



March 20, 1998

THIS MEMO HAS EXPIRED

MEMORANDUM018

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM: Charles Goodman, Construction Engineer *Charles Goodman*

COPIES TO: Jimmy Lairscey, Greg Xanders, Archie Montgomery, Ruth Dillard,
Bill Deyo, Bob Burleson, Area Construction Engineers

SUBJECT: REQUEST FOR AUTHORIZATION TO SUBLET WORK

In continuing with the Department's effort to reduce paperwork required to administer construction contracts, we will no longer request contractors to submit copies of the entire proposed subcontract and attachments. Prime Contractors will be required to submit a Request for Authorization to Sublet (Form No. 700-010-36) and a schedule (Schedule "A", see attachment) showing the appropriate pay items to be sublet.

The schedule shall include pay item numbers, description, actual quantities to be sublet (partial if appropriate), unit prices (price subcontractor to receive) and amounts for each item (see attachment). The total dollar amount shall show the actual dollar amount to be paid to the subcontractor. Subordinate sublets will follow the same procedure.

Contractors shall maintain copies of the entire subcontract on file. During Quality Assurance Reviews, the entire subcontract shall be made available for the Department's review upon request.

The State Construction Office will be revising Chapter 2, Section 2 of the Construction Project Administration Manual (CPAM) in the near future. In the interim, this is your authorization to begin implementation of this revision.

CWG/rc
Attachments

Contract No.: _____
Project NO.: _____
Finproj: _____
F.A. No.: _____

SCHEDULE 'A'

<u>Item No.</u>	<u>Quantity</u>	<u>Unit</u>	<u>Item Description</u>	<u>Unit Price</u>	<u>Amount</u>
104 11	720	LF	Floating Turbidity Barrier	8.90	6,408.00
104 12	465	LF	Staked Turbidity Barrier	6.70	3,115.00
104 13	1660	LF	Staked Silt Fence	1.80	<u>2,988.00</u>
			Total		12,511.00

Signature of Prime Contractor