

# Sublet Permit Application (CDOT Form 205) Steps

In accordance with CDOT’s Standard Specifications for Road and Bridge Construction subsection 108.01 and the FHWA 1273 (Required Contract Provision – Federal Aid Construction Projects, Section VI), the Contractor shall not sublet, sell, transfer, assign or dispose of the Contract or Contracts, or any portion thereof without the written permission of the Engineer. This is accomplished by submitting completed CDOT Form 205 – Sublet Permit Application for all subcontracted work. No contract work may begin until the Contractor has received the Engineer’s written permission.

The Contractor’s organization shall perform work amounting to 30 percent or more of the total original contract amount. Subletting of the contract does not relieve the Contractor of any liability as defined by the Contract and Bond.

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” box on the top of the spreadsheet.

## Header Information

Colorado Department of Transportation		Prime Contractor Name:	Project Number:
<b>SUBLET PERMIT APPLICATION</b>			
Total Original Contract Amount:		Contact Name & Phone #:	Project Code:
Total Percent Sublet to date (in hundredths):	%		

The header information contains project related information. Complete the Total Original Contract Amount cell. This will aid the spreadsheet with the calculations.

The Total Percent Sublet to date (in hundredths) will automatically calculate when the work item detail lines are completed.

## Subcontractor Information

Subcontract Information			
Subcontract Name, Address, Phone:	Subcontract #:	Tier:	If Tier, to what subcontract:
	Substitute Contract: (Y/N)		
	Substitute DBE:		
	If Substitute, to what subcontractor:		
Subcontract Information (check all that apply)			
<input type="checkbox"/> DBE <input type="checkbox"/> ESB			

The above section informs CDOT of the status of the subcontractor. CDOT utilizes this section to track information relating to the utilization of the DBE’s listed on the CDOT Form 1415, and possible ESB contractors.

Complete the information for the subcontractor including the name, address and phone.



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## Location (D/B Only)

For Design Build projects, list location for the item within the limits of the project.

## Quantity

Plan quantity, as shown on the proposal.

## Subcontractor Unit Price

This shall be completed utilizing the price shown on the agreement between the Contractor and the subcontractor.

## \$ Amount

The spreadsheet will calculate the amount sublet based on the quantity and subcontract unit price entered. The spreadsheet is password protected and if any attempt is made to enter any information in this column, the user will get an error message.

## Percent's & Totals

				Total amount of above items:	\$	-
				Total from page 2 (if applicable):	\$	-
				Previous amount sublet under the Contract:		
				Total amount sublet:	\$	-
				Percent of contract of the above items:		#DIV/0!

This section will calculate all necessary information. The line for "Previous amount sublet under the contract" will be zero for the first subcontract. All following subcontracts will auto populate based on the total from the previous Form 205. If more than 15 subcontracts are needed, the Contractor must enter the total amount previously sublet on the first tab of the workbook. By doing this the workbook will continue to calculate the total amount sublet for all future subcontracts.

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## Certification section and signatures

Prime Representative Signature: _____	Name: _____	Date: _____
Tier #1 Subcontractor Signature: _____	Name: _____	Date: _____
Tier #2 Subcontractor Signature: _____	Name: _____	Date: _____

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 and the tier 2 subcontractor.

## Subcontract approval

<b>Subcontract Approval</b> - 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: _____

This is for CDOT use only. This does not imply endorsement of the subcontractor. The Engineer and Region Civil Rights Manager will sign. Once the form has been signed by the CDOT representative(s), the subcontractor may begin work on the project.



# **Sublet Permit Application (CDOT Form 205) Steps**

If this is a Tier 2 subcontractor 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:

1. the tier section and the associated first tier information shall be completed
2. the totals for percent of sublet and sublets dollars are shown as N/A (since the dollars were already considered in the first tier Form 205)

## **Naming the tabs**

Each tab may be named in any convention that the Contractor chooses. The following procedures will allow the user to rename the tabs. First, double click which should highlight the tab with a black highlight. Type the name or whatever convention and hit enter.

## **Printing instructions**

There are multiple ways for printing the Form 205.

First, you can select Print and only print the current (active) form.

Second, you may select to print the entire workbook.

And third, you may select multiple tabs, and then print the active forms.

For any questions or assistance, please call BethAnn Wieder at 303-757-9541, Erin Evans at 303-757-9287 or Karen Fujii-Martin at 303-757-9540.