



Instructions for Prime Contractor

INDOT SiteXchange

Revision 11/3/2025



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

SiteXchange Instructions for Prime Contractors

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SiteXchange Instructions for Prime Contractors

Introduction

For awarded contracts, the SiteXchange® Application allows the Prime contractor to add subcontractor data that was previously collected and submitted on the INDOT's State Form IC-730 Subcontract Approval. The completed SiteXchange® Subcontract file is then returned to INDOT for approval.

Note: Prior to retrieving the SiteXchange® contract file, the Contractor's responsible agent must register with ITAP (<https://itap.indot.in.gov>), request and be approved for SiteXchange Contract File Access application.

The following are suggestions for using the SiteXchange® Application:

- Create a **SiteXchange Program** folder on your computer to save the SiteXchange application components: SubCon.exe, the Vendor.bin, and the Contract files. These files must be kept in the same folder together for SubCon to work properly.
- Unless directed to do so, you need to only download the SiteXchange application executable, SubCon once. (You will be notified of upgrades as they occur)
- Update the Vendor.bin file often. By **saving** the new file in the same folder (SiteXchange Program folder), this should overwrite the older version of the Vendor.bin file.
- After file "Check In" to UCM, delete or move it from the SiteXchange® folder and place in an Archived Subcontractor Approval folder.

*******IMPORTANT*******

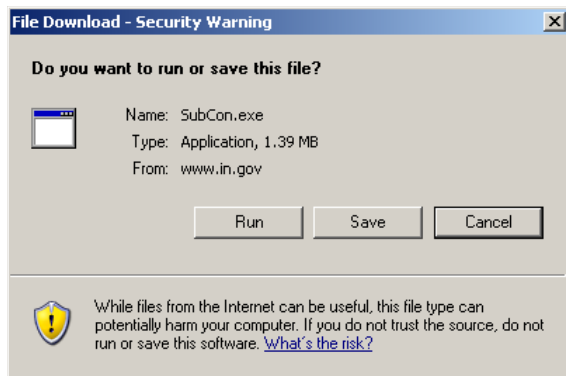
- Only use the most **CURRENT** Contract file when entering the subcontract information.
- Do Not Modify an "**APPROVED**" Subcontractor's record within SiteXchange. Create a New Record for that subcontractor to add additional items.
- Contact the District Office CCO to make changes or for support to correct any erroneous information that has been submitted to INDOT using SiteXchange.

SiteXchange Instructions for Prime Contractors

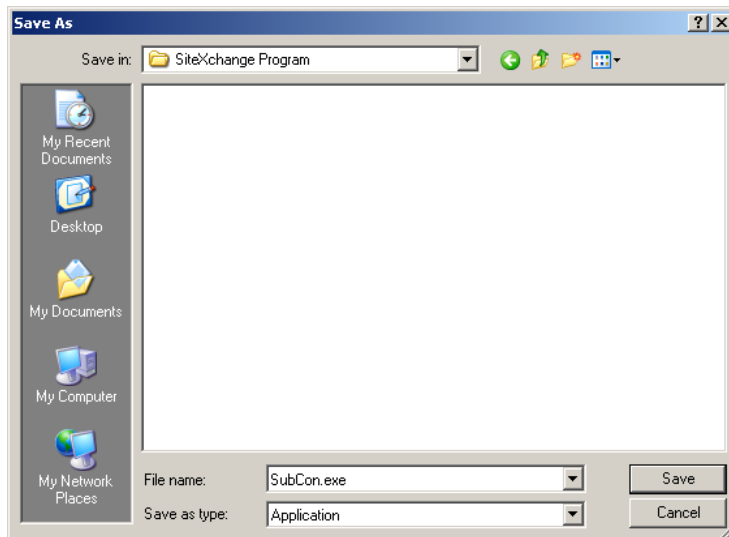
Step 1 Contractor Downloads the SiteXchange SubCon.exe application

INDOT download the current SubCon.exe application. Navigate to the website Doing Business with INDOT and download the SubCon.exe application into the SiteXchange folder located on your computer. <https://www.in.gov/indot/2738.htm> **Click** on the hyperlink to download the SubCon.exe.

A message pop up box appears, and displays: “**Do you want to save this file?**”



“Click” the **Save** button.



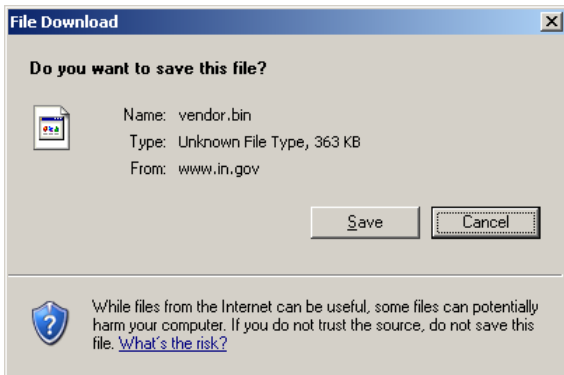
In the **Save As** pop up, navigate to your **SiteXchange Program** folder and “click” the **Save** Button.

[NOTE: Doing Business with INDOT > Contractors> SiteXchange Information webpage
<https://www.in.gov/indot/2738.htm>]

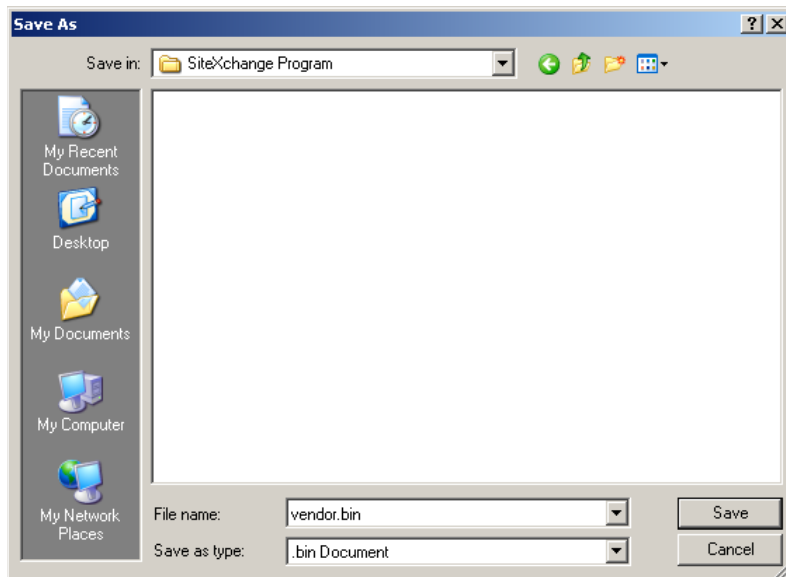
SiteXchange Instructions for Prime Contractors

Step 2 Contractor downloads current Vendor file

INDOT will have the current Vendor file available. Navigate to the website Doing Business with INDOT and download the Vendor file into the SiteXchange Program folder located on your computer. “Click” on the hyperlink to access the Vendor file:



“Click” the **Save** button.



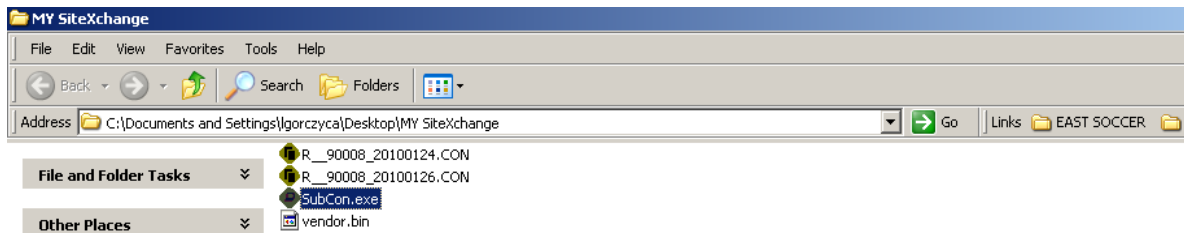
In the **Save As** pop up, navigate to the SiteXchange Folder and “click” the **Save** Button.

Note: If a Vendor is not displayed in the program, navigate to the website and download the current version. If the Vendor is still not in the list, the vendor in question will have to submit their W-9 to the INDOT’s Pre-Qualification section to have the Vendor added to the list. The Updated file will then be made available to use.

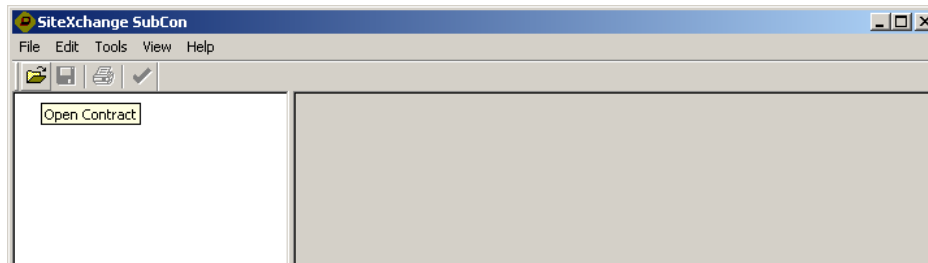
Note: the Prime Contractor Agent who is responsible for completing the Subcontract information must register thru the ITAP website prior to retrieving the SiteXchange contract ".con" files. <https://itap.indot.in.gov/> Instructions for registering will be found on the ITAP website.

Step 3 Contractor Retrieves the Contract file

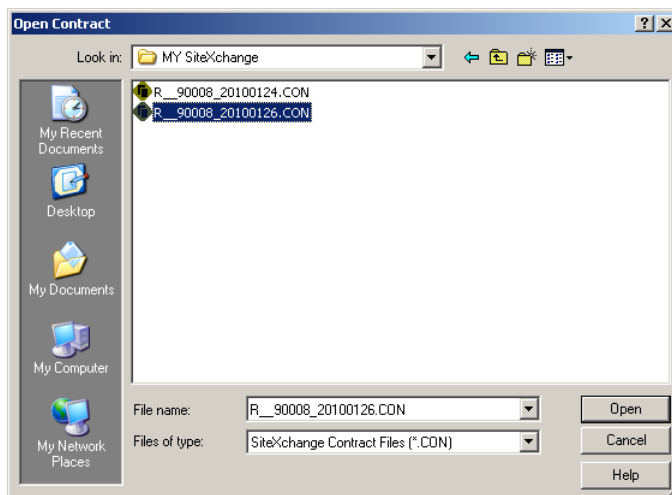
Please follow the UCM/SiteXchange instructions, separate from this document, to retrieve the contract ".con" file from UCM via ITAP. The .con file will be formatted with XX_#####_YYYYMMDD.con. Example R__29900_20100126.CON where the R__29900 is the awarded contract and the 20100126 is the generated date of the file (i.e. 20180126 is the date 01/26/2018).



Navigate to the SiteXchange Program folder located on your C drive. “Double click” the **SubCon.exe** file to open.

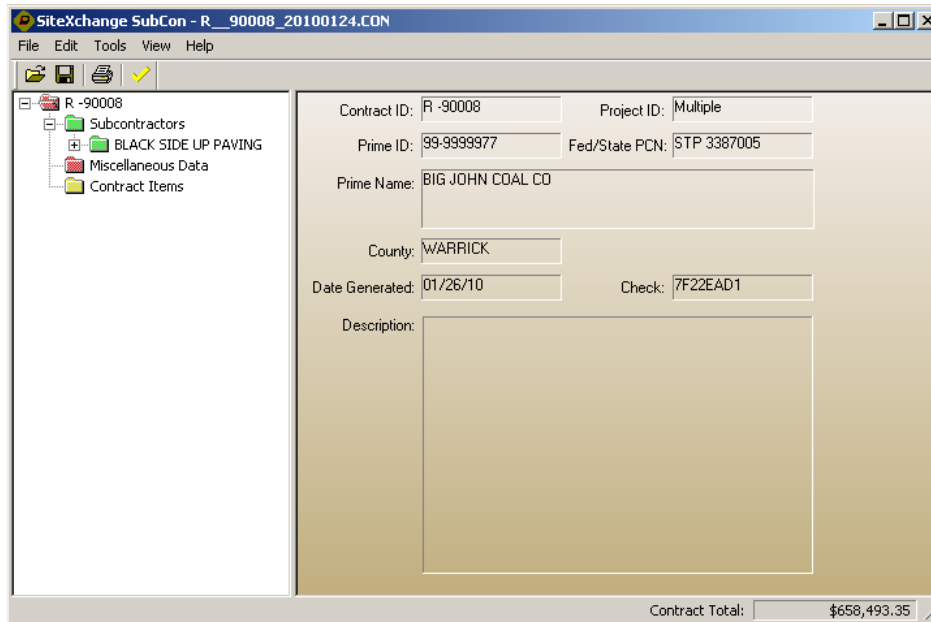


Click on the **File** located on the toolbar. Click the **Open** button.



Select the required file. “Click” the **Open** Button.

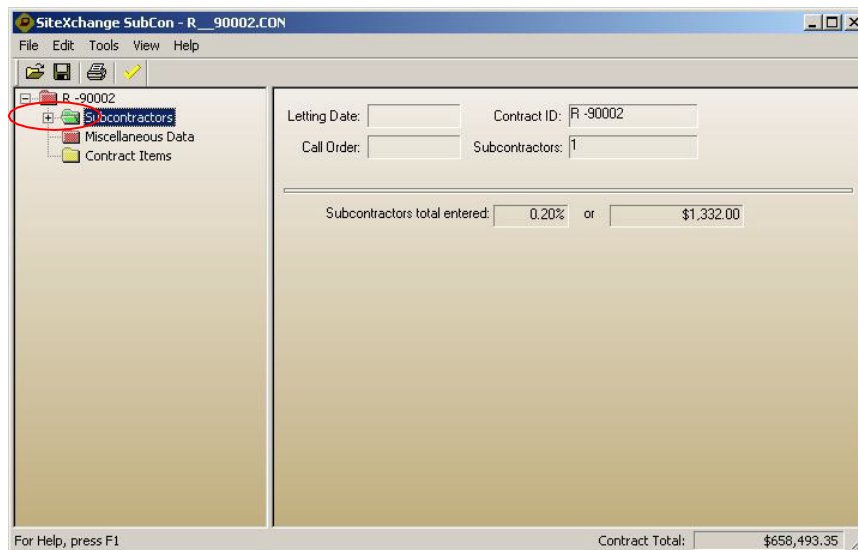
Step 4 Using the SiteXchange application, SubCon.exe



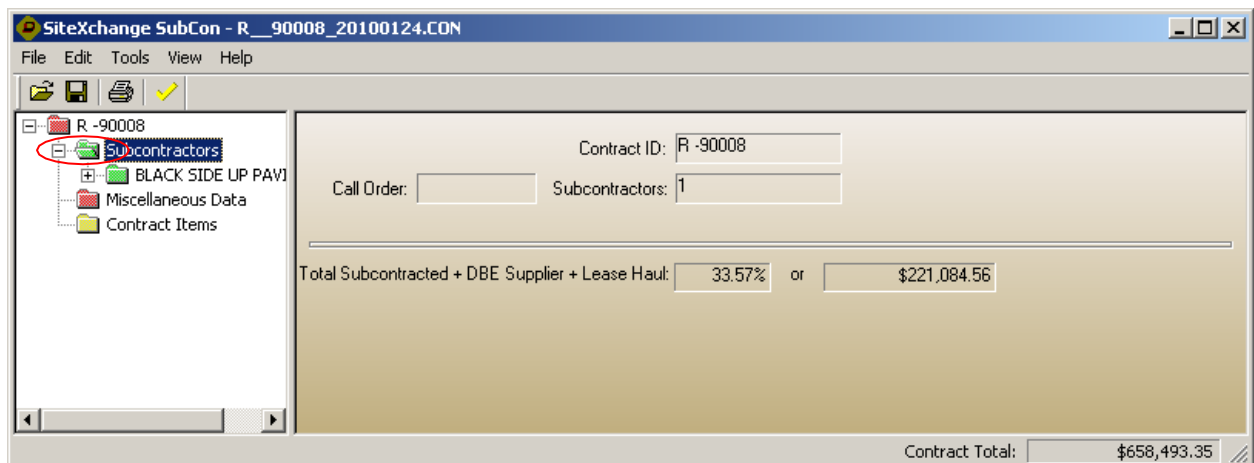
The main SiteXchange **Contract** window shows the information for the Contract file. The left pane of the window displays a tree view of the **Contract** folder, associated **Subcontractors**, **Miscellaneous Data**, and the **Contract Items** folders. The right pane contains information that is associated to the highlighted branch in left pane.

The top folder in the left pane is the **Contract** folder. In the right pane the information for the Awarded Contract may be found. This information has been exported from SiteManager. At the bottom of the window the **Contract Total** dollar amount is available. This amount will contain the original Awarded amount plus any change order or extra work agreement amounts. **Generated Date:** field contains the date that the file was exported, and then generated from SiteManager and SiteXchange processes.

SiteXchange Instructions for Prime Contractors



The **Subcontractors** folder contains the information for the total amount of work being performed by all Subcontractors. The right pane contains the percent and amount in dollars of items being performed by subcontractors.



To view and add subcontract information, “Click” on the plus sign to expand the Subcontractor tree.

SiteXchange Instructions for Prime Contractors

File Edit Tools View Help

R -42455

- Subcontractors
 - INDIANA SIGN & BARRICADE INC
 - SLUSSERS GREEN THUMB INC
 - SPECIALTIES COMPANY, LLC
 - CE HUGHES MILLING INC
 - RAM CONSTRUCTION SRVCS OF MICHIGAN INC
 - STATE BARRICADING INC
 - EVERGREEN ROADWORKS, LLC
 - HARD ROCK CONCRETE CUTTERS INC
 - C LEE CONSTRUCTION SERVICES INC
 - GRANDSON TRUCKING LLC
 - SOUTH BEND TRANSFER LTD
 - CONDON TRUCKING LLC
 - MIDWESTERN ELECTRIC LLC
 - HOMER TREE SERVICE INC
 - NS SERVICES LLC
 - BADGER DAYLIGHTING CORP
 - HERITAGE RESEARCH GROUP LLC
 - Miscellaneous Data**
 - Contract Items

By submittal of this electronic data to Indiana Department of Transportation, the Prime Contractor certifies under penalties of perjury that for each proposed Subcontractor submitted:

- (1) A written subcontract agreement has been executed between the prime
- (2) that said agreement does physically contain all pertinent provisions and requirements of the prime contract;
- (3) that a properly executed Subcontractor's Certification of Unearned Work is physically attached to said agreement;
- (4) that on Federal-aid contracts, a set of the applicable Federal Wage Stipulations, Notice of Requirement of Affirmative Action, EEO Special Provisions, Form-1273 (Federal Contract Provisions) are physically attached to, and are part of the subcontract agreement;
- (5) 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;
- (6) that a copy of the subcontract agreement is on file in the offices of the Prime Contractor and the Subcontractor; and
- (7) that the subcontract agreement is available for review by appropriate Department or FHWA personnel upon request.
- (8) For lease agreements or suppliers only, items 1-7 do not apply, rather: Purchase Order has been executed between both parties and has been emailed to District CCO in PDF format. Lease agreement has been executed between both Lessor and Lessee. Lease agreement has been emailed to District CCO and assigned Engineer in PDF format upon submittal of SiteXchange file.

Date Certified: (MM/DD/YY)

Contractor Appointed Representative Name:

Title:

Contact Phone Number: [(###) -###-####]

The **Miscellaneous Data** folder contains the statement that the prime contractor certifies that all pertinent documentation is on file at their office, and contains a contact name and phone number for the Registered User.

SiteXchange SubCon - R_90002.CON

File Edit Tools View Help

R -90002

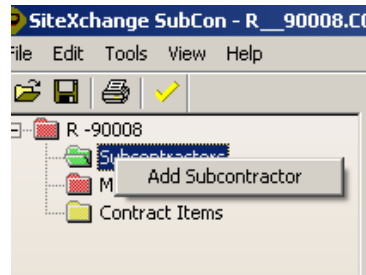
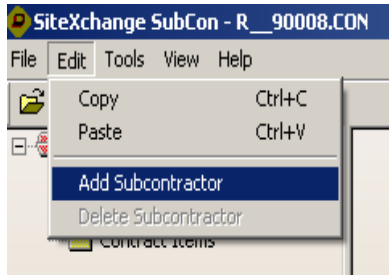
- Subcontractors
 - SLIGHTLY USED GUARDRAIL
 - Miscellaneous Data
 - Contract Items**

Line	Item	Quantity	Unit	Unit Price	Extension
Section					\$658,493.35
0001	105-06845	LUMP	LS	\$18,800.00000	\$18,800.00
	CONSTRUCTION ENGINEERING				
0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00
	FIELD OFFICE, B				
0003	106-03285	1.000	DOL	\$1.00000	\$1.00
	FAILED MATERIAL				
0004	106-03289	1.000	DOL	\$1.00000	\$1.00
	QUALITY ASSURANCE ADJUSTMENT				
0005	110-01001	LUMP	LS	\$33,000.00000	\$33,000.00
	MOBILIZATION AND DEMOBILIZATION				
0006	201-52370	LUMP	LS	\$40,000.00000	\$40,000.00
	CLEARING RIGHT OF WAY				
0007	203-02000	3,505.000	m3	\$20.00000	\$70,100.00
	EXCAVATION, COMMON				
0008	205-06932	69.000	m	\$12.45000	\$859.05
Contract Total:					\$658,493.35

The **Contract Items** folder contains all the items from the awarded contract, plus any Extra Work Agreements (EWA) Items that have been approved within SiteManager.

Step 5 Contractor adds Subcontractor, Lease, or Supplier

Adding Subcontractors, Leases, or Suppliers to the Contract



To add a subcontractor, lease, or supplier to the contract, “click” on the contract folder in the tree view, “click” the **Edit** button on the menu bar and select **Add Subcontractor**. You can also add a subcontractor by right- clicking on the Subcontractors folder and selecting **Add Subcontractor**.

*******IMPORTANT*******

- Only use the most **CURRENT** Contract file when entering the subcontract information.
- **Do Not Modify an already APPROVED Subcontractor’s file within SiteXchange.** Create a New Record to add additional items, leases, haulers or suppliers. Select **Add Subcontractor**, enter required information, and then associate the addition items.
- Contact the District Office CCO to make changes or for support to correct any erroneous information that has been submitted to INDOT using SiteXchange.

A screenshot of the SiteXchange SubCon application window titled 'SiteXchange SubCon - R_90008.CON'. The left pane shows a tree view with 'R -90008' expanded, containing 'Subcontractors', '<Unknown Subcontractor>', 'Miscellaneous Data', and 'Contract Items'. The right pane displays a form titled '< SUBCONTRACT RECORD IS INCOMPLETE >'. The form has two sections: 'CONTRACTOR INFORMATION' and 'SUBCONTRACT INFORMATION'. The 'CONTRACTOR INFORMATION' section includes fields for Name (set to '<Unknown Subcontractor>'), ID, Address 1, Address 2, City, State, and Zip.

SubCon adds a new folder to the list of subcontractors for the contract on the **left pane** and displays text boxes for adding new subcontract information in the **right pane**.

SiteXchange Instructions for Prime Contractors

Note: Work Type that a particular Subcontractor/Vendor may work on can be found in the Pre-qualified Vendor list. Web Site Doing Business with INDOT: <https://www.in.gov/indot/2740.htm> "Prequalification Work Type Codes"

The **Name** Field contains the INDOT registered Vendor List. "Click" on the drop down arrow and scroll to select the required Vendor.

ID:, Address:, City:, State:, and Zip: are pre-populated information for the Vendor and is un-editable.

Amount: the **Amount** field is either automatically populated from associating Items to the subcontractor in the Subcontractor Items window, or the "entered" dollar amount for the Hauler, Supplier or Leaser. If applicable "enter" the dollar amount for the Hauler, Supplier or Leaser in the **Amount** field.

Note: for the Subcontractor folder to turn "green" an amount must be entered for Subcontractors that are a Hauler, Supplier or Lease (a valid amount is \$0.00).

Approval Date: Un-editable Field--This field is pre-populated when a subcontract request is approved in SiteManager.

Work Type: This field contains a list of valid codes for work classifications. The choices available depend on the selected subcontractor. "Click" on the drop-down arrow and select the appropriate **Work Type**.

Sub Type: Un-editable Field--This field may contain Sub-Type codes for subcontractor classifications. This information is brought over from SiteManager.

DBE Type: Un-editable Field --This field contains may contain DBE codes for DBE classifications. This information is brought over from SiteManager.

Notes: The Notes field may be prepopulated with information submitted during the bidding process.

SiteXchange Instructions for Prime Contractors

Associating Items to the Subcontractor (*Do not add items to Lease/Haulers/Suppliers*)

To subcontract an item to a vendor, select the item from the list in the upper section of the Subcontractor Item window, and either “single-click” the check box in the **Use?** column in the upper section of the window, or the “single-click” check box labeled **Subcontract this item to this vendor** in the lower section of the window. To delete an item, select the item in the upper section of the window and clear either the **Use?** checkbox or the **Subcontract this item to this vendor** check box. (Leases, haulers, and suppliers do not get items added. Submit name and send in lease/PO)

The screenshot shows the 'SiteXchange SubCon - R_90008.CON' window. On the left, a tree view shows 'R-90008' expanded, with 'Subcontractors' and 'AFFILIATE CO.' selected. The main area is titled '< SUBCONTRACT RECORD IS INCOMPLETE >' and contains 'CONTRACTOR INFORMATION' fields: Name (AFFILIATE CO.), ID (AF-8585), Address 1, Address 2, City, State (IN), and Zip. Below these are 'SUBCONTRACT INFORMATION' fields.

“Click” on the **plus sign** in the **left pane** to expand the selected Vendor’s tree. Then “Click” on the **Subcontractor Items** branch.

The screenshot shows the 'SiteXchange SubCon - R_90008_20100124.CON' window. The left tree view shows 'Subcontractor Items' selected under 'BLACK SIDE UP PAVING'. The main area displays a table of contract line items with columns: Error?, Use?, Line, Item, Quantity, Unit, Unit Price, Extension, and Description. Below the table are checkboxes for 'Subcontract this item to this vendor' and 'Partial item', and fields for Vendor, Line #, Item #, Description, Quantity, Unit Price, and Total. The 'Contract Total' is shown as \$658,493.35.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
			==Section==				\$658,493.35	
	<input type="checkbox"/>	0001	105-06845	1.000	LS	\$18,800.00000	\$18,800.00	CONSTRUCTION ENGINEERING
	<input type="checkbox"/>	0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00	FIELD OFFICE, B
	<input type="checkbox"/>	0003	106-03285	1.000	DOL	\$1.00000	\$1.00	FAILED MATERIAL
	<input type="checkbox"/>	0004	106-03289	1.000	DOL	\$1.00000	\$1.00	QUALITY ASSURANCE ADJUST
	<input type="checkbox"/>	0005	110-01001	1.000	LS	\$33,000.00000	\$33,000.00	MOBILIZATION AND DEMOBILI
	<input type="checkbox"/>	0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
	<input type="checkbox"/>	0007	203-02000	3,505.000	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STR

The list of the Contract Line Items for this specific Contract is available in the right Pane. The top right pane contains nine columns. This information is pre-populated from the Awarded contract.

The **Error?** column will show if there is any errors associated with an item record.

SiteXchange Instructions for Prime Contractors

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05
	<input type="checkbox"/>	0009	205-06933	5.000	EACH	\$55.00000	\$275.00
	<input type="checkbox"/>	0010	205-06937	155.000	m	\$5.05000	\$782.75
	<input checked="" type="checkbox"/>	0011	207-08263	4,782.000	m2	\$6.00000	\$28,692.00
	<input type="checkbox"/>	0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.
 Line #: 0011 Item #: 207-08263
 Description: SUBGRADE TREATMENT, TYPE IA
 Quantity: 4,782.000 m2
 Unit Price: \$6.00000 Total: \$28,692.00
 Notes:

For Help, press F1 Contract Total: \$658,493.35

The **Use?** column activates the item record. Additional information associated with that item will be in the bottom right pane.

The **Item**, **Quantity**, **Unit**, **Unit Price**, **Extension**, and **Description** columns information is pre-populated from the Awarded contract.

The bottom right pane contains information that is associated to the item that is highlighted in the top right pane. Select the appropriate Item by "Clicking" the Check box in the **Use?** column. In the bottom pane the Check Box for **Subcontract this item to this vendor** is automatically checked and the Quantity, Unit Price and Notes fields are open for edits.

Partial Items: check box is a locked field. This box will automatically be flagged when an item Quantity and or Unit Price has been modified. (See page #18 for examples of Subletting Contract Work).

Vendor name is automatically filled in.

Item # information is automatically filled in.

Line # is automatically filled in.

Description is automatically filled in.

SiteXchange Instructions for Prime Contractors

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	3,505.000 * .333333	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON

For Help, press F1

Contract Total: \$658,493.35

The Quantity field is a calculable field. As an example you can multiply, divide add and subtract by entering the mathematical formula in this field. In the **Quantity** field enter the appropriate quantity amount. (See page #17 for examples of Subletting Contract Work).

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	1,168.332	m3	\$20.00000	\$23,366.64	EXCAVATION, COMMON

For Help, press F1

Contract Total: \$658,493.35

Notice the quantity is now 1,168.332 m3 and the Total is \$23,366.64.

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	3,505.000	m3	\$20.00000 / 2	\$70,100.00	EXCAVATION, COMMON

For Help, press F1

Contract Total: \$658,493.35

The Unit Price field is a calculable field. **Unit Price:** If appropriate enter the **Unit Price** in the **Unit Price** field. (See page #17 for examples of Subletting Contract Work).

Line #	Item #	Quantity	Unit	Unit Price	Total	Description
0007	203-02000	3,505.000	m3	\$10.00000	\$35,050.00	EXCAVATION, COMMON

For Help, press F1

Contract Total: \$658,493.35

Notice that the **Unit Price** is now \$10.00 and the **Total** is now \$35,050.00.

SiteXchange Instructions for Prime Contractors

The screenshot shows the SiteXchange SubCon - R_90008.CON window. On the left is a tree view with folders: R-90008, Subcontractors, AFFILIATE CO., ALL GREEN LIG, Subcontract, Miscellaneous Data, and Contract Items. The main area is a table with columns: Error?, Use?, Line, Item, Quantity, Unit, Unit Price, Extension, and Description. The table lists various items, including 'EXCAVATION, COMMON' (Line 0007) which is highlighted in blue. A 'Quantity Error' dialog box is open over the table, displaying a yellow warning icon and the message: 'Fully committed quantity; please de-select item.' with an 'OK' button. Below the table, there is a form for item details: 'Subcontract this item to this vendor' (checked), 'Vendor: ALL GREEN LIGHT CO.', 'Line #: 0007', 'Item #: 203-02000', 'Description: EXCAVATION, COMMON', 'Quantity: 0.000 m3 <fully committed quantity>', 'Unit Price: \$20.00000', and 'Total: \$0.00'. A 'Notes:' field is at the bottom.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
			==Section==				\$658,493.35	
	<input type="checkbox"/>	0001	105-06845	1.000	LS	\$18,800.00000	\$18,800.00	CONSTRUCTION ENGINEERING
	<input type="checkbox"/>	0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00	FIELD OFFICE, B
	<input type="checkbox"/>	0003	106-03285	1.000	DOL	\$1.00000	\$1.00	FAILED MATERIAL
	<input type="checkbox"/>	0004	106-03289	1.000	DOL	\$1.00000	\$1.00	QUALITY ASSURANCE ADJUSTMENT
	<input type="checkbox"/>	0005	110-01001	1.000	LS	\$33,000.00000	\$33,000.00	MOBILIZATION AND DEMOBILIZATION
	<input type="checkbox"/>	0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
X	<input checked="" type="checkbox"/>	0007	203-02000	0.000	m3	\$20.00000	\$0.00	EXCAVATION, COMMON
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STRAW BALES
	<input type="checkbox"/>	0009	205-06933	5.000	EACH	\$55.00000	\$275.00	TEMPORARY DITCH INLET PROTECTION
	<input type="checkbox"/>	0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
	<input type="checkbox"/>	0011	207-08263				\$692.00	SUBGRADE TREATMENT, TYPE IA
	<input type="checkbox"/>	0012	301-07448				\$680.00	COMPACT AGG, NO. 53, BASE
	<input type="checkbox"/>	0013	306-08034				\$861.50	MILLING, ASPHALT, 38 mm
	<input type="checkbox"/>	0014	306-08043				\$605.80	MILLING, TRANSITION
	<input type="checkbox"/>	0015	401-07334				\$883.20	QC/QA-HMA, 3, 76, SURFACE, 9.5 mm
	<input type="checkbox"/>	0016	401-07403				\$68,597.50	QC/QA-HMA, 3, 76, INTERMEDIATE, 19.0 mm

Quantity Error
Fully committed quantity; please de-select item.
OK

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: ALL GREEN LIGHT CO.

Line #: 0007 Item #: 203-02000

Description: EXCAVATION, COMMON

Quantity: 0.000 m3 <fully committed quantity>

Unit Price: \$20.00000 Total: \$0.00

Notes:

Items added to another Subcontractor may not be over committed. An error message will pop up asking you to de-select item. To add a item that has been fully committed to another subcontractor you must first adjust the quantity of Subcontractor A prior to adding the item to Subcontractor B.

Rules that will produce error messages are as follows:

- The total quantity entered for a subcontracted item may not exceed the item Bid Quantity plus approved Change Order quantity for the item.
- The Unit Price may not exceed the bid unit price or approved Change Order price for the item.

SiteXchange Instructions for Prime Contractors

The screenshot shows the SiteXchange SubCon interface for contract R_90008.CON. On the left is a tree view with folders for Subcontractors (AFFILIATE CO., ALL GREEN LIGHT, Subcontractor), Miscellaneous Data, and Contract Items. The main table lists items with columns: Error?, Use?, Line, Item, Quantity, Unit, Unit Price, Extension, and Description. Item 0011 is selected, showing a quantity of 2,400.000 m2 and a unit price of \$6.00000, with an extension of \$14,400.00. Below the table, a form for item 0011 is displayed, including fields for Vendor (ALL GREEN LIGHT CO.), Line # (0011), Item # (207-08263), Description (SUBGRADE TREATMENT, TYPE IA), Quantity (2,400.000 m2), Unit Price (\$6.00000), and Total (\$14,400.00). A checkbox for 'Subcontract this item to this vendor' is checked, and a 'Partial item' checkbox is unchecked.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
		0001	105-06845	1.000	LS	\$18,800.00000	\$18,800.00	CONSTRUCTION ENGINEERING
		0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00	FIELD OFFICE, B
		0003	106-03285	1.000	DOL	\$1.00000	\$1.00	FAILED MATERIAL
		0004	106-03289	1.000	DOL	\$1.00000	\$1.00	QUALITY ASSURANCE ADJUSTMENT
		0005	110-01001	1.000	LS	\$33,000.00000	\$33,000.00	MOBILIZATION AND DEMOBILIZATION
		0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
		0007	203-02000	0.000	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON
		0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STRAW BALES
		0009	205-06933	5.000	EACH	\$55.00000	\$275.00	TEMPORARY DITCH INLET PROTECTION
		0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
	<input checked="" type="checkbox"/>	0011	207-08263	2,400.000	m2	\$6.00000	\$14,400.00	SUBGRADE TREATMENT, TYPE IA
		0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00	COMPACT AGG, NO. 53, BASE

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: ALL GREEN LIGHT CO.

Line #: 0011 Item #: 207-08263

Description: SUBGRADE TREATMENT, TYPE IA

Quantity: 2,400.000 m2

Unit Price: \$6.00000 Total: \$14,400.00

Notes:

To add the remainder of an Item to a different subcontractor, select the applicable Item.

The screenshot shows the updated list of items in the SiteXchange SubCon interface. The table now includes item 0011, which has been added to the list. The quantity for item 0010 has been adjusted from 155.000 to 5,241.000 m2. The total extension for item 0011 is \$28,692.00.

Line	Item	Quantity	Unit	Unit Price	Extension
0010	205-06937 TEMPORARY SILT FENCE	155.000	m	\$5.05000	\$782.75
0011	207-08263 SUBGRADE TREATMENT, TYPE IA	4,782.000	m2	\$6.00000	\$28,692.00
0012	301-07448 COMPACT AGG, NO. 53, BASE	156.000	Mg	\$30.00000	\$4,680.00
0013	306-08034	5,241.000	m2	\$1.50000	\$7,861.50

Notice that the remaining Quantity has been adjusted from the original contract quantity.

The Notes field that is used when describing a subcontractor's partial items can at times prevent the transfer of data from SiteXchange to SiteManager or AWP. The transfer process is sensitive to the length of description, certain characters such as single or double quotes, editor used, etc. Historically, an explanation was required to be entered if the proposed subcontractor will be performing less than 100% of all the work and/or all the quantity for an item. The software requires something to be entered into that field in those cases as well. The data file that is compiled nightly to upload to SiteManager or AWP will stop the process at the point it perceives extended or mis-formatted data (characters). It may take considerable time to change the SiteXchange software functionality. In the interim please use the following instruction. When a subcontractor is performing less than 100% of all the work and/or all the quantity for an item please fill in the Notes field only with one word: **partial**. No more, no less, and no punctuation.

SiteXchange Instructions for Prime Contractors

Subletting Contract Work

The screenshot displays the SiteXchange software interface. On the left, a tree view shows the project structure: R - 90008, Subcontractors, AFFILIATE CO., Subcontractor Items, Miscellaneous Data, and Contract Items. The main area shows a table of contract items with columns: Error?, Use?, Line, Item, Quantity, Unit, Unit Price, Extension, and Description. The table lists eight items, including CONSTRUCTION ENGINEERING, FIELD OFFICE, B, FAILED MATERIAL, QUALITY ASSURANCE ADJUSTMENT, MOBILIZATION AND DEMOBILIZATION, CLEARING RIGHT OF WAY, EXCAVATION, COMMON, and TEMPORARY CHECK DAM, STRAW BALE. Below the table, there is a subletting form with fields for Vendor (AFFILIATE CO.), Line #, Item #, Description, Quantity, Unit Price, Total, and Notes. The form also includes checkboxes for 'Subcontract this item to this vendor' and 'Partial item'.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
			==Section==				\$658,493.35	
	<input type="checkbox"/>	0001	105-06845	1.000	LS	\$18,800.00000	\$18,800.00	CONSTRUCTION ENGINEERING
	<input type="checkbox"/>	0002	105-07039	6.000	MOS	\$1,200.00000	\$7,200.00	FIELD OFFICE, B
	<input type="checkbox"/>	0003	106-03285	1.000	DOL	\$1.00000	\$1.00	FAILED MATERIAL
	<input type="checkbox"/>	0004	106-03289	1.000	DOL	\$1.00000	\$1.00	QUALITY ASSURANCE ADJUSTMENT
	<input type="checkbox"/>	0005	110-01001	1.000	LS	\$33,000.00000	\$33,000.00	MOBILIZATION AND DEMOBILIZATION
	<input type="checkbox"/>	0006	201-52370	1.000	LS	\$40,000.00000	\$40,000.00	CLEARING RIGHT OF WAY
	<input type="checkbox"/>	0007	203-02000	3,505.000	m3	\$20.00000	\$70,100.00	EXCAVATION, COMMON
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STRAW BALE

☐ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: Item #:

Description:

Quantity: Unit Price: Total:

Notes:

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.

Note: only the **Quantity** or the **Unit Price** field will be modified for these four examples.

SiteXchange Instructions for Prime Contractors

1. The subcontractor may perform all of the work associated with the entire contract pay item quantity.

This is the simplest type of sublet to enter into SubCon. 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. The Department is looking only at the item in light of the contract bid price and quantity to determine the percentage of work subcontracted.

The screenshot displays the SiteXchange software interface. At the top, a list of items is shown with columns for item number, code, quantity, unit, price, and description. Item 0086, 'SNOWPLOWABLE RAISED PAVEMENT MARKER', is selected. Below the list, a detailed view for item 0086 is shown, including fields for Vendor (AFFILIATE CO.), Line # (0086), Item # (808-75998), Description (SNOWPLOWABLE RAISED PAVEMENT MARKER), Quantity (58.000), Unit (EACH), Unit Price (\$35.00000), and Total (\$2,030.00). A 'Notes' field is also present. The bottom status bar shows 'Contract Total: \$658,493.35'.

Item #	Code	Quantity	Unit	Price	Description
0080	808-75245	851.000	m	\$0.88000	LINE, THERMOPLASTIC, SOLID, YELLOW, 100m
0081	808-75278	81.000	m	\$5.50000	TRANSVERSE MARKINGS, THERMOPLASTIC, S
0082	808-75297	46.000	m	\$11.00000	TRANSVERSE MARKINGS, THERMOPLASTIC, S
0083	808-75320	7.000	EACH	\$80.00000	PAVEMENT MESSAGE MRKNG, THERMO, LANE
0084	808-75325	7.000	EACH	\$110.00000	PAVEMENT MESSAGE MRKNG, THERMO, WORK
0085	808-75996	45.000	EACH	\$20.00000	SNOWPLOWABLE RAISED PAVEMENT MARKER
0086	808-75998	58.000	EACH	\$35.00000	SNOWPLOWABLE RAISED PAVEMENT MARKER
0087	808-92027	554.000	m	\$3.50000	LINE, THERMOPLASTIC, SOLID, YELLOW, 200m

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0086 Item #: 808-75998

Description: SNOWPLOWABLE RAISED PAVEMENT MARKER

Quantity: 58.000 EACH

Unit Price: \$35.00000 Total: \$2,030.00

Notes:

For Help, press F1 Contract Total: \$658,493.35

Example 1

Contractor A sublets all work associated with the entire contract quantity of pay item number 0086, SNOWPLOWABLE RAISED PAVEMENT MARKERS to Subcontractor B. The item code is 808-75998, the contract quantity is 58.000 EACH and the contract unit price is \$35.0000 per EACH. “Click” in the Check Box in the **Use?** column next to the appropriate Item. “Click” the **Save** icon.

SiteXchange Instructions for Prime Contractors

2. The subcontractor may perform all of the work associated with only a portion of the contract pay item 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 record 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 Scenario 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.

<input type="checkbox"/>	0045	720-45070	1.000 EACH	\$3,000.00000	\$3,000.00	INLET, P12A 10:1
<input type="checkbox"/>	0046	801-04308	2.000 EACH	\$450.00000	\$900.00	ROAD CLOSURE SIGN ASSEMBLY
<input checked="" type="checkbox"/>	0047	801-06207	4,096.000 m	\$2.50000	\$10,240.00	TEMPORARY PAVEMENT MARKING, REMOVABLE
<input type="checkbox"/>	0048	801-06625	23.000 EACH	\$85.00000	\$1,955.00	DETOUR ROUTE MARKER ASSEMBLY

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0047 Item #: 801-06207

Description: TEMPORARY PAVEMENT MARKING, REMOVABLE.

Quantity: 4,096.000 m

Unit Price: \$2.50000 Total: \$10,240.00

Notes:

Contract Total: \$658,493.35

Example 2

Contract item number 0047 TEMPORARY PAVEMENT MARKING, REMOVABLE, Item Code 801-06207 has a total quantity of 4096.000m, with a contract unit price of \$2.50 per meter. The quantity is split between two different Contractors. Contractor A sublets part of the quantity to Subcontractor B. The remaining portion will be completed by Contractor A.

"Click" in the Check Box in the **Use?**, column next to the appropriate Item. A check will appear.

SiteXchange Instructions for Prime Contractors

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0043	720-44015	2.000	EACH	\$800.00000	\$1,600.00	CASTING, 2, FURNISH AND AC
	<input type="checkbox"/>	0044	720-45030	1.000	EACH	\$2,500.00000	\$2,500.00	INLET, E7
	<input type="checkbox"/>	0045	720-45070	1.000	EACH	\$3,000.00000	\$3,000.00	INLET, P12A 10:1
	<input type="checkbox"/>	0046	801-04308	2.000	EACH	\$450.00000	\$900.00	ROAD CLOSURE SIGN ASSEMI
	<input checked="" type="checkbox"/>	0047	801-06207	2,024.000	m	\$2.50000	\$5,060.00	TEMPORARY PAVEMENT MAR

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.
 Line #: 0047 Item #: 801-06207
 Description: TEMPORARY PAVEMENT MARKING, REMOVABLE.
 Quantity: 2,024.000 m
 Unit Price: \$2.50000 Total: \$5,060.00
 Notes: Sub performing only X work; remainder to be self performed.

Contract Total: \$658,493.35

In the bottom pane the **Check Box** for **Subcontract this item to this vendor** is automatically checked and the other fields are open for edits.

In the bottom pane “Click” in the **Quantity** field. Enter the portion of work that the Subcontractor will perform, in this example 2024.00 m.

In this example the Prime will complete the rest of the Item. In the **Note** field, enter “Sub performing only 2024.0 m of work; remainder to be self performed”.

“Click” the **Save** icon.

Note: the work preformed is still 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.

SiteXchange Instructions for Prime Contractors

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

Example 3 involves a subcontract to perform only a portion of the work for the total bid item quantity. In this example, 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 by the prime or subcontracted or a combination of both.

Example 3

Contract item number 0047 is for Signal Support Foundation, 915mmX3.7m. The contract quantity of 4 at a contract unit price of \$1600 Each. Contractor A is subletting only the excavation of the signal support foundation, the cost of which is included in the unit price of item 0047. Subcontractor B agrees to excavate for the foundations for a total subcontract price of \$1500.00.

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0055	802-07059	13.000	EACH	\$30.00000	\$390.00	SIGN, SHEET, AND SUPPORTS
	<input type="checkbox"/>	0056	802-76025	19.000	m2	\$162.00000	\$3,078.00	SIGN, SHEET, ENCAPSULATED
	<input type="checkbox"/>	0057	802-76055	3.000	m	\$36.00000	\$108.00	SIGN POST, A
	<input checked="" type="checkbox"/>	0058	805-01815	4.000	EACH	\$1,600.00000	\$6,400.00	SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m
	<input type="checkbox"/>	0059	805-01842	7.000	EACH	\$660.00000	\$4,620.00	HANDHOLE, SIGNAL

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0058 Item #: 805-01815

Description: SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m

Quantity: 4.000 Unit: EACH

Unit Price: \$1,600.00000 Total: \$6,400.00

Notes:

For Help, press F1 Contract Total: \$658,493.35

“Click” in the Check Box in the **Use?** column next to the appropriate Item. A check will appear. In the bottom pane the Check Box for Subcontract this item to this vendor is automatically checked and the other fields are open for edits.

Determine the percentage of work by dividing the subcontract price of the item \$1500.00 by the **Total** amount of \$6400.00: $1500.00 / 6400.00 = 0.234375$. (Note: use as many places to the right of the decimal point as possible.)

SiteXchange Instructions for Prime Contractors

<input type="checkbox"/>	0057	802-76055	3.000	m	\$36.00000	\$108.00	SIGN POST, A
<input checked="" type="checkbox"/>	0058	805-01815	4.000	EACH	\$1,600.00000	\$6,400.00	SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m
<input type="checkbox"/>	0059	805-01842	7.000	EACH	\$660.00000	\$4,620.00	HANDHOLE, SIGNAL
<input type="checkbox"/>	0060	805-02087	1.000	LS	\$400.00000	\$400.00	TRANSPORTATION OF SALV. SIGNAL EQUIPMENT

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0058 Item #: 805-01815

Description: SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m

Quantity: 4.000 EACH

Unit Price: \$1,600.00 * 0.234375 Total: \$6,400.00

Notes:

For Help, press F1 Contract Total: \$658,493.35

To calculate the **Total**

Click behind the \$1600.00000 within the **Unit Price** field. Enter * 0.234375. Tab out of Unit Price field.

SiteXchange SubCon - R_900081.CON

File Edit Tools View Help

R-90008

- Subcontractors
 - AFFILIATE CO.
 - Subcontractor Items
 - ALL GREEN LIGHT CO.
 - Miscellaneous Data
 - Contract Items

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0055	802-07059	13.000	EACH	\$30.00000	\$390.00	SIGN, SHEET, AND SUPPORT
	<input type="checkbox"/>	0056	802-76025	19.000	m2	\$162.00000	\$3,078.00	SIGN, SHEET, ENCAPSULATE
	<input type="checkbox"/>	0057	802-76055	3.000	m	\$36.00000	\$108.00	SIGN POST, A
	<input checked="" type="checkbox"/>	0058	805-01815	4.000	EACH	\$375.00000	\$1,500.00	SIGNAL SUPPORT FOUNDATION
	<input type="checkbox"/>	0059	805-01842	7.000	EACH	\$660.00000	\$4,620.00	HANDHOLE, SIGNAL

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: AFFILIATE CO.

Line #: 0058 Item #: 805-01815

Description: SIGNAL SUPPORT FOUNDATION, 915mm X 3.7 m

Quantity: 4.000 EACH

Unit Price: \$375.00000 Total: \$1,500.00

Notes: Remainder of work still to be assigned.

For Help, press F1 Contract Total: \$658,493.35

Notice that the Unit Price is now \$375.00 and the Total is now \$1500.00.

In this example the Prime has not assigned the remainder of work for the item. In the **Note** field, enter "Remainder of work still to be assigned."

SiteXchange Instructions for Prime Contractors

4. A Subcontractor Performs a Portion of the Work for a Portion of the Contract Quantity

<input checked="" type="checkbox"/>	0011	207-08263	4,782.000	m2	\$6.00000	\$28,692.00	SUBGRADE TREATMENT, TYPE IA
<input type="checkbox"/>	0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00	COMPACT AGG. NO. 53, BASE

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.
 Line #: 0011 Item #: 207-08263
 Description: SUBGRADE TREATMENT, TYPE IA
 Quantity: 4,782.000 m2
 Unit Price: \$6.00000 Total: \$28,692.00

Example 4

Contract Item # 00011 Subgrade Treatment, Type IA has a total quantity of 4,782 m2 with a Unit Price of \$6.00. Contractor A, plans to subcontract all the work for 2400 m2 of the Subgrade Treatment IA to Subcontractor C. The remainder of the item quantity, 2382 m2, will be done using chemical 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 \$5.35 per sys.

“Click” in the Check box in the **Use?** column next to the appropriate Item. A check will appear.

In the bottom pane the Check box for Subcontract this item to this vendor is automatically checked and the other fields are open for edits.

SiteXchange SubCon - R_900081.CON

File Edit Tools View Help

☐ ☐ ☐ ☒

R -90008
 Subcontractors
 AFFILIATE CO.
 Subcontractor Items
 ALL GREEN LIGHT CO.
 Subcontractor Items
 BUMB REMOVERS INC.
 Miscellaneous Data
 Contract Items

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
	<input type="checkbox"/>	0008	205-06932	69.000	m	\$12.45000	\$859.05	TEMPORARY CHECK DAM, STL
	<input type="checkbox"/>	0009	205-06933	5.000	EACH	\$55.00000	\$275.00	TEMPORARY DITCH INLET PR
	<input type="checkbox"/>	0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
	<input checked="" type="checkbox"/>	0011	207-08263	2,382.000	m2	\$5.35000	\$12,743.70	SUBGRADE TREATMENT, TYP
	<input type="checkbox"/>	0012	301-07448	156.000	Mg	\$30.00000	\$4,680.00	COMPACT AGG. NO. 53, BASE

☒ Subcontract this item to this vendor
 ☐ Partial item

Vendor: AFFILIATE CO.
 Line #: 0011 Item #: 207-08263
 Description: SUBGRADE TREATMENT, TYPE IA
 Quantity: 2,382.000 m2
 Unit Price: \$5.35000 Total: \$12,743.70
 Notes: Remainder of Item to be performed by Bump Removers Inc.

For Help, press F1 Contract Total: \$658,493.35

“Enter” the sublet quantity of 2382 in the **Quantity** field. “Enter” the sublet price of 5.35 into the **Unit Price** field. Notice that the **Total** field has the adjusted **Total** amount.

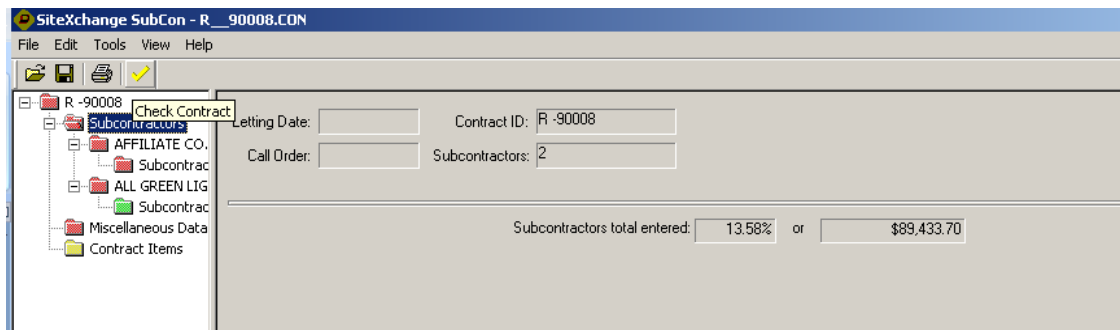
In this example the Prime has not assigned the remainder of work for the item. In the **Note** field, “enter” “Remainder of work to be performed by Contractor ‘C’.”

SiteXchange Instructions for Prime Contractors

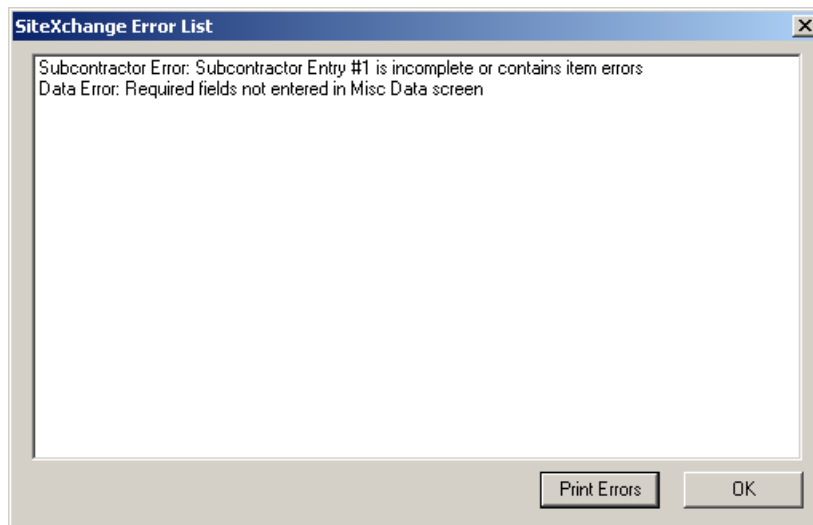
Step 6 Performing Checks

SiteXchange SubCon will check the contract and all associated subcontracts to ensure that all required data is entered in SiteXchange SubCon. If no errors are found during the check contract process, then SiteXchange SubCon displays the Contract Check message box, which indicates that the Contract Is Complete.

The folders in the tree view are color coded: a green folder indicates that it contains valid, error-free information; a yellow folder indicates that it contains information with warnings; and a red folder contains information with errors.



The Check Contract process may be initiated by either clicking the Check Contract button on the tool bar or by selecting Check Contract from the Tools Menu. “Click” on the yellow check mark located on the tool bar.



The SiteXchange Error List appears with error messages that pertain to this

SiteXchange Instructions for Prime Contractors

Possible Errors are as follows:

Subcontractors Information window:

Subcontractor Error: **Work Type** not selected: Please enter a **Work Type**.

Subcontractor Error: Dollar **Amount** not found

Subcontractor Warning: "Vendor Name Here" not chosen from list.

Subcontractor Item window:

Entered Quantity, ###.### must not be greater than current available quantity, ###.###; value reset

Error?	Use?	Line	Item	Quantity	Unit	Unit Price	Extension	Description
		0010	205-06937	155.000	m	\$5.05000	\$782.75	TEMPORARY SILT FENCE
		0011	207-08263	2,400.000	m2	\$6.00000	\$14,400.00	SUBGRADE TREATMENT, TYPE IA

☒ Subcontract this item to this

Vendor: ALL GREEN LIGHT CO.
Line #: 0011
Description: SUBGRADE TREATMENT, TYPE IA
Quantity: 2400.000
Unit Price: \$6.00000
Total: \$14,400.00

Quantity Error
Entered Quantity, 250000.000, must not be greater than current available quantity, 2400.000; value reset.

OK

"Click" OK

☒ Subcontract this item to this vendor ☐ Partial item

Vendor: ALL GREEN LIGHT CO.
Line #: 0011
Item #: 207-08263
Description: SUBGRADE TREATMENT, TYPE IA
Quantity: 2400.000 m2
Unit Price: \$6.00000
Total: \$14,400.00

Notes:

The System automatically resets the Quantity to the amount that is available.

Miscellaneous Data window

Data Error: Required fields not entered in Misc Data screen

SiteXchange Instructions for Prime Contractors

Step 7 Miscellaneous Data

The Miscellaneous Data Window contains information that Prime Contractor agrees to on submitting the Contract file to INDOT.

File Edit Tools View Help

R-42455

- Subcontractors
 - INDIANA SIGN & BARRICADE INC
 - SLUSSERS GREEN THUMB INC
 - SPECIALTIES COMPANY, LLC
 - CE HUGHES MILLING INC
 - RAM CONSTRUCTION SRVCS OF MICHIGAN INC
 - STATE BARRICADING INC
 - EVERGREEN ROADWORKS, LLC
 - HARD ROCK CONCRETE CUTTERS INC
 - C LEE CONSTRUCTION SERVICES INC
 - GRANDSON TRUCKING LLC
 - SOUTH BEND TRANSFER LTD
 - CONDON TRUCKING LLC
 - MIDWESTERN ELECTRIC LLC
 - HOMER TREE SERVICE INC
 - NS SERVICES LLC
 - BADGER DAYLIGHTING CORP
 - HERITAGE RESEARCH GROUP LLC
- Miscellaneous Data
- Contract Items

By submittal of this electronic data to Indiana Department of Transportation, the Prime Contractor certifies under penalties of perjury that for each proposed Subcontractor submitted:

- (1) A written subcontract agreement has been executed between the prime
- (2) that said agreement does physically contain all pertinent provisions and requirements of the prime contract;
- (3) that a properly executed Subcontractor's Certification of Unearned Work is physically attached to said agreement;
- (4) that on Federal-aid contracts, a set of the applicable Federal Wage Stipulations, Notice of Requirement of Affirmative Action, EEO Special Provisions, Form-1273 (Federal Contract Provisions) are physically attached to, and are part of the subcontract agreement;
- (5) 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;
- (6) that a copy of the subcontract agreement is on file in the offices of the Prime Contractor and the Subcontractor; and
- (7) that the subcontract agreement is available for review by appropriate Department or FHWA personnel upon request.
- (8) For lease agreements or suppliers only, items 1-7 do not apply, rather: Purchase Order has been executed between both parties and has been emailed to District CCO in PDF format. Lease agreement has been executed between both Lessor and Lessee. Lease agreement has been emailed to District CCO and assigned Engineer in PDF format upon submittal of SiteXchange file.

Date Certified: [MM/DD/YY]

Contractor Appointed Representative Name:

Title:

Contact Phone Number: [(###)-###-####]

After reading the agreements enter the current Date in the **Date** field in the format of MM/DD/YY.

Enter the Contractor **Appointed Representative Name**: in the **Appointed Representative Name** field.

Enter the Appointed Representative Title: in the **Title** field.

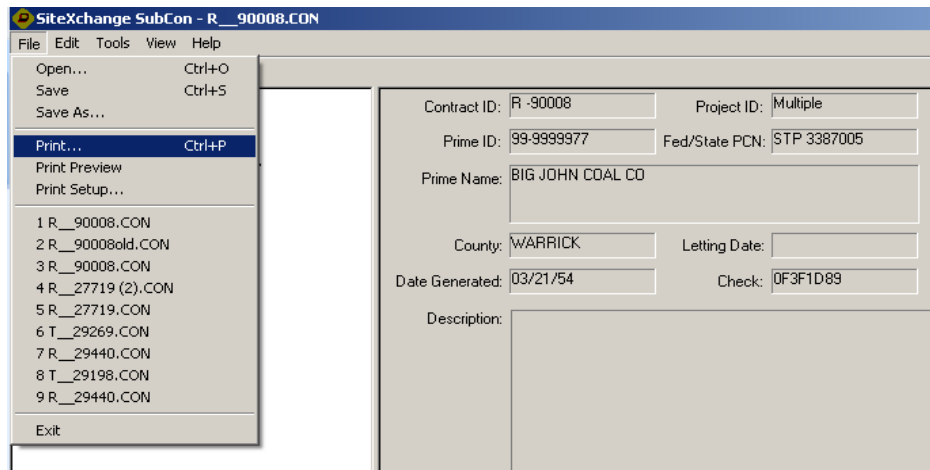
Enter the Appointed Representative Phone number in the **Contact Phone Number**: field in the format of (###)-###-####

SiteXchange Instructions for Prime Contractors

Step 8 Print the SiteXchange SubCon Report

Subcontract Request and Approval Report contains a list of all the subcontractors and items that have been subcontracted on the contract. Printing the Subcontract Request and Approval Report provides a hard copy that the Prime contractors must keep with their Contract Files.

This report is not proof of submission to INDOT nor approval of subcontractors submitted.



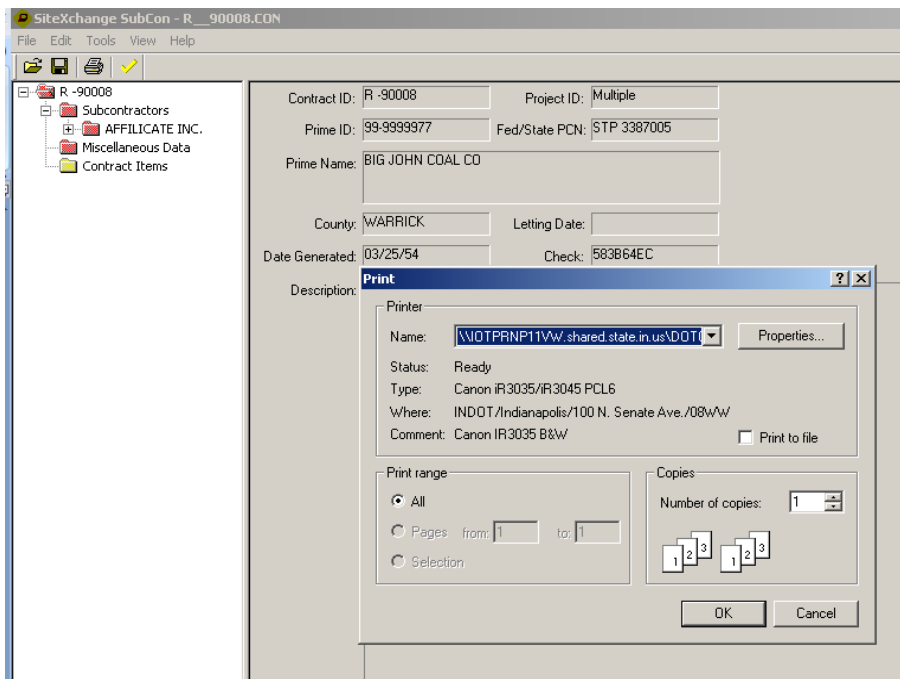
“Click” on the File button located on the toolbar, and select **Print**.



If errors exist in the contract file, the **SiteXchange Error List** window will be displayed with the errors listed before the report is printed. You may Print the Errors or “click” OK to close this window.

Note: Prior to submitting contract file to INDOT for subcontractor approval, errors must be resolved.

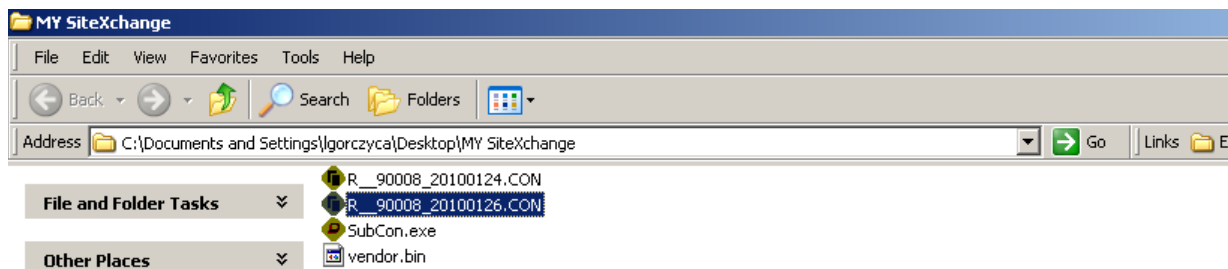
SiteXchange Instructions for Prime Contractors



Select printing parameters and click **OK**.

Step 9. Contractor Submits the contract file to INDOT

Contractor submits the Contract file to INDOT via UCM/ITAP. **Please follow the UCM/SiteXchange instructions, separate from this document, to submit the contract ".con" file to UCM via ITAP.**



The Contract file will be formatted XX_#####_YYYYMMDD.con (i.e. R_29900_20100126.CON).

Select the appropriate Contract File and "Check In" to UCM.

<https://itap.indot.in.gov/>