



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Memorandum

April 25, 2007

CONSTRUCTION MEMORANDUM 07-08

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

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

Subject: Reporting of Payments to Subcontractors

A new Recurring Special Provision, 108-C-209, has been issued that requires prime contractors to submit monthly reports of all payments made to subcontractors. This provision becomes effective with contracts let on or after 07/11/07. A copy of the new provision is attached. One of the requirements is for the submittal to be made "in a format approved by the Department". This specification was intentionally left vague as to the approved format in order to allow for future revisions to the format without forcing a change to the specification.

The current approved format for reporting payments to subcontractors is an electronic form available thru the INDOT website at <http://www.in.gov/dot/div/legal/DBE/>. Follow the link for "Subcontractor Payment Tracking Application". First time users must then complete an on-line enrollment form and will receive instructions via e-mail on how to use the payment tracking application within 2 business days.

Questions concerning use of the new form should be directed to John Wooden with the Division of Contract Administration at 317-232-5094 or jwooden@indot.in.gov.

Notification will be made of any future changes to the approved reporting format.

MAM:rlh

attachment

REPORTING SUBCONTRACT PAYMENTS

The Standard Specifications are revised as follows:

SECTION 108, AFTER LINE 28, INSERT AS FOLLOWS:

The Contractor shall submit monthly reports, in a format approved by the Department, of all payments made to subcontractors. Reports shall be submitted no later than 10 days after the end of each month in which a subcontractor is paid for work on the contract. Reports shall include any release of retainage payments made to subcontractors.
