INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

January 28, 2008

CONSTRUCTION MEMORANDUM
08-02

TO: District Deputy Commissioners
District Highway Operation Directors
District Construction Engineers
District Testing Engineers
District Area Engineers
Project Engineers/Supervisors

FROM: Mark A. Miller, Director
Division of Construction Management

SUBJECT: Revised IC-730 Request for Approval of Subcontractor

State Form 4351, INDOT form IC-730 "Request for Approval of Subcontractor" was revised in 2007 and was issued along with Construction Memorandum 07-06 on March 26, 2007. Since that time, the Department has been working with the Districts and contractors to resolve several issues about the intention and use of the form. Those issues have been resolved and another revision of the form is now being issued. The new form is identified as "R7 / 11-07" and a copy is attached with this memorandum. Instructions for use of the IC-730 are printed on page 2 of the form. Also attached is a set of supplemental instructions and examples for completing the IC-730.

There are several significant changes to the form, both in look and content, so please review the form and the supplemental instructions thoroughly.

The new form has been posted to the Indiana Commission on Public Records (ICPR) website at http://www.in.gov/icpr/webfile/formsdiv/2529.htm as an Excel spreadsheet that can be completed electronically, except for signatures, by the contractor. The form may also be printed and completed by hand as in the past. There is a link to the ICPR web page from the Department's website at http://www.in.gov/indot/7147.htm. The supplemental instructions and examples have also been posted to the Department's website.

Contractors may begin using the new form immediately, but the previous version identified as "R6 / 1-07" may be accepted until February 29, 2008. Beginning March 1, 2008 only the new revision should be submitted by contractors.

Contractors should address questions concerning the new form to the District Construction Office.

District questions may be directed to the Division of Construction Management.

MAM:rlh

attachments

DISCONTINUED

REQUEST FOR APPROVAL OF SUBCONTRACTOR

State Form 4351 (R7 / 11-07) / IC-30

INDIANA DEPARMENT OF TRANSPORTATION

CONTRACT NO. _____

SHEET _____ OF _____

(See reverse side for instructions)

The Prime Contractor and proposed Subcontractor must complete the PRIME CONTRACTOR'S AND SUBCONTRACTOR'S SIGNATURES AND SUBCONTRACTOR'S CERTIFICATION OF UNEARNED WORK on the reverse side of the last sheet of this request.

Name of Prime Contractor		
Name of Subcontractor	Subcontractor Federal Identification Number	Subcontractor Phone No.
Subcontractor Address *(number and street, city, state, and ZIP code)*		

CONTRACT BID / EWA DATA						SUBCONTRACT DATA			
(A) BID / EWA ITEM	**(B)** SPEC. REFERENCE	**(C)** ITEM DESCRIPTION	**(D)** BID / EWA QTY.	**(E)** ITEM UNITS	**(F)** ITEM UNIT PRICE	**(G)** QTY. SUBLET	**(H)** % SUBLET	**(I)** SUBLET PRICE / BID UNIT	**(J)** EXTENSION **(G)** X **(I)**
								TOTAL THIS SUBCONTRACT =	

APPROVAL ***(For Department Use Only)***

Request No.		☐ The proposed subcontractor is prequalified.	ORIGINAL CONTRACT		
Date Received		☐ Prequalification is not required for this type of work.	THIS SUBCONTRACT		%
EEO Check		☐ Prequalification is not required for $300,000 or less.	PREVIOUS SUBCONTRACTS		%
Recommended by:		Date *(month, day, year)*	TOTAL SUBCONTRACTS		%
Approved by (District Construction Engineer):		Date *(month, day, year)*	PRIME CONTRACTOR		%

DISCONTINUED

INSTRUCTIONS FOR COMPLETING FORM IC-730 "REQUEST FOR APPROVAL OF SUBCONTRACTOR"

1. This form may be completed electronically, then printed, signed and submitted or it may be printed, then completed by hand, signed and submitted. If completed by hand, all entries must be printed or typed clearly.

2. Enter the Contract No. and Sheet __ of __. If the submittal contains multiple sheets, TOTAL THIS SUBCONTRACT and PRIME CONTRACTOR'S AND PROPOSED SUBCONTRACTORS SIGNATURES AND SUBCONTRACTOR'S CERTIFICATION OF UNEARNED WORK need only be completed on the last sheet. If multiple sheets, note in TOTAL THIS SUBCONTRACT to "See Page __ for Total". Complete the information for the name, Federal ID, phone number and address of the proposed Subcontractor. If the proposed Subcontractor does not have a Federal ID, the Social Security number of the company's owner must be given.

3. For each item to be subcontracted, enter **(A)** the 3 digit Bid or EWA Item No., **(B)** the 8 digit Spec. Reference No., **(C)** the Item Description, **(D)** the Bid or EWA Qty., **(E)** the Item Units and **(F)** the Item Unit Price. Columns **(A)** thru **(F)** must be exactly as bid by the Prime in the Itemized Proposal or as documented in an approved Change Order.

4. Enter **(G)**, Qty. Sublet and **(H)**, % Sublet. **(G)** is the quantity of the item, in the same units as **(E)**, to be sublet. **(H)** is the estimated percentage of the work (labor, equipment & materials) the subcontractor will perform on the item. If the Subcontractor is performing all the work for the entire item quantity, then **(G)** = **(D)**, and **(H)** = 100. If the Subcontractor is performing all the work for a portion of the item quantity, then **(G)** is a number less than **(D)**, and **(H)** = 100. If the Subcontractor is performing part of the work on the entire quantity, then **(G)** = **(D)**, and **(H)** is the estimated percentage of the work. If the Subcontractor is performing part of the work for a portion of the item quantity, then **(G)** is a number less than **(D)**, and **(H)** is the estimated percentage of the work. The Sublet Price/Bid Unit, **(I)**, is calculated as **(F)** x **(H)** / 100. The Extension, **(J)**, is calculated as **(G)** x **(I)**. When completed as an electronic spreadsheet, columns **(I)** and **(J)** will be calculated automatically.

5. The Prime Contractor must include an explanation on or with the IC-730 of who will perform the remainder of the work for all items for which the quantity and or percentage of work is partially sublet.

6. On all Federal Aid contracts, EEO Form CM 32-34, signed by the proposed Subcontractor, must be submitted with the request to sublet, as well as a copy of the notification to the Department of Labor (OFCCP) when the sublet is $10,000 or more.

7. On requests to sublet in excess of $300,000 or unearned work of more than $300,000, the proposed Subcontractor must be prequalified with the Department. Prequalification is not required for "Construction Engineering". Even if prequalification is not required, a request for approval, regardless of value, must be submitted for all subcontract work on the contract and must be approved prior to the proposed Subcontractor starting work.

8. The completed IC-730 must be submitted to the District Construction Office.

PRIME CONTRACTOR'S AND PROPOSED SUBCONTRACTOR'S SIGNATURES AND SUBCONTRACTOR'S CERTIFICATION OF UNEARNED WORK

The Prime Contractor and the proposed Subcontractor hereby certify: (1) that a written subcontract agreement has been made between the Prime Contractor and the proposed Subcontractor, that said agreement does physically contain all pertinent provisions and requirements of the prime contract; (2) that on Federal-Aid contracts, a set of the applicable Federal Wage Stipulations, Notice of Requirement for Affirmative Action, EEO Special Provisions, Form PR-1273 (Federal Contract Provisions) are physically attached to, and are part of the subcontract agreement; (3) that on state funded contracts, the State Wage Provisions and all applicable contract Special Provisions pertaining to the Subcontractor's operation are physically attached to, and are part of the subcontract agreement and (4) that a copy of the subcontract agreement is on file in the offices of the Prime Contractor and the Subcontractor and that the subcontract agreement is available for review by appropriate INDOT or FHWA personnel upon request.

The proposed Subcontractor further certifies that as of the date signed the total amount of unearned work for which the proposed Subcontractor has been approved with any Owner, Contractor, or other party is $ [ ].
Unearned work is defined as any work to be performed under any contract or agreement wherein the undersigned is a general contractor, subcontractor, manufacturer or mining contractor which work has not been completed or accepted. The proposed Subcontractor may submit a separate Certification of Unearned Work. For this purpose, half-sized forms are available from the District Office.

Name of Prime Contractor		Name of Subcontractor	
Prime Contractor Signature		Subcontractor Signature	
Title	Date *(month, day, year)*	Title	Date *(month, day, year)*

DISCONTINUED

Indiana Department of Transportation

Supplemental Instructions
For
Form IC 730 (SF 4351) "Request for Approval of Subcontractor"

DISCONTINUED

General

These instructions are intended to supplement those included on form IC-730 and to provide examples of different situations that may occur in the subletting process; therefore, the instructions on the form will not be repeated here. The user should read and follow the instructions on the form and use these supplemental instructions to help clarify any questions.

Unless otherwise noted in these instructions, when the terms contract, bid or pay item, bid or unit price and bid or contract quantity are used, they refer to the contract between the Department and the prime contractor and the bid items and quantities in that contract.

The Standard Specifications require the prime contractor to obtain written consent to sublet portions of a contract. The prime contractor is also required to self perform a given percentage of the total contract amount. Generally, subcontractors must be prequalified to perform the type of work to be sublet.

The purpose of the IC-730 Request for Approval of Subcontractor is to:

1. Document the total percentage of the work sublet by the prime contractor, and to
2. Document the type and amount of work to be sublet for verification of prequalification of the proposed subcontractor.

There are some cases where a subcontractor is not required to be prequalified due to the dollar amount or the type of work to be performed. This is explained in the instructions on the IC-730 and in the Standard Specifications.

There are four scenarios for subletting contract work:

1. The subcontractor may perform all of the work associated with the entire contract pay item quantity.
2. The subcontractor may perform all of the work associated with only a portion of the contract pay item quantity.
3. The subcontractor may perform only a portion of the work associated with the entire contract pay item quantity.
4. The subcontractor may perform only a portion of the work associated with only a portion of the contract pay item quantity.

These four conditions are explained further in the examples in these instructions and on the attached sample IC-730.

Contractors

Form IC-730 is available as an Excel spreadsheet file that can be downloaded and completed either electronically or by hand. The file is available through the Indiana Commission on Public Records' (ICPR) website at www.in.gov/icpr. Browse the on-line forms catalog for the Department of Transportation's listing and follow the link to the file. The Department's website also has a link that takes the user to the ICPR webpage with the form. The user may save a copy of the form for future use, but should always check the ICPR website to be sure the latest version of the form is being used.

To complete the form by hand, save the file to a folder on your computer, and then open the file, print both pages of the form and fill it in by typing or printing neatly.

To complete the electronic form, save the file to a folder on your computer, then open the spreadsheet and fill in the data. The form will still need to be printed so prime and subcontractor signatures can be included.

Note that when the form is completed electronically, the fields for columns **(I)** and **(J)** are calculated and filled in automatically. The user cannot enter any data in these fields. Column **(I)** is only included to show a step in the calculation process when a subcontractor is performing a portion of the work or quantity. Also note that column **(H)** is set to display only 3 decimal places for the percent sublet. However, the form is set to accept up to 9 decimal places to perform a calculation and the contractor should always enter the percent calculated to 9 decimal places. This is necessary so the form will calculate column **(J)** correctly. If the percent sublet is rounded prior to entry into column **(H)**, the calculation of **(J)** may not match the contractor's intended value.

If a subcontractor will be performing less than 100% of all the work and/or all the quantity for an item, the prime contractor must include a brief explanation as to how the remainder will be performed. See the attached sample IC-730 for examples of explanations.

When all electronic information has been completed on the form, print the form, obtain the required signatures and submit the form to the District Construction Office. Be sure to include all pages of the form with the submittal.

Contractors that have questions regarding use of the form should contact the District Construction Office.

Department Personnel

After receiving an IC-730 from a contractor, review that all the required information and signatures have been included. If the form is complete, then note the ***Date Received*** in the section reserved for Department use. If information or signatures are missing, return the form to the contractor for completion.

DISCONTINUED

Assign a ***Request No.*** to the submittal. This should be a number assigned sequentially, starting with 001, for each IC-730 received for any given contract.

Review the data for each item being sublet. Check that the item number **(A)**, item code (spec reference) **(B)**, item description **(C)**, quantity **(D)**, units **(E)** and unit price **(F)** match the item in the original contract or on a Change Order.

If the proposed subcontractor will be performing less than 100% of all the work and/or all the quantity for an item, the contractor must include a brief explanation as to how the remainder will be performed. Acceptable explanations can include "Sub performing only X work; remainder to be self performed.", "Remainder of item quantity to be performed by another sub.", "Remainder of work still to be assigned."

If the form was completed by hand by the contractor, use the data entered by the contractor for quantity sublet **(G)** and percent sublet **(H)** to check the calculation of **(I)** and **(J)**. The calculations are:

(I) = **(F)** x **(H)** / 100

and,

(J) = **(G)** x **(I)**.

If the form has been completed electronically, **(I)** and **(J)** are calculated by the spreadsheet and should not require checking of the calculations.

The "TOTAL THIS SUBCONTRACT" is completed automatically for electronic forms, but should be checked for forms completed by hand. This total is entered into the ***This Subcontract*** box in the approval section.

Enter the amounts for ***Original Contract*** and ***Previous Subcontracts*** in the approval section.

Add ***This Subcontract*** and ***Previous Subcontracts*** to calculate ***Total Subcontracts***.

Subtract ***Total Subcontracts*** from ***Original Contract*** to calculate ***Prime Contractor*** amount.

Calculate the percentages for ***This Subcontract***, ***Previous Subcontracts***, ***Total Subcontracts*** and ***Prime Contractor***. Compare the percentage for ***Prime Contractor*** against the contract requirements to determine if the prime contractor is self performing the minimum percentage required.

Check the appropriate box for prequalification requirements

DISCONTINUED

The ***EEO Check*** is not required, but if the District's process is to have the form reviewed by the District EEO Officer, then the officer can add the date reviewed to this box.

If all data on the form is complete and correct, the reviewer should sign the form in ***Recommended By*** and enter the date. The form should then be submitted for the District Construction Engineer's signature and date.

Information from approved IC-730s should be entered as soon as possible into Site Manager. Even if the subcontractor has been approved on the IC-730, the PE/S will not be able to enter any pay items for work by the subcontractor until the information is complete in Site Manager.

A copy of the approved form should be sent to the prime contractor and to Central Office Final Records Review. The original is to be retained in the District contract file. A copy is not to be sent to the PE/S.

Department personnel that have questions regarding use of the form should contact the Division of Construction Management.

Examples

The following examples are provided to illustrate the four scenarios under which work can be sublet. In these examples, it is assumed that the contractor will complete the form electronically. For all cases other than case 1, the key to the electronic spreadsheet is for the contractor to determine how best to arrive at the percent sublet to be entered in column **(H)** for partial subletting of items. It is up to the contractor and subcontractor to agree on how the subcontract will be written, what the units of pay are and the total subcontract price. The prime can determine how to arrive at the percentage entered in column **(H)**, but the extension in column **(J)** should equal, within very minor rounding, the actual subcontract amount between the prime and sub when a partial item is being sublet.

I. Subcontractor Performs All Work for the Total Contract Quantity

This is the simplest type of sublet to enter on the IC-730. The prime contractor is subletting all of the work, including labor, equipment and materials to the subcontractor for the total quantity of the contract bid item. The prime may or may not have added markup to the sub's price and it is even possible that the sub's price is more than the unit price bid by the prime contractor. This information is not required and should not be entered on the IC-730. The Department is looking only at the item in light of the contract bid price and quantity to determine the percentage of work subcontracted.

Example 1

Contractor A sublets all work associated with the entire contract quantity of pay item number 031, Sidewalk, Concrete to Subcontractor B. The item code is 604-12345, the contract quantity is 500 sys. and the contract unit price is $53.00 per syd.

The IC-730 entries should be as follows and as shown on the sample IC-730.

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(A) = "031", **(B)** = "604-12345", **(C)** = "Sidewalk, Concrete", **(D)** = "500.00", **(E)** = "SYS", **(F)** = "53.00", **(G)** = "500.00", **(H)** = "100.000", **(I)** = "53.00" (calculated) and **(J)** = "26,500.00".

Note that in this example only, the extension **(J)** will equal the original contract amount for the item.

II. Subcontractor Performs All Work for a Portion of the Contract Quantity

In this case, the prime contractor is subcontracting only a part of the total bid item quantity. The subcontractor will still perform all the work on that portion of the item. The remainder of the item quantity may be performed by another subcontractor or by the prime, but for the first subcontractor's IC-730 it is important to show what quantity of the bid item is proposed to be sublet. The prime contractor must explain who will complete the remainder of the item quantity. Acceptable explanations include "Remainder of item to be self performed" and "Subcontractor to be determined will complete remainder of item".

As with case 1, the prime may or may not have added markup to the sub's price and the sub's price may be more than the unit price bid by the prime contractor. Again, the Department is looking only at the item in light of the contract bid price and quantity to be performed by the subcontractor to determine the percentage of work subcontracted.

Example 2

There are 2 bridge structures on the contract, Str.1 and Str.2. Contract item number 076 is Concrete, C, Superstructure, item code 702-12345, with a contract quantity of 605 cys. and a contract unit price of $435.00 per cyd. The quantity is split between the bridges as 335 cys. for Str.1 and 270 cys. for Str.2.

Contractor A sublets all work associated with the 335 cys. of item 076 for Str.1 to Subcontractor B.

The IC-730 entries should be as follows and as shown on the sample IC-730.

(A) = "076", **(B)** = "702-12345", **(C)** = "Concrete, C, Superstructure", **(D)** = "605.00", **(E)** = "CYS", **(F)** = "435.00", **(G)** = "335.00", **(H)** = "100.000", **(I)** = "435.00" and **(J)** = "145,725.00".

Note that **(H)** is still entered as 100 % because the subcontractor is performing *all* the work associated with the item even though the sub is only performing a portion of the item quantity.

Also note that an explanation must be included about who will perform the remainder of the contract item quantity.

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III. Subcontractor Performs a Portion of the Work for the Total Contract Quantity

Case 3 involves a subcontract to perform only a portion of the work for the total bid item quantity. Two examples are presented to illustrate this point.

In example 3, the subcontractor is actually providing all labor, equipment and materials associated with a part of the work that is included in the total contract bid item. The remainder of the work on the bid item may be self performed or subcontracted or a combination of both.

In example 4, the subcontractor is only providing the equipment and operators toward the total work required for the bid item. Again, the remainder of the work may be self performed or subcontracted or a combination of both.

Example 3

Contract item number 045 is for QC/QA-PCCP, 13 in., item code 501-12345. The contract quantity is 53,125 square yards at a contract unit price of $62.25 per square yard. Contractor A is subletting only the sawing and sealing of the pavement joints. This includes the sawing and sealing of the longitudinal joints, the cost of which is included in the unit price of item 045. Subcontractor B agrees to saw and seal the longitudinal joints for a total subcontract price of $318,750.00.

The IC-730 entries should be as follows and as shown on the sample IC-730.

(A) = "045", **(B)** = "501-12345", **(C)** = "QC/QA-PCCP, 13 in.", **(D)** = "53,125.00", **(E)** = "SYS", **(F)** = "62.25", **(G)** = "53,125.00", **(H)** = Enter as "9.6385542", displays as "9.639", **(I)** = "6.00" (calculated) and **(J)** = "318,750.00".

Note that the quantity sublet, **(G)**, equals the contract bid quantity and that the contractor must calculate and enter a percentage into **(H)** since the subcontractor is performing only a portion of the work for the entire item quantity.

In this example, column **(H)** was calculated as: **(H)** = Subcontract Price ($318,750.00) divided by the total contract item amount ($62.25 x 53,125) = 0.096385542 x 100 = 9.6385542 %. When the actual percentage calculated is entered into the electronic spreadsheet, the spreadsheet rounds the number to "9.639" for display, but retains all the calculated decimal places. The result is that extension, **(J)**, is correctly calculated by the spreadsheet as "318,750.00". If the contractor rounds the calculated percentage prior to entry into the spreadsheet, **(J)** will be calculated with a minor rounding difference.

Also note that an explanation must be included about what portion of the work the subcontractor is performing and who will perform the remainder of the work.

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Example 4

Contract item number 025 is for Subbase for PCCP, item code 302-12345. The contract quantity is 14,167 cys. at a contract unit price of $35.15 per cyd. Contractor A is providing all the material for the subbase and is performing the finish trimming for both layers of the subbase.

Subcontractor B is being paid only to place both layers of aggregate and to fine grade the dense graded aggregate portion of the subbase. The subcontract price agreed to is $155,845.00.

The IC-730 entries should be as follows and as shown on the sample IC-730.

(A) = "025", **(B)** = "302-12345", **(C)** = "Subbase for PCCP", **(D)** = "14,167.00", **(E)** = "CYS", **(F)** = "35.15", **(G)** = "14,167.00", **(H)** = Enter "31.2960589", displays as"31.296", **(I)** = "11.00" (calculated) and **(J)** = "155,845.00".

IV. Subcontractor Performs a Portion of the Work for a Portion of the Contract Quantity

Example 5

The contract includes subgrade treatment, type I as pay item number 023 with an item code of 207-12345, a contract quantity of 61,250 sys. and a unit price of $10.50 per syd. Contractor A plans to self perform all the work for 25,125sys. of the quantity by excavation and replacement with aggregate.

The remainder of the item quantity, 36,125 sys., will be done using chemical soil modification. Subcontractor B is being contracted to perform all of the chemical modification work except final grading of the subgrade which will be done by Contractor A. The subcontract amount is for $8.90 per sys.

The IC-730 entries should be as follows and as shown on the sample IC-730.

(A) = "023", **(B)** = "207-12345", **(C)** = "Subgrade Treatment, Type I.", **(D)** = "61,250.00", **(E)** = "SYS", **(F)** = "10.50", **(G)** = "36,125.00", **(H)** = Enter "84.7619048", displays as "84.762", **(I)** = "8.90" (calculated) and **(J)** = "321,512.50".

In this example, **(G)** is the quantity of the subcontract and column **(H)** was calculated as: **(H)** = Subcontract Unit Price ($8.90) divided by the Contract Unit Price ($10.50) = 0.847619048 x 100 = 84.7619048, which is rounded in the display as "84.762".

Also note that an explanation must be included about what portion of the work the subcontractor is performing on the partial quantity sublet and how the remainder of the quantity and work is being performed.

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REQUEST FOR APPROVAL OF SUBCONTRACTOR

State Form 4351 (R7 / 11-07) / IC-730

INDIANA DEPARTMENT OF TRANSPORTATION

CONTRACT NO. R-39123

SHEET 1 OF 1

(See reverse side for instructions)

The Prime Contractor and proposed Subcontractor must complete the PRIME CONTRACTOR'S AND SUBCONTRACTOR'S SIGNATURES AND SUBCONTRACTOR'S CERTIFICATION OF UNEARNED WORK on the reverse side of the last sheet of this request.

Name of Prime Contractor		
Contractor A		
Name of Subcontractor	Subcontractor Federal Identification Number	Subcontractor Phone No.
Subcontractor B	**123456789**	**317-555-1234**
Subcontractor Address *(number and street, city, state, and ZIP code)*		
1234 East Drive Way, Indianapolis, IN 46204		

CONTRACT BID / EWA DATA						SUBCONTRACT DATA			
(A) BID / EWA ITEM	(B) SPEC. REFERENCE	(C) ITEM DESCRIPTION	(D) BID / EWA QTY.	(E) ITEM UNITS	(F) ITEM UNIT PRICE	(G) QTY. SUBLET	(H) % SUBLET	(I) SUBLET PRICE / BID UNIT	(J) EXTENSION (G) X (I)
031	604-12345	Sidewalk, Concrete	500.00	SYS	53.00	500.00	100.000	53.00	26,500.00
076	702-12345	Concrete, C, Superstructure (Remainder of item quantity to be performed by Subcontractor C.)	605.00	CYS	435.00	335.00	100.000	435.00	145,725.00
045	501-12345	QC/QA-PCCP, 15 In. (Sub performing sawing and sealing of longitudinal joints only. Remainder of work to be self performed.)	53,125.00	SYS	62.25	53,125.00	9.639	6.00	318,750.00
025	302-12345	Subbase for PCCP (Sub placing all aggregate & fine grading 53's. Prime to perform all other work.)	14,167.00	CYS	35.15	14,167.00	31.296	11.00	155,845.00
023	201-12345	Subgrade Treatment, Type I (Sub performing only the chemical modification on a portion of contract quantity. Prime to self perform all work on remainder of quantity.)	61,250.00	SYS	10.50	36,125.00	84.762	8.90	321,512.50
								TOTAL THIS SUBCONTRACT =	**$968,332.50**

APPROVAL ***(For Department Use Only)***

Request No.	002	☑ The proposed subcontractor is prequalified.	ORIGINAL CONTRACT	12,138,520.00	
Date Received	1/28/08	☐ Prequalification is not required for this type of work.	THIS SUBCONTRACT	$968,332.50	7.98 %
EEO Check	RLH	☐ Prequalification is not required for $300,000 or less.	PREVIOUS SUBCONTRACTS	350,125.00	2.88 %
Recommended by: SAH		Date *(month, day, year)* 1/28/08	TOTAL SUBCONTRACTS	1,318,457.50	10.86 %
Approved by (District Construction Engineer): TAH		Date *(month, day, year)* 1/28/08	PRIME CONTRACTOR	10,820,062.50	89.14 %

DISCONTINUED

INSTRUCTIONS FOR COMPLETING FORM IC-730 "REQUEST FOR APPROVAL OF SUBCONTRACTOR"

1. This form may be completed electronically, then printed, signed and submitted or it may be printed, then completed by hand, signed and submitted. If completed by hand, all entries must be printed or typed clearly.

2. Enter the Contract No. and Sheet __ of __. If the submittal contains multiple sheets, TOTAL THIS SUBCONTRACT and PRIME CONTRACTOR'S AND PROPOSED SUBCONTRACTORS SIGNATURES AND SUBCONTRACTOR'S CERTIFICATION OF UNEARNED WORK need only be completed on the last sheet. If multiple sheets, note in TOTAL THIS SUBCONTRACT to "See Page __ for Total". Complete the information for the name, Federal ID, phone number and address of the proposed Subcontractor. If the proposed Subcontractor does not have a Federal ID, the Social Security number of the company's owner must be given.

3. For each item to be subcontracted, enter **(A)** the 3 digit Bid or EWA Item No., **(B)** the 8 digit Spec. Reference No., **(C)** the Item Description, **(D)** the Bid or EWA Qty., **(E)** the Item Units and **(F)** the Item Unit Price. Columns **(A)** thru **(F)** must be exactly as bid by the Prime in the Itemized Proposal or as documented in an approved Change Order.

4. Enter **(G)**, Qty. Sublet and **(H)**, % Sublet. **(G)** is the quantity of the item, in the same units as **(E)**, to be sublet. **(H)** is the estimated percentage of the work (labor, equipment & materials) the subcontractor will perform on the item. If the Subcontractor is performing all the work for the entire item quantity, then **(G)** = **(D)**, and **(H)** = 100. If the Subcontractor is performing all the work for a portion of the item quantity, then **(G)** is a number less than **(D)**, and **(H)** = 100. If the Subcontractor is performing part of the work on the entire quantity, then **(G)** = **(D)**, and **(H)** is the estimated percentage of the work. If the Subcontractor is performing part of the work for a portion of the item quantity, then **(G)** is a number less than **(D)**, and **(H)** is the estimated percentage of the work. The Sublet Price/Bid Unit, **(I)**, is calculated as **(F)** x **(H)** / 100. The Extension, **(J)**, is calculated as **(G)** x **(I)**. When completed as an electronic spreadsheet, columns **(I)** and **(J)** will be calculated automatically.

5. The Prime Contractor must include an explanation on or with the IC-730 of who will perform the remainder of the work for all items for which the quantity and or percentage of work is partially sublet.

6. On all Federal Aid contracts, EEO Form CM 32-34, signed by the proposed Subcontractor, must be submitted with the request to sublet, as well as a copy of the notification to the Department of Labor (OFCCP) when the sublet is $10,000 or more.

7. On requests to sublet in excess of $300,000 or unearned work of more than $300,000, the proposed Subcontractor must be prequalified with the Department. Prequalification is not required for "Construction Engineering". Even if prequalification is not required, a request for approval, regardless of value, must be submitted for all subcontract work on the contract and must be approved prior to the proposed Subcontractor starting work.

8. The completed IC-730 must be submitted to the District Construction Office.

PRIME CONTRACTOR'S AND PROPOSED SUBCONTRACTOR'S SIGNATURES AND SUBCONTRACTOR'S CERTIFICATION OF UNEARNED WORK

The Prime Contractor and the proposed Subcontractor hereby certify: (1) that a written subcontract agreement has been made between the Prime Contractor and the proposed Subcontractor, that said agreement does physically contain all pertinent provisions and requirements of the prime contract; (2) that on Federal-Aid contracts, a set of the applicable Federal Wage Stipulations, Notice of Requirement for Affirmative Action, EEO Special Provisions, Form PR-1273 (Federal Contract Provisions) are physically attached to, and are part of the subcontract agreement; (3) that on state funded contracts, the State Wage Provisions and all applicable contract Special Provisions pertaining to the Subcontractor's operation are physically attached to, and are part of the subcontract agreement and (4) that a copy of the subcontract agreement is on file in the offices of the Prime Contractor and the Subcontractor and that the subcontract agreement is available for review by appropriate INDOT or FHWA personnel upon request.

The proposed Subcontractor further certifies that as of the date signed the total amount of unearned work for which the proposed Subcontractor has been approved with any Owner, Contractor, or other party is $ 2,123,456,78.
Unearned work is defined as any work to be performed under any contract or agreement wherein the undersigned is a general contractor, subcontractor, manufacturer or mining contractor which work has not been completed or accepted. The proposed Subcontractor may submit a separate Certification of Unearned Work. For this purpose, half-sized forms are available from the District Office.

Name of Prime Contractor		Name of Subcontractor	
Contractor A		Subcontractor B	
Prime Contractor Signature: A. Contractor		Subcontractor Signature: R. Contractor	
Title: President	Date (month, day, year): 1/27/08	Title: Vice-President	Date (month, day, year): 1/27/08

DISCONTINUED