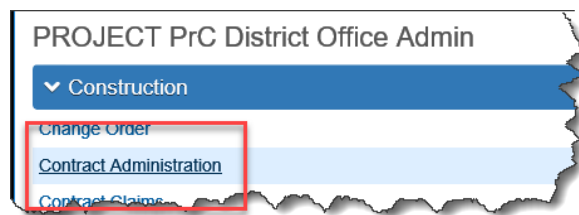


Set up subcontracts on a Contract

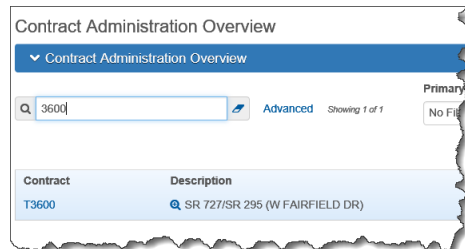
(DO Engineer, DO Admin, RO CSS roles)

NOTE: The Subcontract function in PrC will keep track of the dollar amount to be sublet according to the Bid Unit Price and the Subcontract Unit Price. FDOT policy is that the 60% threshold will be calculated against the Prime Bid Unit Price not the Subcontract Unit Price. This is set up by default in PrC according to current policy.

From Home page select [Contract Administration](#) link



Select Contract by entering in contract number in the search box



Select [Subcontracts](#) link on the menu bar to the far right



In the lower part of the Subcontract Overview screen, there is a section for Subcontract. If subcontracts have been added the list will show up here.

Subcontract Overview

▼ Contract: T3600 - SR 727/SR 295 (W FAIRFIELD DR)

Prime Vendor: F593598732 - ROADS, INC. OF NWF

Total Calculated Subcontract Amount (non-specialty)
0.00

Maximum Allowable Subcontract Percent (non-specialty)

Total Towards Maximum Subcontract Percent (non-specialty)
0.00

Total Specialty Subcontract Percent
0.00

▼ Subcontract

Q | [Advanced](#)

No rows found matching criteria.

To add a subcontract, click on the Actions button on the right side of the screen between the Save button and the Help (?) button.



Click on Add. The screen will come up that will allow you to add the information about the subcontract.

▼ Add Subcontract

Subcontract Number*

Up to 30 characters

Q Begin typing to search or press Enter

Subcontract Type*

Parent Subcontract Number

The first piece of information you need to add is the Subcontract number. All first-tier subs began with "S", second tier sub begin with "SS" and third tier sub begin with "SSS" to show the difference between them. An example would be

S001 for the initial first tier sub you enter. A second tier would be SS001. A third-tier sub would be SSS01.

Next add the vendor. Begin typing the vendor name in the Vendor text box. PrC will give a list of names for you to select from. To narrow the search, add more of the name in the text box.

The screenshot shows a search interface for vendors. At the top, there is a text box labeled "Vendor" with a magnifying glass icon and the text "Bob" entered. Below this is a list of vendor suggestions, each preceded by a checkbox. The suggestions are:

- ☐ F200320039 R & R BOBCAT SERVICE, INC.
- ☐ F200479289 DENNIS BOBCAT SERVICES, CORP.
- ☐ F200606862 G&RB TRUCKING/BOBCAT SERVICES, INC.
- ☐ F201291426 ADAM BOYD BOBCAT SERVICE, INC.
- ☐ F202885034 MIAMI BOBCAT SERVICES INC.
- ☒ F261433081 J.C.C. BOBCAT & TREE SERVICE, INC.
- ☐ F263494698 BALDINO CONCRETE & BOBCAT INC.
- ☐ F591605524 BOB'S BARRICADES, INC.

At the bottom of the list, it says "Showing 10 of 15". The entire list is enclosed in a red rectangular border.

Next is the Subcontract Type. Click on the drop-down button next to the text box and a list will show up for you to select from. Choose the one most representative of the work the sub will be doing. The list here is the same list that is currently now in SM.

The screenshot shows a dropdown menu for "Subcontract Type". The menu is open, displaying a list of options:

- PIPE - Culverts
- PLAN - Planing, Milling
- PLUM - Plumbing, Heating, Mechanical
- SC - Seal Coat and Asphaltic Matls
- SIGN - Signing** (highlighted in blue)
- SOIL - Seeding, Topsoil, Erosion Control

If this sub is a second-tier sub, then you can select the first-tier sub from the Parent Subcontract Number.

The screenshot shows a form with two fields. The first field is a dropdown menu labeled "SIGN - Signing" with a blue arrow pointing down. Below it is a text box labeled "Parent Subcontract Number" with a blue arrow pointing down. Below the text box is a checkbox labeled "Use Approved Vendor Work Cl:".

The next thing is the "Use Approved Vendor Work Classes". We will not be using this at this time so uncheck the box. We will be using different Work Classifications than what the approved work classes may be.

Use Approved Vendor Work Classes

☐

▼ Work Classifications

Name *

The next section is the Work Classifications. Here you will select the most appropriate class to assign to the subcontractor. Please note that you can add more than one work classification if needed.

- 30Q - R&R Major Bridge - Cable Stayed Const.
- 30R - R&R Major Bridge - Over Water
- 30S - R&R Major Bridge - Curved Steel Girders
- 30T - Intelligent Transportation System
- 30U - Cathodic Protection
- 30V - Debris Removal
- 30W - Hot In Place Resurfacing
- 30X - Sidewalk
- 30Y - Bridge Deck Overlay
- 30Z - Other
- MT - Maintenance of Traffic

The next thing you need to enter is the Ready for Review Date and the Approval Date. These dates can be the same, but both are required. Ready for Review date could be the date you receive the subcontract and the Approval date could be the date you enter the subcontract into PrC.

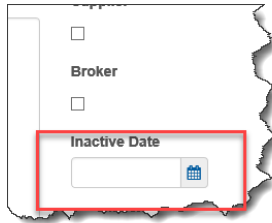
Ready For Review Date

01/03/2018

Approval Date

04/04/2018

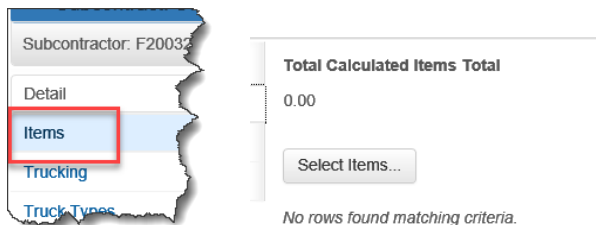
NOTE: Once you "Save" the Subcontract, the Inactive Date box will show up DO NOT enter the Inactive date at this time. It could be added later if the sub will never come back on the job. By entering this date and the date is passed, the inspectors will not be able to select the subcontractor on a DWR to show work being performed by the sub.



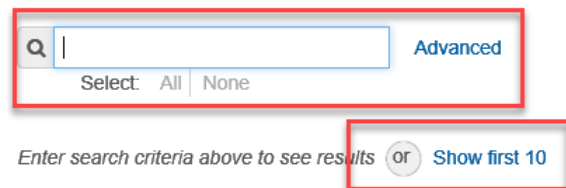
If this is a second-tier sub and no pay items are going to be added, only money, then select either the Trucker, Supplier or Broker. When you check the box, a text box will pop up for you to add the money. Once you click the box the money field is a required field. PrC will not allow you to save without the dollar amount. This will allow you to add just money to the subcontract.

Click on the "Save" button at the top right of the screen.

The next thing to do is add the pay items. Click on the [Items](#) link and the screen will change to allow you to select and add pay items for the subcontract.



Once you click on the Select Items button, a screen will come up for all the contract pay items for you to select from. You can use the search box to find your items or you can select [Show first 10](#).

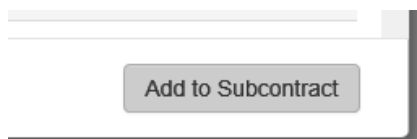


Q 0102		Advanced	Showing 16 of 16
Select: All None			
Contract Item Line Nbr	Reference Item ID	Item Description	Unit of Measure
0010	0102 1	MAINTENANCE OF TRAFFIC	LS - LUMP SUM
0015	0102 14	TRAFFIC CONTROL OFFICER	HR - HOURS
0020	0102 60	WORK ZONE SIGN	ED - EACH DAY
0025	0102 71 14	TEMPORARY BARRIER, F&I, TYPE K	LF - LINEAR FOOT
0030	0102 71 24	TEMPORARY BARRIER, RELOCATE, TYPE K	LF - LINEAR FOOT
0035	0102 74 1	CHANNELIZING DEVICE- TYPES I, II, DI, VP, DRI	ED - EACH DAY
0040	0102 74 2	CHANNELIZING DEVICE, TYPE III, 6'	ED - EACH DAY
0045	0102 76	ARROW BOARD / ADVANCE WARNING ARROW	ED - EACH DAY
0050	0102 78	TEMPORARY RETROREFLECTIVE PAVEMENT	EA - EACH
0055	0102 89 1	TEMPORARY CRASH CUSHION, REDIRECTIVE	LO - PER LOCATION
0060	0102 99	PORTABLE CHANGEABLE MESSAGE SIGN, TEN	ED - EACH DAY
0065	0102104	TEMPORARY SIGNALIZATION AND MAINTENAN	ED - EACH DAY
0070	0102107 1	TEMPORARY TRAFFIC DETECTION AND MAINT	ED - EACH DAY
0075	0102911 1	PAVEMENT MARKING REMOVABLE TAPE, WHIT	LF - LINEAR FOOT

Here you can select several items at one time. As you click on a pay item, a green check mark will show that the item has been selected to add to the subcontract.

✓	0020	0102 60
	0025	0102 71 14
	0030	0102 71 24
✓	0035	0102 74 1
✓	0040	0102 74 2

When you have all the pay items selected that you need then click on the "Add to Subcontract" button in the lower right portion of the active screen.



Once you add the pay items, you will return to the screen that has a list of the pay items you added. Notice that there is nowhere for you to enter the info about the pay item. Click on the arrow looking button next to the pay item name.

This will expand the screen which will allow you to enter the info. All the information relating to the bid quantity and bid unit price is populated for you. Use the unit price on the subcontract for the Prime Unit Price and the Subcontract Unit Price.

Select Items...

>	0102 60 - WORK ZONE SIGN 0020: x =	Splits: Splits Reviewed:
>	0102 74 1 - CHANNELIZING DEVICE- TYPES I, II, DI, VP, DRUM, 0035: x =	Splits: Splits Reviewed:
>	0102 74 2 - CHANNELIZING DEVICE, TYPE III, 6" 0040: x =	Splits: Splits Reviewed:

Bid Extended Amount
 61,575.00

Quantity * ▼

Unit of Measure * ▼

Prime Unit Price * ▼

Prime Extended Amount
 1,200.00

Subcontract Unit Price ▼

Subcontract Extended Amount
 1,200.00

Note: PrC is set up so that the original Bid Unit Price is used to calculate the job percentage towards the 60% maximum allowed by the contract not the sublet unit price. By using this method, the actual Subcontract amount will be recorded in PrC as it was in our previous system.

For LS pay items only, you may need to change the Units of Measure from LS-LUMP SUM to UN - UNITS, change the Prime Unit Price to the subcontract unit price and then enter the Subcontract Unit Price.

Click the Save button at the top of the screen.

Go to each pay item that you added to the contract and repeat the steps to add the subcontract unit price to each pay item you added to the subcontract.