

**FY 2014/2015 QC Category No. 16D  
STATEWIDE INSPECTION GUIDELIST  
Subcontracts**

1. All subcontract work must be included in a certified copy of the Certification of Sublet Work (Form No. 700-010-36) accepted by the Department prior to the work being performed. [Spec. 8-1]
2. Sublet work cannot exceed the percentage of the total contract amount stated in the contract specifications. [Spec. 8-1]
3. Examine Certification of Sublet Work (Form No. 700-010-36) for each contract to determine;
  - a. that the prime contractor's Certification of Sublet Work is complete and accurate (Form No. 700-010-36);
  - b. and that the prime contractor has not knowingly entered into any lower tier covered transactions with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in a covered transaction, unless authorized by the Department. [Spec. 8-1 and CPAM 5.3.]
4. Check that the work each of the various subcontractors is contracted to do on the project, is the same work shown on the Request for Certification of Sublet Work (Form No. 700-010-36). [Spec. 8-1 and CPAM 5.3.4]
5. Check that the CEI staff or Resident Compliance Officer has examined at least one subcontract per contract to determine;
  - a. that each subcontract contains all required pertinent provisions of the prime contract;
  - b. that the subcontract contains the required certification clause, without modification titled "Certification regarding debarment, suspension, ineligibility and voluntary exclusion – lower tier coverage transaction" [FHWA-1273 - XI -1., Spec 8-1, CPAM 5.3]
6. Certification of Sublet Work (Form No. 700-010-36) and the schedule submitted with it show the same pay items of work to be sublet. For lump sum projects, show a breakdown of work items to a level of detail that the sublet work can be clearly identified and describe the sublet work in lieu of stating that the sublet work is part of the lump sum pay. [CPAM 5.3.4]
7. Prime Contractors must maintain copies of the entire subcontract on file. [Spec.7-1 and Required Contract Provisions for Federal-Aid Construction Contracts, FHWA-1273-XI-1.]
8. Certification of Sublet Work forms must be kept on file by the District's Construction staff until the project has been final accepted. [CPAM 5.3.5]