

Sublet Permit Application (CDOT Form 205) Instructions

The Form 205 is an Excel spreadsheet with the calculations hard coded in the spreadsheet. After opening the document, be sure to click on the **“Enable editing”** and **“Enable Content”** box on the top of the spreadsheet. Due to different versions of Microsoft Excel, make sure to download and save the file to your computer and re-open it.

There are three Form 205 templates included in the excel document. They include a template for:

- 1) The first subcontractor;
- 2) All other subcontractors; and
- 3) All lower tier subcontractors.

Each tab may be named in any convention that you, the Contractor, chooses. To rename a tab, double click to highlight the tab with a black highlight. Type the name/label and hit enter.

I. Adding Subcontractor Sheets

Prior to completing the first Form 205, add the number of subcontractor sheets you anticipate for your project.

1. Go to the last Subcontract Sheet tab called “subcontract(5)”

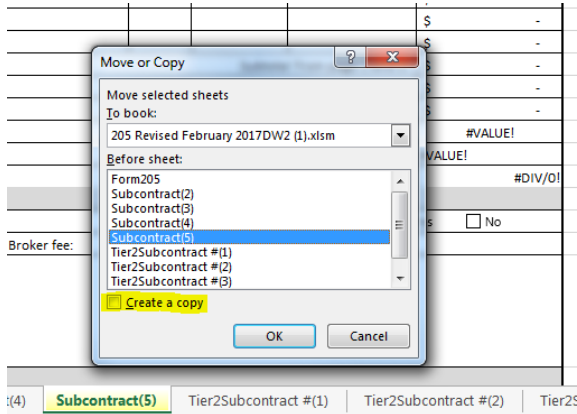
| | | | |
|--|-------------|-----------------------|--|
| Total amount of this sublet: | | \$ | - |
| Previous amount sublet under the Contract: | | #VALUE! | |
| Total amount of contract sublet: | | #VALUE! | |
| Percent of contract sublet: | | #DIV/0! | |
| <input type="checkbox"/> ESB | | Substitute DBE (Y/N): | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Manufacturer <input type="checkbox"/> Dealer <input type="checkbox"/> Broker | Broker fee: | If Y, to what DBE: | |

test to the following:

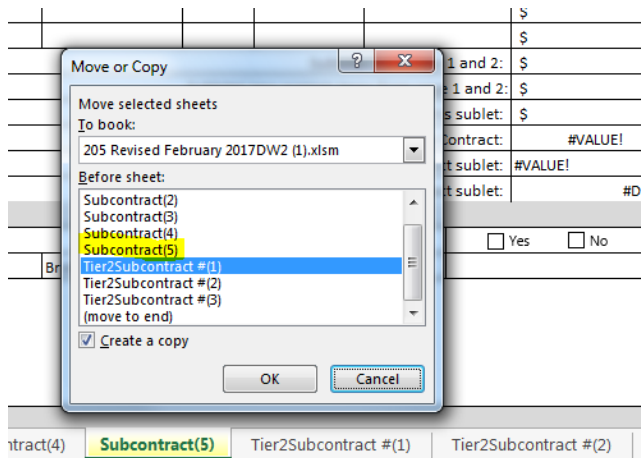
| | | | | | |
|----------------|----------------|----------------|-----------------------|-----------------------|------|
| Subcontract(3) | Subcontract(4) | Subcontract(5) | Tier2Subcontract #(1) | Tier2Subcontract #(2) | Tier |
|----------------|----------------|----------------|-----------------------|-----------------------|------|

2. Right click on the tab and select “Move or Copy “. A dialog box will pop up and you will want to click the “Create a copy” box.

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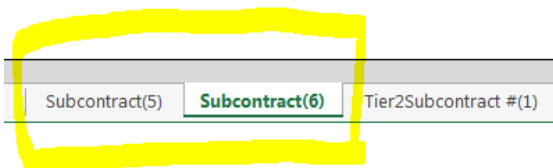


3. Move down the list to the very last subcontract (5) and go one more past the subcontract(5) to create the new sheet.



4. Click OK and the new sheet should appear to your last sheet. If you right click on tab you can rename the sheet if you would like.

| | | |
|-----------------------------|------------------------------|--|
| Percent of contract sublet: | | |
| Substitute DBE (Y/N): | <input type="checkbox"/> Yes | |
| Broker fee: | If Y, to what DBE: | |



II. Completing the Form

Header Information

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The header requests Contractor and project information.

| | | |
|---------------------------------------|---------|------------------------|
| COLORADO DEPARTMENT OF TRANSPORTATION | | Prime Contractor Name: |
| SUBLET PERMIT APPLICATION | | Contact Name: |
| Total Original Contract Amount: | | Contact Phone #: |
| Total % Sublet (in hundredths): | #DIV/0! | Contact Email: |

- The Project Code is the CDOT subaccount number (ex: C12345).
- The federal number is the hyphenated alpha numeric code provided in the announcement (ex: NHPP-0001-003)
- In Total Original Contract Amount enter the original bid amount. Do not include force account (F/A) items.
- The Total Percent Sublet (in hundredths) will automatically calculate when the work item detail lines are completed.

Subcontractor Information

| Subcontract Information | | | | | |
|-------------------------|--|--|--|---------|--|
| Subcontractor Name: | | Subcontract #: | | Tier #: | |
| Subcontractor Address: | | If tier, to what subcontractor: | | | |
| Contact: | | Substitute 205 (Y/N)? If Y, then for what subcontract: | | | |
| Email: | | Phone: | | | |

- Enter the Subcontractor Name and full Subcontractor Address.
- Provide the Subcontractor contact who will receive prompt payment notices from CDOT.
- Complete the Substitute 205 section if you are replacing a previously approved Sublet Permit Application.
- Ensure that you are using the Tier 2 form for any sub that is not a Tier 1 sub. See Section III for more information

Work Item Section

This section details the work items that are being subcontracted. Use page 2 if additional rows are needed.

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| | | |
|---|----|---------|
| Subtotal from page 1 and 2: | \$ | - |
| Subtotal less exempt items from page 1 and 2: | \$ | - |
| Total amount of this sublet: | \$ | - |
| Previous amount sublet under the Contract: | \$ | - |
| Total amount of contract sublet: | \$ | - |
| Percent of contract sublet: | | #DIV/0! |

DBE/ESB Participation Verification

Complete this section when subletting to a DBE or ESB for credit towards a goal or incentive:

- Indicate whether you are seeking credit for the firm as a DBE, ESB or both. DBE firms are listed on the DBE directory at www.coloradodbe.org. ESB firms are listed on the ESB directory at www.coloradoesb.org.
- If the DBE or ESB is a supplier check the appropriate box indicating how you believe they are performing on the project: as a manufacture, dealer, or broker. If they are a broker indicate what the percentage is for the broker fee. For all suppliers, include a copy of the DBE or ESB quote with the Form 205.
- In the space provided refer to the DBE directory and provide the 6 digit NAICS code and NAICS Index descriptor for the work to be performed.

| Work Codes | |
|------------------------|---|
| NAICS | NAICS Index |
| CO UCP NAICS 237310 | Painting lines on highways, streets and bridges |
| CO UCP NAICS 237310 | Sign erection, highway, roads street or bridge |

If this subcontractor is a substitute DBE, identify the original DBE being substituted. All substitutions must follow the procedures outlined in the DBE Standard Special Provision.

Signatures

The Contractor and subcontractor(s) shall sign in the appropriate areas. If this is a tier subcontract the Contractor shall sign along with the both the tier 1 subcontractor, tier 2 subcontractor, and tier 3 subcontractor.

| | | | | |
|--|-------------|--|--|-------------|
| Contractor Signature: _____ | Name: _____ | | | Date: _____ |
| Tier #1 Subcontractor Signature: _____ | Name: _____ | | | Date: _____ |
| Tier #2 Subcontractor Signature: _____ | Name: _____ | | | Date: _____ |
| Tier #3 Subcontractor Signature: _____ | Name: _____ | | | Date: _____ |

Subcontract approval

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Work may begin once the Engineer has signed and returned the Form 205 to the Contractor. Following the Engineer’s approval the form is sent to the RCRO. Upon review of the Form 205, the RCRO may notify the Engineer of issues with the sublet. Additionally, the RCRO may identify that the DBE or ESB may not be eligible to count for all items listed. This will be noted in the section at the bottom of the Form 205.

| | | | |
|---|-------------|-------------|--|
| Subcontract Approval - The application is approved subject to the terms of the Prime Contractor's Contract with CDOT. Nothing in this application shall create a contractual relationship between CDOT and the subcontractor. CDOT approval of this application is not an endorsement of the subcontractor and does not relieve the Prime Contractor of any responsibilities under the Contract with CDOT. | | | |
| Project Engineer Signature: _____ | Name: _____ | Date: _____ | |
| Region Civil Rights Office: _____ | Name: _____ | Date: _____ | |
| RCRO Notes: | | | |

NOTE: All signatures emailed, scanned or faxed are to be considered originals and are binding on the parties.

III. Tier 2 (and below) subcontract completion instructions

On occasion a Tier 1 subcontractor will subcontract some of their work items to another subcontractor. This is considered a Tier 2 subcontract. For Tier 2 firms and below, a Form 205 shall be completed and signed by the Contractor and the higher tier subcontractors.

There is a separate spreadsheet contained within the Form 205 workbook. This spreadsheet does not count toward the total sublet as the amounts are included with the Tier 1 subcontract.

If this is a Tier 2 subcontract, complete the Form 205 labeled Tier 2 subcontractor (last tab of the workbook). The CDOT Form 205 is completed in the same manner as the tier 1 Form 205. However, there are some differences:

- The Tier 2 section and the associated Tier 1 information shall be completed;
- The totals for percent of sublet and sublets dollars are blacked out (since the dollars were already considered in the Tier 1 Form 205).

| | | |
|---|----|---|
| Subtotal from page 1 and 2: | \$ | - |
| Subtotal less exempt items from page 1 and 2: | \$ | - |
| Total amount of this sublet: | | |
| Previous amount sublet under the Contract: | | |
| Total amount of contract sublet: | | |
| Percent of contract sublet: | | |

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IV. Printing instructions

There are multiple ways for printing the Form 205:

- Select Print and only print the current (active) form.
- Select to print the entire workbook.
- Select multiple tabs, and then print the active forms.

For any questions or assistance, please call Darrell Wells at 303-757-9215, Anna Mariotti at 303-757-9493.