

**EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION**

**Project: 24057-02 – LUBRIZOL EAST CAMPUS DRAINAGE IMPROVEMENTS**

The requirements listed below are **MANDATORY** for all subcontractors and lower tier subcontractors.

**1. Certified Payroll (Weekly Reporting)**

- A. Payroll is to be sent weekly/bi-weekly (depending on your payroll) via email to Tabitha Polachek at: [tpolachek@marousbrothers.com](mailto:tpolachek@marousbrothers.com)
- B. Certified payrolls are mandatory. **A late payroll will lead to a delay in payment.**

**2. Apprenticeship Certificates**

- A. All apprentices are required to be in a bona fide program and employers are required to submit a DOL Apprenticeship certificate.

**3. Daily Sign-In / Sign-Out Sheets (Weekly Reporting)**

- A. All subcontractors must complete an *Employee Daily Sign-In / Sign-Out* sheet on a daily basis.
- B. Daily Sign-In / Sign-Out Sheets are to be submitted weekly via email to Tabitha Polachek at: [tpolachek@marousbrothers.com](mailto:tpolachek@marousbrothers.com). Keep a copy for your records. If not received, your payroll will not be reviewed.

\*\*\*\*\*

Please submit payrolls weekly so that we can review and advise of any issues requiring correction before we submit our monthly billing. If the subcontractor or any of the lower tier subcontractors do not submit all required documents in a timely manner, we may opt to pull them from the monthly billing until all required documents are submitted.

Please direct any questions regarding Compliance or Billing to: Tabitha Polachek, Compliance Mgr.  
440-391-5596  
[tpolachek@marousbrothers.com](mailto:tpolachek@marousbrothers.com)

