

MBE SUBCONTRACTOR ALERT

SUBCONTRACTOR'S RECORD OF PAYMENT REQUEST FORMS WILL BE DUE BY THE 5TH OF EACH MONTH.

FORMS ARE TO BE FORWARDED OR FAXED (410-631-1061) TO

**ATTN: AGNES COLEMAN
OFFICE OF FAIR PRACTICES
2310 Broening Highway, Ste #135
Baltimore, Maryland 21224**

WHEN:

- 1) you receive payment from the prime contractor (attach related invoices, purchase orders, or other documents) indicating the date submitted, the invoice or p/o number and the work performed)**
- 2) you have submitted invoices but have not received payment (attach the same information as above)**
- 3) payment received does not match your invoice(s) and is not part of an Agreement, Contract or arrangement between your company and the prime contractor.**

CONTACT US IF:

- 1) there are concerns regarding your working relationship with the prime contractor in the area of timely payment, task assignment, equipment rental and/or leasing, staffing of personnel**
- 2) you completed the Minority Contractor Project Disclosure and Participation Statement to perform on a Maryland Port Administration contract and have had no contact from the prime contractor indicating a start date or work schedule**

NOTE: COMAR Title 21, Subtitle Part 11, Chapter 03. Section 21.11.03.13(04) and the Maryland Minority Business Enterprise Program guidelines advise that failure to comply with all rules and regulations of the initiative may result in administrative actions for enforcement.

For questions call 410-631-1062