

# Quick Reference Guide for TDOT Preparing and Submitting Subcontract Documents

## Background:

- Per Subsection 108.01 of the Tennessee Department of Transportation Standard Specifications:
  - The Contractor shall furnish statements of proposed subcontracts on the proper form for Department approval.
  - The Department must approve each proposed subcontract **before** that particular subcontract is put into effect (before the subcontractor may begin work on the project).
  - The Contractor shall self-perform at least 30% of the total original contract cost (refer to the standard specifications or the Proposal Contract Special Provision 108A as applicable regarding specialty items).
- Per Special Provisions 1246 and 1247, the Contractor shall also submit copies of all subcontractor agreements and purchase orders for DBE subcontractors.
- Subcontract forms and DBE subcontract agreements, as applicable, should be submitted to the Department's Headquarters Construction Division concurrently for approval via the [Sub.Contracts@tn.gov](mailto:Sub.Contracts@tn.gov) email box.
- The contractor should notify the TDOT Civil Rights Division of any DBE subcontractor to be utilized that was not listed as an original commitment towards attaining a contract's DBE goal, **or** if a DBE is being replaced on a project.
- If the subcontractor is **only** supplying materials **and** is a DBE, indicate on the front page of the subcontract form that they are a "Material Supplier Only". If a subcontractor is **only** supplying materials but is **not** a DBE, a TDOT subcontract form is not required to be submitted.
- Use the most current version of the TDOT subcontract form found under the [Construction Forms](#) section of the HQ Construction Webpage. Outdated forms will **not** be accepted.
  - **Note:** All tiered subcontracts should use the tiered subcontract form (i.e.: second tier subcontracts).

## Exporting Item Listing from a Project Bids File:

**Note:** This is an optional step – items can also be manually entered on the subcontract form. If you choose not to download the item listing from your bid file, you can skip to the section titled "Entering Items Manually:".

1. Open your Project Bids bid file from the letting.
2. Open the Tools menu from the top left navigation bar.
3. Select "Export Proposal".
4. Chose the location to save your bid item information in a .CSV format.

## Entering Items Exported from a Project Bids File:

All subcontracted items shall be listed on the subcontract form tab titled "1. Enter Item Information". All columns in a row must be populated on this tab per each subcontracted item. If you choose not to enter the item listing from your bid file, you can skip to the section titled "Entering Items Manually:".

1. Open the .CSV of proposal items downloaded under the previous section titled "Exporting Item Listing from a Project Bids File:".
2. Download and open the TDOT subcontract form.
3. Copy each item to be sublet to the subcontract from the bid file .CSV and paste it in the TDOT subcontract form on the tab titled "1. Enter Item Information". The following fields will need to be copied and revised as needed:
  - Item Number [ex: 209-08.02]
  - Subcontracted Quantity (**Note:** The subcontracted quantity cannot be greater than the quantity established in the prime's contract) [ex: 746.00]
  - Unit of Measure (**Note:** This must correspond to the TDOT item number as bid and cannot be changed to a different unit of measure – ex. Tonnage items being reported in Tons regardless of the work being performed under that item, such as paving, milling, hauling, supplying, etc.) [ex: L.F.]
  - Subcontract Unit Price (**Note:** The form should accurately reflect the price being paid to the subcontractor for that item of work regardless of if it matches the contract unit price. If the subcontractor's unit price is greater than the contract unit

price, please contact TDOT HQ Construction for further information.) [ex: \$1,000.00]

4. TDOT Item Description (**Note:** This must correspond to the TDOT item number as bid and cannot be changed to a different unit of measure – ex. Tonnage items being reported in Tons regardless of the work being performed under that item, such as paving, milling, hauling, supplying, etc.) [ex: Temporary Silt Fence (With Backing)]
5. Continue to the instruction section in this QRG titled “Completing the TDOT Subcontract Form.”.

### **Entering Items Manually:**

All subcontracted items shall be listed on the subcontract form tab titled “1. Enter Item Information”. All columns in a row must be populated on this tab per each subcontracted item. If you choose to enter the item listing from your bid file, you can skip to the section titled Completing the TDOT Subcontract Form.”.

1. Download and open the TDOT subcontract form.
2. Navigate to the tab titled “1. Enter Item Information” and enter the following information for each item being sublet by the applicable subcontractor (a full listing of contract items can be found in the executed contract book):
  - Item Number [ex: 209-08.02]
  - Subcontracted Quantity (**Note:** The subcontracted quantity cannot be greater than the quantity established in the prime’s contract) [ex: 746.00]
  - Unit of Measure (**Note:** This must correspond to the TDOT item number as bid and cannot be changed to a different unit of measure – ex. Tonnage items being reported in Tons regardless of the work being performed under that item, such as paving, milling, hauling, supplying, etc.) [ex: L.F.]
  - Subcontract Unit Price (**Note:** The form should accurately reflect the price being paid to the subcontractor for that item of work regardless of if it matches the contract unit price. If the subcontractor’s unit price is greater than the contract unit price, please contact TDOT HQ Construction for further information.) [ex: \$1,000.00]
  - TDOT Item Description (**Note:** This must correspond to the TDOT item number as bid and cannot be changed to a different unit of measure – ex. Tonnage items being reported in Tons regardless of the work being performed under that item, such as paving, milling, hauling, supplying, etc.) [ex: Temporary Silt Fence (With Backing)]
3. Continue to the instruction section in this QRG titled “Completing the TDOT Subcontract Form.”.

### **Completing the TDOT Subcontract Form:**

**Note:** All subcontracted items previously entered on the subcontract form tab titled “1. Enter Item Information” will be populated on the subcontract form accordingly. If there are items that are not displayed correctly, return to the previous instruction steps.

1. On the TDOT subcontract form, navigate to the tab titled “2. Subcontract Form” and enter the following information on page one:
  - Prime Contractor (**Note:** this should be prime contractor’s name **exactly** as it appears on the TDOT Prequalified Contractors List)
  - Prime Contractor’s Address – Street/City/State/Zip Code
  - Subcontractor (**Note:** this should be subcontractor’s name **exactly** as it appears on the TDOT Prequalified Contractors List)
  - Subcontractor’s Address – Street/City/State/Zip Code
  - Contract Number (**Note:** This can be found on the cover of the contract proposal book) [ex. CNX600]
  - Project Number (**Note:** This can be found on the cover of the contract proposal book) [ex. 53003-3211-99 or R1BVAR-M5-001]
  - Reference Number (**Note:** This can be found on the cover of the contract proposal book) [ex. STP/HSIP-9(101)]
  - County (**Note:** This can be found on the cover of the contract proposal book) [ex. Montgomery]
  - PIN Number (**Note:** This can be found on the cover of the contract proposal book) [ex. 129856.09]
2. If the subcontractor is **only** supplying materials **and** is a DBE, indicate on the front page of the subcontract form that they are a “Material Supplier Only”.
3. On items where a subcontractor will be performing a partial amount of the total work (not necessarily the dollar amount) to be performed in the contract under that item number, place an “X” or check mark in the “Check is Partial” box for that specific item. (**Note:** If an item is not indicated as partial and a subsequent subcontract form is submitted with the same item listed, the quantity listed on the original form will not be available for the subsequent subcontract. The subcontract will be returned to the contractor and the original will need to be revised before the subsequent can be processed. [ex. If the full contract quantity is listed on subcontractor A’s form, any further subcontracts with that item cannot and will not be approved until subcontractor A’s form is revised by the contractor and approved again by TDOT]).
4. Scroll through the item listing on the subcontract form to ensure it is correct.
5. If the subcontractor is a DBE, ensure that the subcontract total on the bottom of page one to ensure the amount on the TDOT

subcontract form matched the amount on the DBE subcontract agreement.

6. On page three of the TDOT subcontract form, enter the following information:
  - o Date (**Note:** the date the form is to be signed by the prime contractor representative)
  - o Email Address (**Note:** the email address of the prime contractor representative signing the form)
  - o Check the box indicating whether the subcontractor is a Certified DBE (if they are a certified DBE, also check the box indicating if they are Woman-owned and/or Minority-owned), Go DBE (SBE only), Minority-owned not certified DBE, Woman-owned not certified DBE, or if they are not a minority subcontractor. (**Note:** if the box is checked indicating they are a DBE and/or SBE but the TDOT Prequalified Contractors List **does not** indicate as such, the subcontract form will be returned to the contractor un-approved. The same will be done if the TDOT Prequalified Contractors List **does** indicate that they are a DBE and/or SBE and it is not reflected on the subcontract form.)
  - o Subcontractor's Telephone Number
  - o Subcontractor's Employee Identification Number (**Note:** this can be completed by the subcontractor when obtaining their signature if needed)
7. Once all fields are completed, print the TDOT subcontract form.
8. As the prime contractor representative, sign the subcontract form in the designated field on page three.
9. Have the subcontractor date, sign and print their name, and provide their email address in the designated places on page three.
10. Once all signatures have been obtained, submit the TDOT subcontract form and DBE subcontract agreement (if applicable) to the [Sub.Contracts@tn.gov](mailto:Sub.Contracts@tn.gov) email box for approval.

## **Revising a TDOT Subcontract Form:**

**Note:** If a subcontract is being revised, only page one of the subcontract form and any supplemental item pages need to be submitted. New signatures and a new page three are not required.

1. On the TDOT subcontract form utilizing the prior instructions for entering items and completing the original subcontract, adjust the item subcontractor item details to reflect what the revised subcontract should be. (**Note:** The subcontracted quantity **cannot** be changed to less than what the subcontractor has installed to date).
2. Print the revised TDOT subcontract form.
3. Submit the TDOT subcontract form and revised DBE subcontract agreement (if applicable) to the [Sub.Contracts@tn.gov](mailto:Sub.Contracts@tn.gov) email box for approval.