

## **Township of Wyckoff's Compliance with Public Law of 2006**

1. Township of Wyckoff's Compliance with Public Law of 2006, Chapter 96, known as the "Prompt Payment Law." This law applies to public and private construction contracts regardless of the amount of the contract. In accordance with the law, the Township of Wyckoff has established the following definitions to comply with the thirty (30) day payment compliance requirement.

### **DEFINITIONS**

- A. The Township of Wyckoff utilizes the Alternate Method for payment of claims in accordance with the Prompt Payment Law.
- B. "Township of Wyckoff complete voucher" is defined as the Township's voucher portion of its Purchase Order signed by the contractor with attached, detailed information to clearly list unit prices and the number of unit(s) provided, services provided, percentage of completion of the total contract and prevailing wage payroll compliance report (where applicable).
- C. "Billing Date Starts" the date a "Township of Wyckoff complete voucher" is submitted to the Accounts Payable Clerk in the Tax Office of Wyckoff Town Hall. This billing date shall be used for periodic payments, final payment and retainage monies.
- D. The Payment Cycle is the attached list of dates the Township Committee of the Township of Wyckoff will consider claims for payment. Payment shall be mailed to the contractor no later than five (5) days after the Township Committee approves payment. \*
- E. A request to invoke the alternate dispute resolution provision shall stay the Prompt Payment Law requirement for the amount of the payment related directly to the dispute only.

### **PROCESS**

- All "Township of Wyckoff complete vouchers" shall be provided to the Accounts Payable Clerk in the Tax Office, Town Hall, 340 Franklin Avenue, Wyckoff, NJ 07481 for the "Billing Date Starts" for compliance with the NJ Prompt Payment Law. Any demand for payment (in whatever form), given to the Township Consulting Engineer shall not trigger the "Billing Date Starts."
- Contractors are advised that any demand given to the Township Consulting Engineer shall not start the "Billing Date Start."
- If the contractor submits a Township of Wyckoff voucher which is, in fact, incomplete; the "Billing Date Starts" re-starts when the contractor submits a "Township of Wyckoff complete voucher."