

DISTRICT 2 CONSTRUCTION QC/QA PLAN

QUALITY ASSESSMENT GUIDE

EFFECTIVE DATE: April 17, 1998
Revised as of 12/21/10

SUBLET REQUESTS/RENTAL AGREEMENTS

(ADMINISTRATIVE)

Number 1		CRITERIA USED
1.	When the contractor submits a Sublet request (Form No. 700-010-36) for Certification of Sublet work, is a copy of the schedule showing the appropriate pay items to be sublet, submitted to FDOT for review?	CPAM 5.3.4 Form 700-010-36 Instructions
2.	Does the schedule include pay item numbers, description, actual quantities, unit prices and amounts for each item?	CPAM 5.3.4 Form 700-010-36 Instructions
3.	Was the sublet reviewed and is there documentation available with the sublet to verify the review?	CPAM 5.3.4 (A)
4.	If a subcontractor (Firm A) fails to complete work and another subcontractor (Firm B) is authorized to complete the remaining portion of the work, is a sublet request identifying work actually performed by Firm A submitted to revise the first sublet request?	CPAM 5.3.4(B)
5.	Is a new certification submitted by Firm B to reflect his work to be completed?	CPAM 5.3.4(B)
6.	Has the Resident Engineer, or his/her designee, reviewed at least one (1) Certification of Sublet Work and documented that all conditions to meet the State and Federal Requirements were met?	CPAM 5.3.5(3) CPAM 5.3.7 (A)
7.	Was distribution of the approved sublet done within 5 days of the completion of the review?	CPAM 5.3.6(5)
8.	Are there any Rental Agreements on the project?	
9.	Did the Contractor use the FDOT Rental Agreement Form 700-010-11?	CPAM 5.5.3.1
10.	Does the Rental Agreement include an Operator?	CPAM 5.5.3.2
11.	If the project has Federal Aid, did the Project Administrator, or his/her designee, receive certified copies of the weekly payrolls?	CPAM 5.5.3.2(A)
12.	Did the Rental Agreement with operator exceed \$10,000?	CPAM 5.5.3.2(B)
13.	Is the Rental Agreement being used in lieu of a Subcontractor	CPAM 5.5.3.6

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Agreement?

Page 2

Sublet Requests

14. Has the Project Administrator, or his/her designee, documented verification of the information contained in the Notice of Rental Agreement, Form 700-010-11? CPAM 5.5.4
15. Does the Daily Report of Construction, Form No. 700-010-13, in the equipment section, identify all rental equipment being used for the day? CPAM 5.5.4.1
16. Does the Daily Report of Construction, Form No. 700-010-13, in the personnel section, identify all operators and their hours worked? CPAM 5.5.4.1
17. Has the Resident Engineer or his/her designee, forwarded one copy of the completed form No. 700-010-11 to the Resident Compliance Specialist? CPAM 5.5.4.4
18. ~~Has the Project Engineer notified the Resident Compliance Specialist when a Subcontractor started work?~~ ~~Proc. 275-020-002~~
DELETED