New Mexico Department of Transportation
SUBCONTRACT CHECKLIST

Below are guidelines for checking Subcontract Packages. Please ensure the following checks are performed prior to submitting to the District Audit Section.

Control No.: _____ No.: _____

Subcontractor: _____ Tier: _____

1. _____ Ensure Application for Permission to Subcontract Request, Form A-1086 is attached.

2. _____ Verify Project & Control Numbers are correctly stated on the Permission to Subcontract Request Form.

3. _____ Ensure the Subcontractor, Contractor and the Project Manager have signed and dated the Permission to Subcontract Request. After all verifications, the Assistant District Engineer will sign. Ensure the Subcontractor (at all tiers) and Contractor signature date is after or equal to the date on the Pre-Qualified List.

4. _____ Ensure Subcontractor has indicated whether Pre-qualified with NMDOT, verify the information is correct on NMDOT website on PS&E page. http://dot.state.nm.us/content/dam/nmdot/Contractor_Prequal/Prequal_List.pdf

5. _____ Ensure Subcontractor has indicated whether they are a DBE Firm with NMDOT, verify the information is correct, see web page: https://nmdot.dbesystem.com/FrontEnd/VendorSearchPublic.asp?TN=nmdot&XID=4599

6. _____ Ensure DWS Registration No. is correct: http://www.dws.state.nm.us/pwaa/LRDEmployer/Core/Login.ASPX Click on "Registered Contractors" and search by Number or by Name. (Subcontract over $60,000) ***Note: No user id is required** DWS may state "none" for professional services.

7. _____ Ensure DUNS No. is correct: www.sam.gov
Click on "Search Records" and search by Number or by Name, ensure page is attached if over $25,000. If "Has Active Exclusion?" states "YES", you need to contact the PM and Office of General Counsel to verify and proceed with the Subcontractor.

8. _____ Ensure the General Wage Decision Number and the New Mexico Minimum Wage Rates Decision Number are listed on the Permission to Subcontract Request Form.

9. _____ If the Subcontractor is a Professional Service, the Statement of Intent to pay prevailing wages is not required, verify they stated that they are exempt from LCPtracker with an explanation.

10. _____ Disclosure of Lobbying Activities form LLL, is attached if it meets the conditions as stated on the A-1086. If the Subcontractor does not meet the conditions as stated, they are not required to submit the Disclosure. An updated disclosure is required when an event occurs that affects the accuracy of a previously submitted Disclosure.

11. _____ PE 10-249 or PE250 attached and completed – see A-1086 for explanation of when it is needed

12. _____ Ensure letter of Consent from Contractor's Surety are attached.

13. _____ Ensure a copy of the subcontract is attached signed and complete with all attachments listed in the subcontract, including an attached copy of FHWA-1273.

14. _____ Ensure the Subcontractor has provided proof of a current license either by a copy of the contractor wallet card, a copy of the contractor professional service or specialty items business license or a print from the CID webpage showing the license information.

15. _____ Ensure completed copy of Statement of Intent to Pay Prevailing Wages is attached (from the subcontractor or from the second tier subcontractor and that it is signed by the subcontractor/second tier subcontractor, not the Prime Contractor). If it is not attached, verify it is with the original contract the Prime submitted.

16. _____ If applicable, ensure Form No. A-585 and A-644 are with the original contract the Prime submitted.

17. _____ Ensure subcontracted items are checked for correct Line Number (from Contract Book), Item Number, Item Description, and Subcontracted Amount (amount the Prime is paying the Sub, no mark-ups). Verify the total amount for each item matches the Subcontract.

18. _____ Ensure all calculations of subcontracted amounts and percentages are only for first (1st) tier contracts. All other tiers will still need to have item descriptions and quantities listed but not included in the percentage worked. This will ensure work is not duplicated by other tiers.

19. _____ Verify previous amount subcontracted, total amount to date and total (%) percentage subcontracted to date are correctly stated.

_____ _____ _____
Date Reviewed   Print Name   Signature