

Missouri Department of Transportation Request to Subcontract Work

Project Numbers for Maintenance Contracts Only

Job Number: _____	_____
Contract ID: _____	_____
Route: _____	_____
County: _____	_____
To: _____	_____
(Resident Engineer)	_____

We request Department approval to sublet the items of work listed on the back of this form to:

Subcontractor: _____	Vendor ID: _____
Address: _____	Subcontractor Classification
_____	Non-DBE
Telephone: _____	DBE

By signing below, I certify compliance with requirements of the Standard Specifications, Supplemental Specifications, and Special Provisions, including, but not limited to:

- * Required Contract Provisions (Form FHWA-1273)
- * U.S. Department of Labor Wage Rates and State Wage Rates Requirements Non-discrimination in Employment Equal Employment Opportunity Nonsegregated Facilities Small Business Act

Respectfully submitted,

(Contractor)

By: _____

Date

* Applies to Federal-aid Projects Only Have you attached the necessary EEO Forms (if required)?

PORTION BELOW TO BE COMPLETED BY MODOT

Previously Approved Subcontractors

1 _____	9 _____
2 _____	10 _____
3 _____	11 _____
4 _____	12 _____
5 _____	13 _____
6 _____	14 _____
7 _____	15 _____
8 _____	

Approval Recommended – R.E. _____	Date _____	Approval – D.C.M.E. _____	Date _____
-----------------------------------	------------	---------------------------	------------

FHWA Project Number: _____ Subcontract Number: _____

Distribution: Copy to Contractor, Save to Contract Information Archive

CONTRACTOR'S INSTRUCTIONS FOR FILLING OUT FORM C-220

(Request to Subcontract Work)

FRONT OF FORM

Fill in Job Number, Contract ID, Route, County, Maintenance Project Numbers [*i.e.*, CO92-A(101)M OR C001-J(102)M] (if applicable), Resident Engineer's Name, Subcontractor's Name, Subcontractor Vendor ID, Address and Telephone, Subcontractor Classification, Contractor Signature Block and Date.

The Vendor status and Vendor ID is on line at: [Vendor Status & ID](#)

If the proposed subcontractor is not currently approved by MoDOT, approval must be obtained before the submission of this form.

Attach any required EEO forms. Do not write in the shaded area of the form.

BACK OF FORM

Enter the Line Number and Description from the contract, listing items in the same order as they appear in the contract.

When the subcontract involves a portion of the work (quantity or price) on the line, put an "X" in the Partial column and include the portion of the work to be performed under the subcontract in the Description column.

The Quantity of work and the Subcontracted Unit Price for each line will be that designated in the subcontract agreement between the Contractor and the Subcontractor. Note: The Dollar Amount (Quantity times Subcontracted Unit Price) may not be different than what was reported on the "DBE Identification Submittal" (by paper) or the "Bidder's Certification for DBE Program and Contract Goal" (electronic) at the time of bid.

Fill in the Dollar Amount column, and then **STOP**. Do not write in the shaded area of the form.

On Federal Aid Projects, submit the proposed subcontractor's completed Certification Regarding Equal Opportunity and Affirmative Action in Subcontracting with the Form C-220.

If the proposed subcontractor is not approved by MoDOT as a subcontractor, approval must be obtained before the submission of the C-220. The following items are to be submitted with Form C-220:

- **List of Equipment** – Please list the make and model of equipment (*i.e.*, 2005 John Deere 200 CLC Excavator).
- **Work History** – Please submit a list of completed similar projects showing the contract amount, type of work, when completed, location, and project owner.
- **Letter of reference from their bank** – In the letter from the bank, state reputation of contractor with the banking establishment, how long you have been with this bank, and character of the company.
- **Secretary of State** – Please attach a copy of the organization's current annual registration report on file with the Corporation Division of the Missouri Secretary of State's Office.
Link: [Annual Registration Report](#)
- **Certificate of Liability Insurance** – Please submit a Certificate of Liability Insurance with limits stated in Sec 107.13 of the Missouri Standard Specifications for Highway Construction.
Link: [MoDOT Specification Sec 107](#)
- **Transient Certificate** – Please show registration as a Transient Employer with the Department of Revenue if your company is out-of-state. Link: [Transient Certificate](#)

The proposed subcontractor must also have the proper insurance information submitted or the request will not be approved.