



CONSTRUCTION
 MARICOPA COUNTY
 DEPARTMENT OF TRANSPORTATION
 PERMITTING CONSTRUCTION & INSPECTIONS DIVISION

SUBCONTRACTOR APPROVAL CHECKLIST

PROJECT NO:		ADOT NO:		DATE:	
PROJECT NAME:					
PRIME:		SUB:			

	Task Description: _____
(x)	
1	ROC License – Verify on ROC Web Site - (www.azroc.gov) Current: Yes/No, Exp. Date: _____ ROC License – print out – put with this packet ROC License Company Name matches name on SRF / Subcontract
2	SAM Website – Confirm registered. Required for projects awarded after 10-2014. (www.sam.gov , tab for search, search records – enter company name - **sometimes, absolutely nothing shows, that's ok, if record shows, print out)
3	DBE AND AZ UTRACS No - Web Site (https://utracs.azdot.gov)
4	VERIFY: a) "Search DBE Directory" b) Type in Firm Name c) if SRF states Sub is DBE - click/mark the "DBE" box, c) "Search" d) name appears at bottom, click on "Profile", e) Print the page(s)
5	AZ UTRACS NO. CONFIRMATION (verify no. on print out to SRF) 5-digit no: _____
6	Is this a QA Subcontractor (look at bid items): If yes: Verify ADOT approved List (http://www.azdot.gov/docs/default-source/materials-group/directory-of-approved-materials-testing-laboratories.pdf?sfvrsn=4)
7	Review - Verify SRF Documentation for Accuracy <i>EXCLUSIONS are an important component to review.</i>
	Project Name
	Project Number (MCDOT, Fed, ADOT #s)
	Prime Contractor Info: name/address/telephone
	Subcontractor Info: name/address/tele/contact name: _____ email _____ Check w/DBE Profile _____
	Subcontract Dollar Amount \$ _____ Date Subcontract Executed: _____
	Bid Items List – Match Bid Schedule (Bid Item No & Bid Description matches bid word for word)
8	DBE Box Marked: NO _____ (#9 items below not required) YES _____ (complete #9 below)
9	DBE: Bid Items on Form must have dollar amounts included DBE: Hard Copy & Electronic Subcontract received DBE: DBE Assurances in Subcontract
10	EEO Clause included (attached if subcontract at \$10,000 +)
11	Owner/Operator Truck Driver: NO _____ (#10 items below not required) YES _____ (complete #10 below)
12	Project Wage Determination is correct? YES _____ NO _____
13	Owner/Operator Truck Driver Driver's License copy attached Owner/Operator Truck Driver Truck Registration attached
14	Owner/Operator Truck Driver MCDOT Form with equip info attached
15	Signatures: Prime Contractor / Subcontractor / Lower Tier (If applicable)
	Rejected:
	Add to SRF Log – document Rejected/Pending (Provides current status)
	Email Prime Contractor and Project Team status
NOTE:	If rejected, resubmitted, when approved, use the same form, mark up, make notes on it – this is a worksheet
	Approved: SEND SRF NOTICE TO MCDOT – Include this statement in the email: “ CEI request final approval and signature for the attached approved SRF from (name of sub firm).“
	Add to SRF Log
	Email Prime Contractor & Project Team - Attach pdf copy of SRF Log.
16. For File Record & Documentation:	Print out SRF Log for File, action: SRF Log placed in file – Remove and Replace
a.	Print out email of Reject/Approve status – save in file: Subcontractors Approved Notification
b.	Hard Copy/Electronic signed & executed Subcontract: confirm the following are included within the subcontract
	Verify: ___ SRF-Contract Match (Dollars, Name, Bid Items) ___ Signatures ___ Dated correctly
	These Fed Docs must be included:
c.	___ FHWA1273 ___ Cargo Pref Act ___ DB Wage Dec ___ Prompt Pay Provision ___ Title VI Assur ___ Title VI App A ___ Title VI App E ___ Records Retention Requirements ___ Immigration-Natl Act ___ EEO Compliance Report 10-20-15 ___ Ex Ord11246 7-1-78 ___ EEO Clause ___ EEO Not of Affirm Action 4-15-81
d.	Scan / File: SRF / Checklist / Subcontract (including EEO, DBE, Truck Owner/Op Docs as applicable)

REVIEWED DATE: _____ APPROVED DATE: _____
 REVIEWED BY: (print name and sign) _____ SIGNATURE OF REVIEWER: _____