

# PROCUREMENT SUBCONTRACT REQUEST FORM INSTRUCTIONS

## **Prime Contractor:**

1. Fills out the Procurement SRF
2. Provides applicable documents 3-11 to the subcontractor
3. The Prime and Subcontractor and Lower Tier (if applicable) sign, date and title the Procurement SRF
4. The Prime e-mails or delivers the Procurement SRF and subcontract to the ADOT field office

## **Field Office:**

1. Scans or delivers Procurement SRF and subcontract to Field Reports
2. Faxes or e-mails approved Procurement SRF to Contractors

## **Field Reports:**

1. Verifies information
  2. Obtains Procurement Officer's signature
  3. E-mails approved Procurement SRF to Field Office
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## **1. Begin with a new, full size updated form**

<http://www.azdot.gov/docs/default-source/construction-group/subcontractor-request-form-procurement-14-517.pdf?sfvrsn=4>

Procurement SRF must not be altered, faded or faxed and must be completely legible

## **2. Complete Subcontractor information**

Name must include full legal trade name including "LLC", "Co.", etc.

Must include all required contact information

## **3. Enter correct appropriate ROC license number & Class (if necessary)**

Needs to be current and approved for the work to be performed

## **4. Enter correct appropriate Federal Employer Identification Number (if applicable)**

Do Not Use Social Security Number

## **5. Indicate DBE status**

If Yes is selected **and** the Subcontractor has been confirmed as a committed DBE per affidavit for the project, the following is required with Procurement SRF:

- Complete Executed Subcontract
- DBE Contractor Compliance Agreement Assurances with each page initialed and dated

<http://azdot.gov/docs/default-source/beco-library/contractor-compliance-agreement-assurances.pdf?sfvrsn=2>

- Complete FHWA 1273 with each page initialed and dated

<http://www.azdot.gov/docs/default-source/beco-library/fhwa-1273-050112.pdf?sfvrsn=2>

## **6. Indicate if the Subcontractor is a lower tier to another Subcontractor (if applicable)**

Subcontractors under the Prime Contractor will need approval first

**7. Enter ADOT Contract number, TRACS number and ADOT Project number**

Must be complete and legible

**8. Complete Prime contractor information**

Name must include full legal trade name including “LLC”, “Co.”, etc.

Must include all required contact information

**9. Enter Prime Contract dollar amount**

**10. Enter estimated subcontract amount**

Dollar amount on Procurement SRF needs to match dollar amount within the subcontract

**11. Haul Truck Owner/Operators indicate by signing as a bona fide truck Owner/Operator**

**12. Enter bid item number(s)**

- Numbers must be legible, correct and found in the bid schedule
- The Bid item number requested to be subcontracted must be part of the contract
- Indicate Joint / Partial items by checking the box followed with the correct bid item number and provide the dollar amount
- Bid items in excess of lines provided can be listed on an additional page. If those items are Joint / Partial items, please indicate with “Partial” or “P” followed by dollar amount
- Joint / Partial item dollar amounts must add up correctly within the Subcontract amount
- Subcontractors need to be approved for bid items before lower tier company can be approved for the same bid items
- Non-Pay Items need description of work and dollar amount (Items not to be paid by ADOT)
- Force Account and Change Orders need bid item numbers (when available) along with corresponding supplemental agreement reference numbers and description of work with dollar amount

**13. Enter Wage Determination Decision number and Modification number**

(Found in special provisions)

**14. Authorized signatures, dates and titles are needed for Prime contractor, Subcontractor and Lower tier to: (if applicable)**

Completed Authorized Signature Form needed in advance for the Prime Contractor only

<http://www.azdot.gov/docs/business/authorized-signature-form.pdf?sfvrsn=0>

**PLEASE DIRECT QUESTIONS AND REQUEST FOR FURTHER INSTRUCTIONS TO THE ADOT  
FIELD OFFICE FOR YOUR PROJECT**