



Instructions For Submittal of ESCO Professional Service and Construction Invoices for Payment

Proper preparation of invoice vouchers and up to date reporting requirements is necessary to ensure prompt payment by the Owner. Failure to properly fill out the forms, provide tax identification numbers and completion of reporting requirements may result in delay of your payment. Any questions you have regarding invoicing should be directed to your Energy project manager.

By submitting an invoice voucher, the ESCO is certifying that all Subcontractors have been paid, less earned retainage in accordance with [RCW 60.28.011](#), as their interests appeared in the last preceding certificate of payment. By submitting an Application for Payment, the ESCO is recertifying that the representations set forth in Section 1.03 of the *General Conditions for Washington State Energy Savings Performance Contracting*, are true and correct, to the best of ESCO’s knowledge, as of the date of the invoice voucher.

Following your written Notice to Proceed with the work of the contract, prepare and file the Intent to Pay Prevailing Wages forms with the Department of Labor and Industries (L&I) as soon as possible. Facilities Professional Services contract staff will already have created the contract entry in the L&I reporting system at the time of Contract Award. L&I offers electronic filing of a Statement of Intent to Pay Prevailing Wages and Affidavit of Wages Paid. Forms filed electronically can be approved within one business day. See L&I’s web page [here](#).

A copy of the approved Intent to Pay Prevailing Wages forms must accompany or precede the submittal of your invoice.

The Microsoft Excel spreadsheets containing the following forms are available on our website and listed in the NTP letter.

Page	Explanation
Invoice	Contractor Invoice Voucher, State form A19-2AE2
Escrow	Contractor Escrow Invoice Voucher, State form A19-2AE3
Application	Application and Certification for Payment on Contract
Certificate	Certificate of Material stored on job site

Before Submitting an Invoice Additional Information for Each Step as Follows:

1. The project kickoff meeting has happened, and invoice processing was discussed with the Owner
2. ESCO and subcontractor intents are **approved** by L&I
3. ESCO has updated B2G with subcontractors' and consultants' information for construction and professional service contracts
4. The apprenticeship plan is submitted to DES and uploaded to L&I if apprenticeship is required for the project
5. Determine billing period
6. Collect and review substantiation for the billing period
7. Submit a proposed schedule of values for review and approval by DES and Owner

Preparing a Construction Invoice for Payment Utilizing Microsoft Excel:

- Open the Excel file "[Energy Invoice Form - Blank - Construction Services](#)", and 'save as' a different name and location of your choice.
 - The screen showing the workbook contents should come up with the tabs or pages listed at the bottom. The cells that need to be filled in by you are in blue. If no information is needed for a particular cell, move the cursor to that cell and delete the cell contents.
1. **Invoice**
 - a. On the Invoice Voucher page, fill in the Agency Name, Energy project manager name, your firm name and address, Energy contract number, invoice date, invoice number, federal tax identification number, and the title of the person signing the form.
 - b. Next fill in the Washington State Sales Tax for the project location. The remainder of the invoice page will be automatically filled in as the Application for Payment page is completed.
 2. **Application:** Open the Application for Payment, and fill in the payment period dates, project name and location.
 - a. The Schedule of Values information needs to be reviewed with DES and the Owner and approved prior to inclusion as set forth in Section 6.02 of the *General Conditions for Washington State Energy Savings Performance Contracting*. On large projects, this page may be used as a summary sheet or additional lines may be added. The information needed may be on one page or several pages but needs to be complete and accurate. Verify that the subtotal of the Estimated Value



column is the Original Contract Amount before including change order amounts. This number will show at the top of the sheet as the Original Contract Amount.

- b. The calculations for the "this invoice" column and the bottom of the page should be automatic. If you have added rows, you should check the formulas at the bottom to verify that all sums are accurate.
 - c. The "by" indication requires the signature of a contracting agent of the contractor's firm. Sign it after making the required copies.
3. **Escrow Invoice:** If you have chosen to have the retainage held in an Escrow account, go to the Escrow Invoice Voucher. Add the Escrow agent's name and address, and the Escrow Agreement number.
 4. **Certificate:** The Certificate for Materials stored on job site provides for you to be paid for materials stored on the job site that are not yet incorporated into the work.
 5. **Sub List - Payment Detail Reporting**
 - a. To report payment detail, an account with B2Gnow is required. B2Gnow is designed to streamline and automate compliance reporting requirements, empowering vendors to maintain accurate contact information and submit contract payment details online.
 - b. To create an account or verify if an account has already been created on behalf of your company view *Attachment A: B2Gnow Vendor Quick Reference Instructions*.
 - c. Every month for the duration of your contract, submit the following payment information through B2Gnow:
 - i. Payments received by the prime contractor from the Agency
 - ii. Payments paid to each subcontractor, including lower tier subcontractors
 - iii. Payments paid to each supplier
 - iv. For a Quick Reference Guide on how to submit this information into B2Gnow, view *Attachment A: B2Gnow Vendor Quick Reference Instructions*.
 6. **Apprenticeship:** The Statement of Apprentice/Journeymen Participation form
 - a. Pursuant to all applicable state and federal requirements, 15% apprenticeship participation is required on all projects where the estimated total project cost will be one million dollars or more. Apprentice participation may be counted towards the required percentage (%) only if the apprentices are from an apprenticeship program registered and approved by the Washington State Apprenticeship and Training Council ([RCW 49.04](#) and [WAC 296](#)).
 - b. For each project that has apprentice requirements, **the ESCO shall submit consolidated and cumulative data collected by the ESCO and collected from all subcontractors by the ESCO with every request for progress payment**. The data to be collected and submitted includes the following:
 - i. ESCO name and address
 - ii. Contract Number



- iii. Project name
- iv. Contract Value
- v. Reporting period "Notice to Proceed" through "Invoicing Date"
- vi. Name and registration number of each apprentice
- vii. Total number of apprentices and their labor hours worked, categorized by trade or craft
- viii. Total number of journeymen and their labor hours worked, categorized by trade or craft
- ix. Cumulative combined total of apprentice and journeymen labor hours

Preparing a Professional Service Invoice for Payment Utilizing Microsoft Excel:

- Open the Excel file "[Energy Invoice - Fixed Fee - Professional Services](#)", and 'save as' a different name and location of your choice.
- The screen showing the workbook contents should come up with the tabs or pages listed at the bottom. The cells that need to be filled in by you are in blue. If no information is needed for a particular cell, move the cursor to that cell and delete the cell contents.

1. **Invoice**

- a. On the Invoice Voucher page, fill in the Agency Name, Energy project manager name, your firm name and address, Energy contract number, invoice date, invoice number, federal tax identification number, and the title of the person signing the form.
- b. Next fill in the Washington State Sales Tax for the project location. The remainder of the invoice page will be automatically filled in as the Application for Payment page is completed.

2. **Application:** Open the Application for Payment, and fill in the contract number, ESCO name, project name and location.

- a. The Schedule of Values information is the lump sum fees for design, construction management, apprenticeship incentive, overhead, and profit. Verify that the basic services subtotal matches the Energy Services Authorization.
- b. The calculations for the "this invoice" column and the bottom of the page should be automatic. If you have added rows, you should check the formulas at the bottom to verify that all sums are accurate.
- c. Lump sum fees are invoiced based on percent complete of construction contract



- d. Design fee is allowed after DES and Owner review of design documents at 50% and 95% design as set forth in Section 4.03 of the *General Conditions for Washington State Energy Savings Performance Contracting*.

Where To Send Your Completed Voucher Packet:

Please check all the numbers, review the completeness of your invoice package for submittal, and sign the Invoice, Escrow and Application pages. The package must include Invoice form and Application for Payment. It may also include your Escrow Invoice if that option was selected, Certificate of Materials stored, and may include Intent to Pay Prevailing Wage forms. As set forth in Section 6.04(B) of the *General Conditions for Washington State Energy Savings Performance Contracting*, ESCO's must provide substantiation of construction costs such that DES has the information necessary to review ESCO invoices for reasonableness, accuracy, and completeness. Such substantiation may include but is not limited to copies of invoices from ESCO subcontractors and vendors.

If this is your final invoice for release of retainage, your releases from DOR, L&I, and ESD must either accompany this invoice or they must have been previously submitted to the DES Energy Program.

Please submit your invoice voucher package to your DES Energy PM for approval. The Energy PM will review the invoice and confirm that the compliance reporting requirements are met. The DES Energy PM will return the invoice package to you for revision if incomplete, incorrect, or otherwise not acceptable. If the invoice package is complete, correct, and acceptable and all compliance reporting requirements are met, the DES Energy PM will approve, and forward to the Owner for approval and payment.

Tax Adjustments

Occasionally during the life of a contract the tax rate changes, should that happen please reach out to your DES Energy PM for instructions on making tax adjustments.

Attachments

- **Attachment A:** B2Gnow Vendor Quick Reference Instructions