



**CITY OF DURHAM**  
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## News Release

For Immediate Release: November 11, 2015

**Share!** Register for free #Durham seminar on how to handle contractor/subcontractor payment processes  
<http://bit.ly/1M6Tkb6>

### **Durham Offers Contractor & Subcontractor Payment Processes Seminar**

*Free FY15-16 Seminar Series Designed to Support Small Business Growth*

**What:** How to Handle Contractor and Subcontractor Payment Processes and Related Issues on City of Durham Projects

**Who:** City of Durham Equal Opportunity and Equity Assurance (EO/EA) Department

**When:** Thursday, November 19, 2015, from 6 p.m. to 8 p.m.

**Where:** City Hall Council Chambers  
101 City Hall Plaza, 1<sup>st</sup> Floor  
Durham, N.C. 27701

**Fast Facts:**

- This seminar will cover the construction pay process and payment issues related to City of Durham projects. Public Works Department Engineering Specialist Gina Harder will provide a description of the contractor pay process, an overview of the payment application process, and discuss the flow of activities in preparation for progress and final payments for work completed on City construction projects. Suggestions will be offered on how contractors and subcontractors should manage the process, late payment issues for subcontractors will also be discussed, and time will be set aside for questions and answers.

- Participants are asked to pre-register by completing the [online training request form](#) or by contacting Senior Equal Opportunity/Equity Assurance Specialist Vincent Wingate by [email](#) or at (919) 560-4180, extension 17241.
- This [free seminar series](#) was developed by the City's Equal Opportunity and Equity Assurance Department to provide technical assistance services to local, small businesses for this fiscal year.
- Any person with a disability may receive an auxiliary aid or service to effectively participate in this event by contacting the City's ADA Coordinator at (919) 560-4197 or by [email](#) as soon as possible, but no later than 48 hours before the meeting.

### **About the Equal Opportunity and Equity Assurance Department**

The City of Durham [Equal Opportunity and Equity Assurance Department](#) is responsible for the implementation of the City's Equal Business Opportunity Program. Responsibilities include implementation of race and gender neutral measures to facilitate the participation of Small Disadvantaged Business Enterprises (SDBE) in City contracting activity, recruitment, certification, and maintenance of SDBE data bank, business development, City project compliance, monitoring, and reporting. Guided by the City's [Strategic Plan](#), the department ensures that its services support making Durham a great place to live, work, and play by focusing on a strong and diverse economy, assuring that City efforts are innovative and high-performing, and supporting the stewardship of the City's physical and environmental assets.

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