

DETAILED INSTRUCTIONS FOR COMPLETING REQUEST
FOR PERMISSION TO SUBLET WORK FORMS

- (1) Project number shall be exactly as it appears on your contract with the "Local Agency".
- (2) Show county or counties as shown on contract.
- (3) Show proposed subcontractor's name as it appears on General Contractor's License and Certificate of Insurance and Qualification Letter.
- (4) Give subcontractor's city and state.
- (5) Item numbers shall correspond to those in the contract (ex.: 600A-000).
- (6) Item description shall be complete; just as it appears in your contract. *
- (7) Quantity shall correspond to contract quantity.
- (8) Unit must correspond to contract unit (ex.: ton, sy, cy, etc.)
- (9) Unit price shall be the same as that included in the contract. *
- (10) Amount of each item shall correspond to the contract amount for this item. If necessary, attachment(s) may be used for additional items.

- (11) (a) Surety's name.
(b) Signature and seal of authorized agent.

- (12) (a) Prime contractor's name shall be shown exactly as it appears on your contract.
(b) Prime contractor's license number.
(c) Signature shall be legible.

- (13) (a) Subcontractor's name shall be exactly as it appears on his Qualification Letter and General Contractor's License.
(b) Subcontractor's License Number.
(c) Subcontractor's signature shall be legible.

*Partials: If partial quantity is used, an explanation shall be provided showing exactly what portion of quantity will be performed by the subcontractor. If partial unit price, such as hauling, the unit (ex.: ton, cy, sy, etc.) must agree with the contract unit. However, a unit corresponding to the subcontract agreement unit may be used in the explanation of the partial. Partial unit price, whether materials, labor, or whatever, shall be the actual unit price agreed upon with the subcontractor. If partial quantity or partial unit price, give complete description, then show (partial) followed by an explanation of what portion of this work is to be performed by the subcontractor. For expediency, asterisk(s) and footnote(s) may be used.

Note: On all federal-aid projects, the prime contractor shall be responsible for seeing that the two attached federal forms be completed (if applicable). Equal employment opportunity statement shall be completed, signed and dated by the subcontractor, indicating has/has not, as appropriate, on all federal-aid contracts. On all federally assisted subcontracts in excess of \$10,000.00, the affirmative action form shall be completed. The amount shown on the affirmative action form shall equal the amount of the subcontract. Please ensure that **all** information is supplied on these forms.

A copy of the subcontract is required for all projects. Subcontract shall include the following statement: "This subcontract includes the appropriate provisions of the contract between (_____) (prime contractor) and the "local agency", dated _____(date signed by the local agency)."