

INDIANA

DEPARTMENT OF TRANSPORTATION

CONTRACT PROCEDURES

FOR

SITE MANAGER

DIVISION OF CONSTRUCTION MANAGEMENT



(Revised September 19, 2007)

FORWARD

The purpose of this manual is to provide instruction and guidance on the procedures to use for administration of construction contracts in conjunction with Site Manager construction record software. These procedures are not intended to be instructions for the use of Site Manager software. Those instructions are available through the Office of Highway Management Applications.

This manual will be expanded and revised as procedures are created and changed. Comments and suggestions from users will be helpful in providing a manual that meets their needs.

Please contact the Division of Construction Management with any questions or comments about this manual.

SECTION 103 - SUBCONTRACTS

A. IC-730 (SF-4351) – Request for Approval of Subcontractor

- a. The required information from an approved IC-730 is entered into Site Manager by the District Construction Office.
- b. The District Construction Office sends a copy of the IC-730 to Central Office, Final Review.
- c. Final review places the copy of the IC-730 in the Central Office project file.
- d. The District Construction Office notifies the PE/S that an IC-730 has been approved. A copy of the IC-730 should **not** be sent to the PE/S.