



Minnesota Department of Transportation
Request to Sublet Form (Standard Specification 1801)

Prime Contractor / Project Information

Prime Contractor:	State Project Number:
Contact Person:	Contract Number (if applicable):
Telephone Number:	Project Location:

Important Notices and Instructions

1. The prime contractor must complete this form, acquire all applicable signatures and submit it to the project engineer (P.E.) **10 days** prior to the first day of work by the subcontractor.
2. The prime contractor must ensure that each subcontractor is included in MnDOT's vendor system. The search engine is located at: <http://transport.dot.state.mn.us/reference/refvendor.aspx>
3. If the subcontractor is not included in MnDOT's vendor system, the prime contractor must have the subcontractor complete and submit a contractor vendor form to lcusupport.dot@state.mn.us prior to the completion and submission of this form. The form is located at: <http://www.dot.state.mn.us/const/labor/documents/forms/contractorform2016.pdf>
4. The prime contractor must demonstrate that it has complied with the subcontracting percentages established in the [MnDOT Standard Specifications for Construction, Section 1801](#). To determine this, a Request to Sublet Summary Form is available at: <http://www.dot.state.mn.us/const/labor/documents/contractdocs/rtssummary.xls>
5. Upon request, the prime contractor will provide a copy of its written subcontracts to the P.E.
6. Each subcontractor that is subject to the contract must submit a certified payroll report pursuant with **Special Provisions Division A – LABOR** incorporated into the contract.
7. Each subcontractor must submit an [IC-134 form](#) to the prime contractor upon completion of the work.
8. Upon approval, the P.E. will sign the form and provide a copy to the prime contractor.

First Tier Subcontractor Information

First Tier Subcontractor:	SWIFT Vendor I.D.:
Street Address:	Federal Tax I.D. Number:
City, State, Zip Code:	State Tax I.D. Number:
Telephone Number:	Email:
Is this subcontractor replacing work that was previously committed to a DBE, TGB or Veteran firm? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must contact the Office of Civil Rights at (651) 366-3073 or ocrformsubmissions@state.mn.us before proceeding.	

Contract Item Line Number	Contract Item Description	Actual or Estimated Quantity	Unit of Measurement	Unit Price	Amount

A first-tier subcontractor may sublet up to 50% of its contract with the prime contractor.

Total \$

Second Tier Subcontractor Information

Second Tier Subcontractor:			SWIFT Vendor I.D.:		
Street Address:			Federal Tax I.D. Number:		
City, State, Zip Code:			State Tax I.D. Number:		
Telephone Number:			Email:		
Is this subcontractor replacing work that was previously committed to a DBE, TGB or Veteran firm? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must contact the Office of Civil Rights at (651) 366-3073 or ocrformsubmissions@state.mn.us before proceeding.					
Contract Item Line Number	Contract Item Description	Actual or Estimated Quantity	Unit of Measurement	Unit Price	Amount
A second-tier subcontractor may not sublet any portion its contract.					<u>Total</u> \$

CONTRACTOR’S STATEMENT OF COMPLIANCE

<u>Print Name and Title of Prime Contractor Representative</u>	<u>Signature</u>	<u>Date</u>
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As a representative of the prime contractor, I certify that the information provided on this form is truthful and accurate to the best of my knowledge. I certify that all written subcontracts, executed by the prime contractor contain at a minimum the Federal and/or State Special Provisions Division A, Federal-Aid Construction Contracts Form-1273 (if federally funded), Federal and/or State certified prevailing wage decisions and the state certified truck rental rates. I will ensure that all subcontractors demonstrate compliance with all contract specifications, laws and regulations, which includes 16C.285 (Responsible Contractor). I further understand that prior written consent to sublet any portion of the contract does not relieve the prime contractor of liabilities and obligations under the contract and bonds.

<u>Print Name and Title of First Tier Subcontractor Representative</u>	<u>Signature</u>	<u>Date</u>
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As a representative of the first tier subcontractor, I certify that the information provided on this form is truthful and accurate to the best of my knowledge and that the company has contracted to perform the work prescribed in the above-mentioned specifications/item descriptions. I’ve reviewed and understand all applicable contract specifications, laws and regulations that were provided to me by the prime contractor and I will provide these specifications to any potential second tier subcontractors.

<u>Print Name and Title of Second Tier Subcontractor Representative</u>	<u>Signature</u>	<u>Date</u>
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As a representative of the second tier subcontractor, I hereby certify that the information provided on this form is truthful and accurate to the best of my knowledge and that the company has contracted to perform the work prescribed in the above-mentioned specifications/item descriptions. I’ve reviewed and understand all applicable contract specifications, laws and regulations that were provided to me by the first tier subcontractor.

<u>Print Name and Title of Project Engineer</u>	<u>Signature</u>	<u>Date</u>
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As a representative of the department, I approve the prime contractor’s utilization of the above-mentioned subcontractors. Additionally, the prime contractor has complied with the terms established in Mn/DOT Standard Specifications for Construction, Section 1801.

All persons signing this form understand that willful falsification of this document may result in civil and/or criminal prosecution under federal and/or state law. See Minnesota Statutes 16B, 161.315, Subdivision 2, 177.43, Subdivision 5, 177.44, Subdivision 6, 609.63; or the United States Code 18 U.S.C. 1001, 31 U.S.C. 231, CFR 5.12.