Approving Subcontractor Request

Recordkeeper Job Aid Construction Division





<section-header></section-header>	1. Prior to the preconstruction meeting provide the Prime contractor with Form 2802 "Subcontract Request for Approval"
<page-header></page-header>	2. When the prime contractor returns Form 2802, verify the information at the top of the sub request is completed, and the request is signed by the Prime.

Approving Subcontractor Request



	 3. Verify the sub-contractor's certification in DMS. a. Go to the DMS website: <u>https://txdot.txdotcms.com/Defa</u> <u>ult.asp?XID=2332</u> b. Click on Search Certified Directory
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CROSS (ROADS) App: Dutricts v	 9. Next you will verify if the subcontractor is debarred or not. a. From Crossroads, click on Divisions b. Click on Construction Division



 Resources ASHO ASTM Construction and Materials Tips [2] 2023 CCAM (Construction Contract Administration Manual) [2] DB Guide Schedule [2] DBB Guide Schedule [2] Debarred Contractors Estimating Resources Material Producer List [2] Performance Indicators - Projects Completed on Time and on Budget Peficiency Report - Cross Reference File - Past 60 Days 	10. At the bottom of the Construction Division page, under Resources, click on Debarred Contractors
Debarred/Sanctioned Contractors	11 Click on "Typot List of
Contractors with active exclusions on the lists below will not be awarded new contr	Debarred/Sanctioned Contractors"
or approved as subcontractors on any TxDOT project during the period shown.	
Debarred contractors or subcontractors may finish work on projects for which the contract has previously been awarded or for which they have previously been appro-	
TxDOT Performance Review Committee (PRC) List of Remedial Actions Taken - Actions applicable to prime contractors only	
TxDOT List of Debarred/Sanctioned Contractors	
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Federal List of Parties with Suspension or Debarment Actions System for Award Management (SAM)	
 On the SAM.gov homepage, select Exclusions (center of the page). Type the contractor name into the search box, and hit enter to view the resu 	
3. An active exclusion by any federal agency (not just FHWA) will apply. Construction Division January	
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Main Panel Contract Administration(+) Reference Tables(CA+) Main Panel Contract Administration(+) Reference Tables(CA+) Reference Contract Contractor Reports (CA+) Process List Records(+) Management(+) Process List	46. Click on Contract Management



SiteManager Panel X Main Panel Contract Administration(+) Contractor Management(+) Construction Subcontractor Conference Subcontractor Evaluation	47. Click on Subcontracts
Description Hens Contract ID 205101003 SubCont Nir: Parent Subcont Nir: Supp/Hauler Ind Contract DBE Goal PCE: 5:00 SubCont Nator:	48. Since this is the first sub for the contract, it will automatically open to this screen.
AASHTO SiteManager - (0328) L-1JW92J3 File Edit Services With Help Subcontracts Description Items Contract ID :	49. Click on Open icon **If this is not the first sub you will need to find the correct contract.



Select Contract ID Selection Contract ID Subcontract Find : 110901026 Contract ID Subcontract Subcontract Contract ID Description 110901022 a. SAFE TY TREAT FIXED OBJECTS 110901026 B. SUBFFACING/ROADWAY RESTORATION 114501029 HAZARD ELIMINATION & SAFE C. 114502020 WDN SUBGR, ASB, ACP, OCST	 50. Find your contract a. Click on Contract ID to highlight the column. b. In the find field, type in the CSJ number. c. Double click on the correct project.
Subcontracts Description Items Contract ID : 295101009 SubCont Nbr: 001 Parent Subcont Nbr: Supp/Hauler Inc Subcontractor: Status	 51. Enter the SubCont Nbr, and click on the Supp/Hailer Ind box. 52. Start with Sub 001 *If you have other subs already approved enter the next number it will be, this will always be a three digit number with placeholder zeros: 005010105etc.
Description Hema Search Window Vendor Id Vendor Short Name Vendor Type 00949 AMERICAN READY MIX SUBCONTRACTOR 05869 AMERICAN REMEDIATION OPTIONS, INC. PRIME CONTRACTOR 12289 AMERICAN RENT-A-FENCE SUBCONTRACTOR 09114 AMERICAN RESTORATION, INC. PRIME CONTRACTOR 26133 AMERICAN ROAD MAINTENANCE, INC PRIME CONTRACTOR 21329 AMERICAN SAFETY & ENVIRONMENTAL SER ³ PRIME CONTRACTOR 21329 AMERICAN SAFETY & ENVIRONMENTAL SER ³ PRIME CONTRACTOR	 53. Right click on the Subcontractor field and select search. *A new window will open, click on your Vendor Short Name listed to if you need help finding them, sort them alphabetically. 54. Find the subs name and double click it. **Of if you know the subs SiteManager Vendor ID you can type it in manually or search by that.



Addredb SetManager - (2004228) - 1.1/W228 Bit Service Bit SetWards Addredb Reference Bit December Mite: December Bit Decem	55. Click the drop down for Work Type and select an option that is checked that is closest to what the sub request states the sub will be doing for work "Type".
SubCont Nbr: 001 Parent Subcont Nbr: Supp/Hauk Subcontractor: AMERICAN REMEDIATION OPTIONS, INC. S Work Type: GUARDRAIL REPAIR Image: Comparing the second	56. Enter the amount of the subcontract agreement that is indicated on the Form 2802.
File Edit Services Window Help Image: Contracts Description Items Contract 295101009 SubCont Nbr: Subcontractor: AMERICAN REMEDIATION OPTIONS, INC. Work Type: GUARDRAIL REPAIR	57. Click on the Remarks Bubble



Remarks (General Remarks) : First Tier Sub to Prime Installing new Guardrail DBE Sub AO Apprved by Joe Smith 9/17/2024	58. In the Remarks Bubble you want to state: What tier sub this is What work they will be doing? If they are a DBE or not "AO Approved by" approver and date
Description Items Contract ID : 295101009 SubCont Nbr: 001 Parent Subcont Nbr: Supp/Hauler Ind ✓ Contr. Subcontractor: AMERICAN REMEDIATION OPTIONS.INC. Status: ACTIVE Work Type: GUANDRAIL REPAIR Effective Date: 09. Approval Date: 00700/00 Effective Date: 09. Cert Type: DISADVANTAGED BUSINESS Pct Twids DBE Goal: 100.00 Cert Eff Dt: Cert Exp Dt: Driginal Commitment Status: Amounts 100.000 This SubContract: 100.000 This Gurginal Commitment: 100 00 This Current Commitment: 100 Total Driginal Commitment: 100.000 Total Allowable Max (non-spcHy): 100000 Total SpcHy Subcontracted: 100000 Total SpcHy Subcontracted: 1.00000 0.06 0.06 0.06 0.06 Original Contract Bid Amount: 1.564.314.75 0.00 0.06 0.06 0.06 0.06	59. Close the remarks bubble by clicking on it again then click save. Now the percent of original Contract will be populated, (pct).
To E BMT-CONST: Send Cc Subject 2951-01-009 Form 2802 American Remediation Image: Subject 295101009 Sub 001 American Remediation Options Form 2802.pdf Image: Subject 3 MB DCO The attached request is ready for your approval in Site Manager.	60. Email and attach the Form 2802 to District Construction Auditors and request them to complete the approval process in Site Manager.



To To Send Cc Subject 2951-01-009 Form 2802 American Remediation - Approved Image: Subject 295101009 Sub 001 American Remediation Options Form 2802.pdf Good afternoon Source Subject American Remediation Options has been approved as a sub on this project Attached is the approved Form 2802.	61. Once District has approved in Site Manager, notify by email the Prime with the copy of completed Form 2802 for their records.
23910009 2910009 200 Contracts 201 - Survey 2 - APD 2 - APD 2 - APD 2 - Survey 2 - APD 2 - Survey 2 - Contracts 3 - Contracts 4 - Contracts	62. Once the email is sent .pdf that email and save it for record into Project Wise.