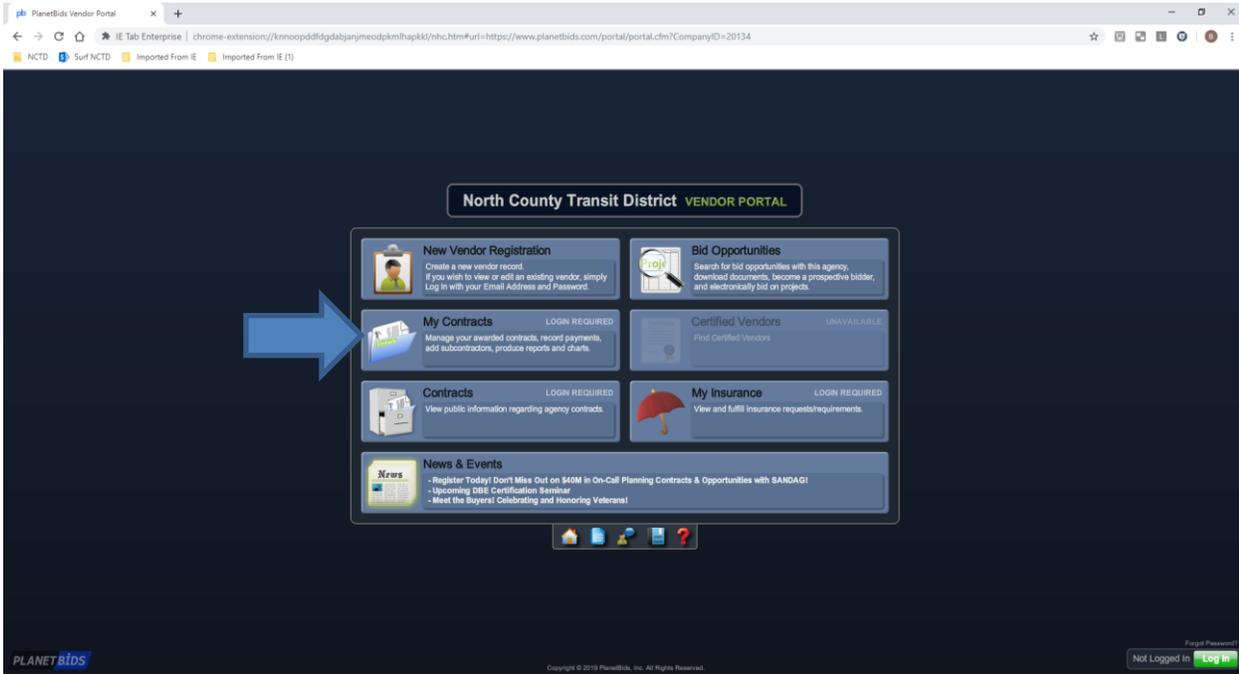


6. Enter the in the following information into the “Subcontractor Detail” page:
  - a. Total subcontracted amount for the subcontractor;
  - b. A description of the work to be performed by the subcontractor;
  - c. Select a subcontractor classification; and
    - The following is the list of subcontractor classifications:
      1. Original: Subcontractor was listed on the bid submittal form
      2. Added: Subcontractor was added after bid award to provide new services
      3. Substituted: Subcontractor is replacing a Subcontractor listed on the original bid submittal. Note: enter reason for substitution in the Notes field on the main contract page.
    - The following is a list of type of subcontractors:
      1. Licensed Contractor
      2. Consultant
      3. Broker
      4. Supplier/Regular Dealer
      5. Manufacturer
      6. Trucking Company
  - d. Click “Submit”.

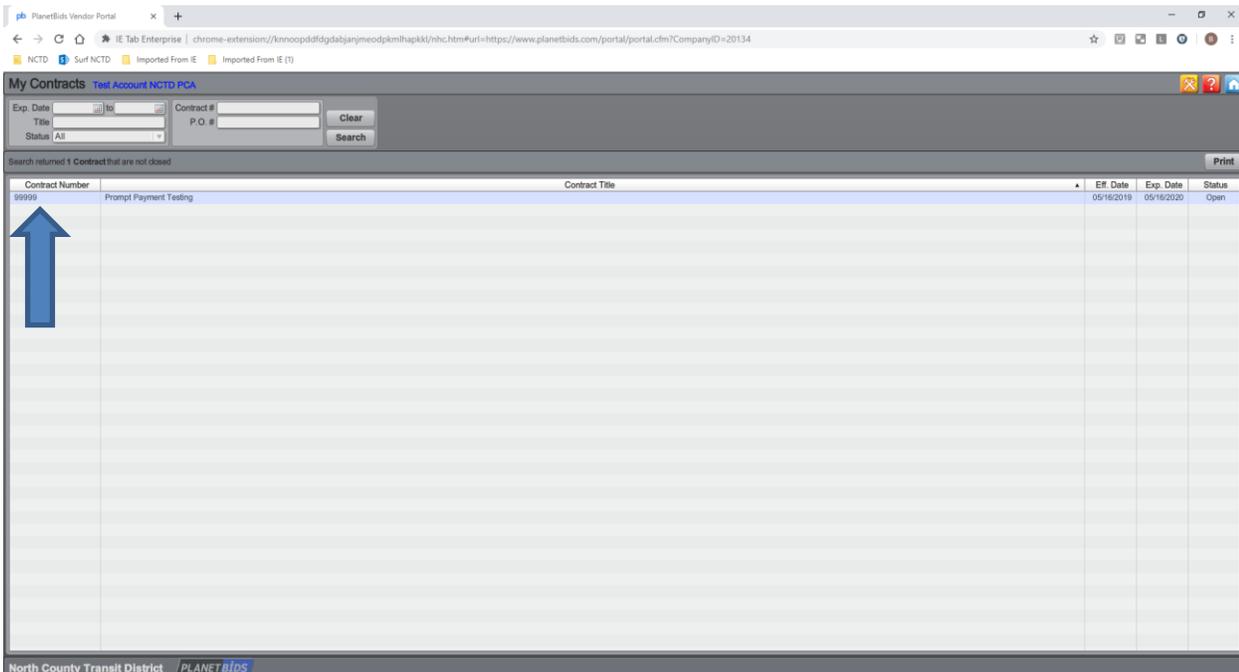
Auth By	Code	Description	Subcontract Amount
Admin			
<b>Subcontractor Detail</b>			
Name	test test		Address
Amount	\$15,000.00	17.3%	test test, California 11111
Description	This subcontractor will be responsible for water testing.		
Classification	Added		
Type of Sub	Consultant		
Date Entered	May 22, 2019		Contact
License Type			Phone # 123-456-6789
Vendor Code			Fax #
Exp. Date			Email test@test.com
			
			<input type="button" value="Cancel"/> <input type="button" value="Submit"/>

# Entering Subcontractor Payment Information into PlanetBids

## 1. Login to PlanetBids and click on “My Contracts”



## 2. Find and click on the applicable contract to enter in subcontractor payment information.



### 3. Review the “Important Message” and click “OK”.

**Prompt Payment Testing**

Contract Number: 99999  
 Contract Amount: \$86,753.09

Contractor Name: Test Account NCTD PCA  
 Contact Person: Suzie Tovar  
 Phone: 760-966-6606  
 Fax:  
 Email: stovar@nctd.org

Total aggregate subcontractor payments made this period: \$0.00

Project Status (percent complete):  
 Number of employees on project:

Subcontractor Name	Classification	Auth By	Code	Description	Subcontract Amount	Sub %	Paid in April	Paid To Date	PTD%
North County Transit District	Original	Admin	DBE		\$50,000.00	57.6%			

**Important Message**  
 Contractors/consultants must submit all subcontractor payment activities by 12 midnight on the 20th of each month following the end of month regardless of whether there is any activity or no activity. Failure to comply may result in withholding of payments as may be required by law or contract. No changes shall be made to any subcontractor information submitted at the time of bid without the permission of NCTD.

OK

### 4. Enter in the Project Status (% Complete) and Number of Employees on Project.

**Prompt Payment Testing**

Contract Number: 99999  
 Contract Amount: \$86,753.09

Contractor Name: Test Account NCTD PCA  
 Contact Person: Suzie Tovar  
 Phone: 760-966-6606  
 Fax:  
 Email: stovar@nctd.org

Subcontractor payments made this period: \$0.00

Project Status (percent complete):  
 Number of employees on project:

Subcontractor Name	Classification	Auth By	Code	Description	Subcontract Amount	Sub %	Paid in April	Paid To Date	PTD%
North County Transit District	Original	Admin	DBE		\$50,000.00	57.6%	\$0.00	\$0.00	0.0%

5. Enter in the amount paid to the subcontractor(s) during the reporting month (amount paid to date will automatically update). Do not enter \$ or commas. The system will automatically generate this information. All cells must have a numerical amount. If no payment was made please enter "0.00". You may go back and edit the information at any time until the reporting period has closed.

PlanetBids Vendor Portal

Contract Number: 09999  
Contract Amount: \$96,753.09

Contractor Name: Test Account NCTD PCA  
Contact Person: Suzie Tovar  
Phone: 760-966-6606  
Fax:  
Email: stovar@nctd.org

Total aggregate subcontractor payments made this period: \$500.00

Project Status (percent complete):  
Number of employees on project:

Subcontractor Name	Classification	Auth By	Code	Description	Subcontract Amount	Sub %	Paid in April	Paid To Date	PTD%
North County Transit District	Original	Admin	DBE		\$50,000.00	57.6%	\$500.00	\$500.00	0.6%

Reports Add Subcontractor Cancel Submit

6. In the notes section, enter in the date and dollar amount of the prime contractor's last payment received from NCTD and the date(s) the prime contractor paid the subcontractor.

PlanetBids Vendor Portal

Contract Number: 09999  
Contract Amount: \$96,753.09

Contractor Name: Test Account NCTD PCA  
Contact Person: Suzie Tovar  
Phone: 760-966-6606  
Fax:  
Email: stovar@nctd.org

Total aggregate subcontractor payments made this period: \$500.00

Project Status (percent complete):  
Number of employees on project:

Subcontractor Name	Classification	Auth By	Code	Description	Subcontract Amount	Sub %	Paid in April	Paid To Date	PTD%
North County Transit District	Original	Admin	DBE		\$50,000.00	57.6%	\$500.00	\$500.00	0.6%

Reports Add Subcontractor Cancel Submit

## 7. Click on “Submit” to finalize the monthly report.

The screenshot shows the PlanetBids Vendor Portal interface. The main form is titled "Prompt Payment Testing" and contains the following information:

- Contract Number: 99999
- Contract Amount: \$86,753.09
- Contractor Name: Test Account NCTD PCA
- Contact Person: Suzie Tovar
- Phone: 760-966-6606
- Fax: [Redacted]
- Email: stovar@nctd.org
- Total aggregate subcontractor payments made this period: \$500.00
- Project Status (percent complete): [Redacted]
- Number of employees on project: [Redacted]

Below the form is a table with the following columns: Subcontractor Name, Classification, Auth By, Code, Description, Subcontract Amount, Sub %, Paid in April, Paid To Date, and PTD%. The table contains one entry:

Subcontractor Name	Classification	Auth By	Code	Description	Subcontract Amount	Sub %	Paid in April	Paid To Date	PTD%
North County Transit District	Original	Admin	DBE		\$50,000.00	57.6%	\$500.00	\$500.00	0.6%

At the bottom right of the form, there are buttons for "Cancel" and "Submit". A blue arrow points to the "Submit" button.

## 8. Review the “Submit Compliance Report” acknowledgement and click “OK” to submit the report to PlanetBids.

The screenshot shows the PlanetBids Vendor Portal interface with a dialog box titled "Submit Compliance Report" overlaid on the form. The dialog box contains the following text:

By submitting this report I certify under penalty of perjury under the laws of the State of California that the firms listed in this report have been paid the amounts shown for the work performed or materials furnished on the reference project. I understand that falsifying or misrepresenting information will be considered a material breach of contract and subject to penalties. I further certify that these payments were made in compliance with Prompt Payment provisions.

At the bottom of the dialog box are buttons for "Cancel" and "OK". A blue arrow points to the "OK" button.

## Subcontractor Acknowledgement of Prime Payment

1. Once the prime contractor has submitted a monthly subcontractor payment report, the subcontractor will receive an email requesting they verify the payment amount. The subcontractor will need to open the email and click on the “Acknowledge Payment” link.

From: Ron Bacica <[ronbacica@gmail.com](mailto:ronbacica@gmail.com)>  
Sent: Thursday, July 25, 2019 8:45 AM  
To: Ria Diaz <[riad@planetbids.com](mailto:riad@planetbids.com)>  
Subject: Fwd: Payment Acknowledgement Request

*This is an automated email notification. Please do not reply.*

Dear Rivera Trucking LLC:

Please acknowledge whether or not you received payment in the amount of \$9,866.31 from Vulcan Materials Western Division in the reporting period December 2013 for the contract 'Provision of Ballast' by clicking on this link and following the directions:

[Acknowledge Payment](#)



Thank You,  
Southern California Regional Rail Authority

2. The subcontractor will need to indicate whether the payment amount reported by the prime contractor is correct by selecting “Yes” or “No”.

The screenshot shows a web browser window with the URL <http://www.planetbids.com/hub>. The page title is "Southern California Regional Rail Authority Payment Acknowledgement". The content includes a greeting to Rivera Trucking LLC, a notification from Vulcan Materials Western Division regarding a payment of \$9,866.31 for December 2013, and a form with radio buttons for "Yes" and "No" to indicate if the payment is correct. A blue arrow points to the "No" radio button. Below the form is a "Submit" button and a copyright notice for PlanetBids.com, Inc. & BidsOnline™, dated 07-25-2019.

- The subcontractor will then enter in the date(s) they received payment(s) from the prime contractor during the reporting month in the “Comments” section. If the subcontractor did not receive any payments from the prime contractor, the subcontractor shall write “No payments received” in the comments section.**



- The subcontractor will click on “Submit” to complete the payment acknowledgement.**

