

Sub-contract Instruction and Checkoff Sheet
(to be filled out and attached to copy of executed sub-contract)

Check	Requirements
	Letter(s) requesting permission to (re)sublet from the Prime Contractor, which shall include a List of Contract Item Number(s), Description of Item(s), and Percentage of each item to be performed by the Subcontractor, by individual project. The letter must also contain the Company Name, Contact Name, Address, Telephone Number, and EMAIL address of the intended Subcontractor, as well as the intended start and completion dates.
	If the proposed Subcontractor is not pre-qualified with VTrans, a <i>Letter of Performance</i> from the Prime Contractor shall be submitted with the request stating that the intended Subcontractor is equipped and specifically experienced to perform the work being subcontracted. To verify pre-qualification, utilize VTrans' Pre-qualified Contractor List . Alternatively, you can contact John Winter at 802-828-2643.
	The Subcontractor must be registered with the Secretary of State, for all subcontracts regardless of the amount of the subcontract. Under NO circumstances can a Subcontractor work on ANY State of Vermont project without being registered with the Vermont Secretary of State. Registration can be verified by searching on the VT Secretary of State Website .
	An executed CA-109 Contractor's EEO Certification Form completed by the subcontractor, must accompany the subcontract. This form is required for all subcontracts valued at \$10,000.00 or more; using contract unit prices, not subcontract unit prices.
	A copy of the subcontract agreement with all attachments; executed by both parties of the subcontract, namely the Prime Contractor and the Subcontractor, shall be submitted.
	A copy of the contract US Department of Labor, Davis Bacon Wage rates, shall be incorporated into each sub-contract.
	A copy of the Vermont Standard Title VI/Non-Discrimination Assurances Appendices A and E shall be incorporated into each sub-contract.
	The entire FHWA-1273 document shall be included with each subcontract. The subcontract shall contain the following written statement and any applicable forms shall be attached to the subcontract: <i>"The Required Provisions Form FHWA-1273 and the Special Provisions pertaining to Specific Equal Opportunity Responsibilities, Women/Disadvantaged Business Enterprise Policy, and the Wage Determination Decision of the Secretary of Labor are attached to, and are made part of, the subcontract."</i>
	The subcontract shall contain a copy of the CR-110 Disadvantaged Business Enterprise (DBE) Policy Contract Requirements . This form shall be included in all subcontracts regardless of whether the subcontractor is a DBE.
	Workers Classification Compliance Requirement – Subcontractor Reporting Form . This form shall be updated to include information related to the Subcontract being submitted and included with the subcontract packet.
	Certificate Verifying Workers' Compensation Coverage : To be filled out and signed and included for each subcontract request.

Other Information to Observe:

As per [Vermont Standard Specifications for Construction](#) 108.01(b), a Prime Contractor cannot subcontract more than 50% of the contracted work. This percentage is based off contract unit prices NOT subcontracted unit prices. Specialty Items (those clearly marked as such in the contract) do not count toward the 50% limit. Items added, or quantities increased, by Change of Design do not count toward the 50% limit. Design-Build projects may have a different percentage cap. You shall read the contract to confirm the percentage.

Subcontractors are not permitted to work on a project until formal subcontract approval has been given by the Municipality or their representative; except in situations where the Resident Engineer deems it necessary. In these situations, an Interim Subcontract Approval form **MUST** be completed the first day the subcontractor is on-site. Under NO circumstances shall a Prime be paid for work performed by a subcontractor until formal subcontract approval has been given by the Municipality. See Subsection 108.01, Subletting or Assignment of Contract, of the current [Standard Specifications for Construction](#) for more information.