







MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

[www.mdxway.com](http://www.mdxway.com)

## **Instructions to complete: MDX Invoice Tracking Form**

### ***Intent:***

- The intent of this form is to:
- a) Provide a breakdown of all work to be completed by the Prime and the work to be completed by the subcontractors/subconsultants/suppliers; and
  - b) Track the Small Business/Local Business that may apply to the Contract.

### ***Instructions:***

- A) Name of the Prime Contractor/Consultant.
- B) Include MDX Contract/TA/WO No. as applicable.  
*Examples: RFP-13-01; RFP-13-01/FY13/TA-01; RFP-13-01/FY13/WO-01 as applicable.*
- C) Refer to Note 1 on this form.
- D) Amount for SB and LB Requirement.
- E) Refer to Note 2 on this form. This field is calculated automatically based on the Invoiced Amount to Date column.
- F) Include Work Program Number (112XX.XXX, 836XX.XXX, 874XX.XXX, 878XX.XXX, 924XX.XXX).
- G) Unique number, as assigned by Contractor/Consultant, identifying invoice submitted for payment.
- H) Date invoice is prepared, as reflected on the actual invoice.
- I) Amount earned during the period covered by the invoice, inclusive of retainage, when applicable.
- J) The month in which work being invoiced was performed.
- K) Include MDX Contract/TA/WO Small Business/Local Business requirements as applicable (refer to Note 3 on this form).
- L) List ALL subcontractors/subconsultants/suppliers and the Prime under the corresponding classification as SB, LB or Remainder of Team.

The same company cannot be listed under both the SB and LB classification.

The Prime may be listed under the SB and Remainder of Team or under the LB and Remainder of Team classification based on how the Contract/TA/WO requirements are to be met.

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- M) Include the amount committed to each subcontractor/subconsultant/supplier and Prime. Combined Total amount must match the MDX Contract/TA/WO amount listed under (C)
- N) Check all applicable certifications for each subcontractor/subconsultant/supplier and Prime.
- O) Complete these columns with pertaining information for each subcontractor/subconsultant/supplier and Prime.  
  
Refer to instructions located below the notes on this form.
- P) Include a brief description of the work assigned to each subcontractor/subconsultant/supplier.
- Q) Authorized Officer to contractually bind and enter into contractual arrangements and/or agreements on behalf of the company.

**PLEASE NOTE:**

The MDX Invoice Tracking Form has been attached in Excel format to this file.