

**FY 2017/2018 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;
 - b. and that the prime contractor has not knowingly entered into any lower tier covered transactions with a person or company 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 no less than 20% of subcontracts per contract to determine;
 - a. that each subcontract contains all required pertinent provisions of the prime contract;
 - b. That all subcontracts on Federal-Aid jobs include FHWA 1273, and that all purchase orders, rental agreements, or agreements for other services reference FHWA 1273. [FHWA-1273-I-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 FHWA-1273]
8. Certification of Sublet Work forms must be kept on file by the District's Construction staff until the project has been final accepted. Certification of Sublet forms shall be scanned and/or imported into the Construction Document Management System (CDMS) [CPAM 5.3.5]