

SUBCONTRACTOR SUBMITTALS FOR CONSTRUCTION CONTRACTS:

Construction Bid Submittal

Step 1 – Prime (General Contractor) is notified of Tollway contract award.

Step 2 – Upon notice of award, General Contractor collects subcontract agreements and certification/disclosure forms for subcontractors of all tiers identified in the bid documents whose value exceeds \$25,000.

Step 3 – The General Contractor shall submit hard copies of subcontractor agreements and certification/disclosure forms for subcontractors identified in the bid documents whose contract value exceeds \$25,000, as soon as possible, but no later than 20 days following contract execution (Generally the Notice to Proceed date).

Step 4 – In addition to the hard copies, the subcontractor agreement and certification/disclosure forms shall also be submitted in Adobe Acrobat® .pdf file format on a Compact Disk (CD). The CD shall be labeled with the Tollway project number and the name of the Prime (General Contractor). Each subcontract document will be a separate file document and shall be named according to the following file naming convention:

Project number first, followed by a C – Construction. The file will further be identified as SubC – Subcontract (or Disc and Cert as appropriate), underscore, Subcontractor name, underscore, followed by Subcontract, underscore and the submittal date.

The subcontract Disclosure and Certification forms will be named separately per the following sample:

5807C = 5807 Construction

5807C_SubC_Alfred_SubContract_07012011

5807C_Disc_Alfred_SubDisclosure_07012011

5807C_Cert_Alfred_SubCertification_07012011

The file naming convention will assist the Tollway with Document Control and the annual re-certification process.

Step 5 – For multi-year contracts, the Prime is responsible for submitting revised certification/disclosure forms for both the Prime and subs (in Adobe Acrobat® .pdf file format) to the Tollway by each July 1st (the State fiscal year) that the contract is still active, or an affidavit that there is no change to the previously submitted documents and the previously submitted agreements, disclosures and certifications continue to satisfy

the requirements of Article 50 of the Procurement Code pertaining to eligibility for a contract award. Subcontracts that have closed do not need to be recertified.

Subcontractor Approval Form (A-15-1 and A-15-2)

The Illinois Tollway considers submittal of the Request for Subcontractor Approval Form (A-15-1 and A-15-2) as the official request for approval of all subcontractors who will be performing work on the job. Effective **11/1/11**, the form was split into two forms. The A-15-1 form is for the approval of 1st tier subcontractors. The A-15-2 form is for the approval of 2nd tier or greater subcontractors, truckers and material suppliers. A purchase order may be submitted for truckers and material suppliers, in lieu of a two party agreement, in the event that the parties have not entered into a formal agreement. A written explanation is required explaining that no contract exists.

If not submitted previously at the contract award / notice to proceed stage, subcontractor agreements and Certification/Disclosures required for those subcontractors whose contract value exceeds \$25,000 – including Material Suppliers and Truckers should be submitted along with the A-15-1 and A-15-2 forms.

Step 1 – The Prime (General Contractor) determines the need to add a subcontractor (of any tier).

Step 2 – The General Contractor prepares a Subcontractor Approval form (A-15-1 and/or A-15-2) for all subcontractors. However, the contractor must, collect the required subcontract agreements and certification/disclosure forms for any subcontractors of **any tier** whose value exceeds \$25,000.

Step 3 – The General Contractor shall submit a hard copy of the subcontractor agreements and certification/disclosure forms for subcontractors whose contract value exceeds \$25,000, as soon as possible, but no later than 20 days after execution of the subcontract along with the Subcontractor Approval form (A-15-1 and/or A-15-2).

Step 4 – In addition to the hard copy, the subcontractor agreement and certification/disclosure forms shall also be submitted in Adobe Acrobat® .pdf file format on a Compact Disk (CD).The CD shall be labeled with the Tollway project number and the name of the Prime (General Contractor). Each subcontract document will be a separate file and shall be named according to the following file naming convention:

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