

Approving Subcontractor Request

Recordkeeper Job Aid
Construction Division

Approving Subcontractor Request

Subcontract Request for Approval Form 2802 (Rev. 11/23) Page 1 of 1

CCS: _____ Highway: _____ County: _____ Project: _____

Prime Contractor: _____ Contract Amount: _____

Subcontractor²: _____ Subcontractor Federal Tax ID: _____

Address: _____ Email: _____

Phone: _____ Tier (1st, 2nd, 3rd, etc.): _____ Parent Subcontractor (Name): _____

Race Conscious (RC) or Race Neutral (RN) DBE, HUB, or SBE Subcontractor³: Yes No Unknown

If yes, please indicate RC or RN: RC RN Type of Certificate: _____

Estimated Subcontractor Begin Work Date: _____ Estimated End Work Date: _____

| Work Description ⁴ | |
|---|--------|
| | |
| Subtotal Amount this Subcontractor ¹ | |
| Subtotal Amount Speciality Item Reduction this Subcontractor ² | |
| Adjusted Subtotal this Subcontractor | \$0.00 |
| Adjusted Percent Subcontracted for this Subcontractor | |

Explanation of Speciality Item for reduction: _____

Prime Contractor's Representative

Name & Title: _____ Date: _____

Signed: _____

For Federally funded projects, signature certifies the subcontract contains all required Special Provisions and FHWA 1273.

TxDOT Approval

Prime Contractor 30% Check¹: Yes No

Subcontractor Debarred: Yes No Subcontractor E-Verify: Yes No Subcontractor Approved: Yes No

Name & Title: _____ Date: _____

Signed: _____ Return the signed copy to the contractor.

1. Prior to the preconstruction meeting provide the Prime contractor with **Form 2802** "Subcontract Request for Approval"

Subcontract Request for Approval Form 2802 (Rev. 11/23) Page 1 of 1

CCS: 2051-01-009 Highway: _____ County: Chambers Project: _____

Prime Contractor: Cornerstone Paving & Contracting Inc Contract Amount: \$1,554,314.75

Subcontractor²: American Remediation Options Subcontractor Federal Tax ID: _____

Address: 4506 Woodlawn Dr Email: _____

Phone: 409-899-4744 Tier (1st, 2nd, 3rd, etc.): 1st Parent Subcontractor (Name): N/A

Race Conscious (RC) or Race Neutral (RN) DBE, HUB, or SBE Subcontractor³: Yes No Unknown

If yes, please indicate RC or RN: RC RN Type of Certificate: DBE

Estimated Subcontractor Begin Work Date: _____ Estimated End Work Date: _____

| Work Description ⁴ | |
|---|-------------|
| Installing Guardrail | |
| Subtotal Amount this Subcontractor ¹ | \$10,000.00 |
| Subtotal Amount Speciality Item Reduction this Subcontractor ² | |
| Adjusted Subtotal this Subcontractor | \$10,000.00 |
| Adjusted Percent Subcontracted for this Subcontractor | 0.6% |

Explanation of Speciality Item for reduction: _____

Prime Contractor's Representative

Name & Title: _____ Project Manager Date: Sep 18, 2024

Signed: _____

For Federally funded projects, signature certifies the subcontract contains all required Special Provisions and FHWA 1273.

TxDOT Approval

Prime Contractor 30% Check¹: Yes No

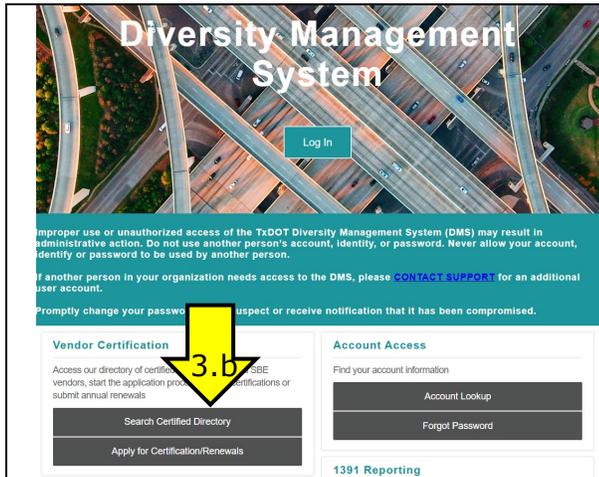
Subcontractor Debarred: Yes No Subcontractor E-Verify: Yes No Subcontractor Approved: Yes No

Name & Title: _____ Date: _____

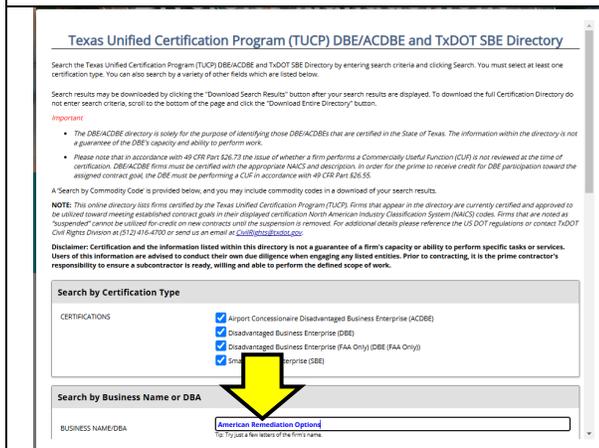
Signed: _____ Return the signed copy to the contractor.

2. When the prime contractor returns Form 2802, verify the information at the top of the sub request is completed, and the request is signed by the Prime.

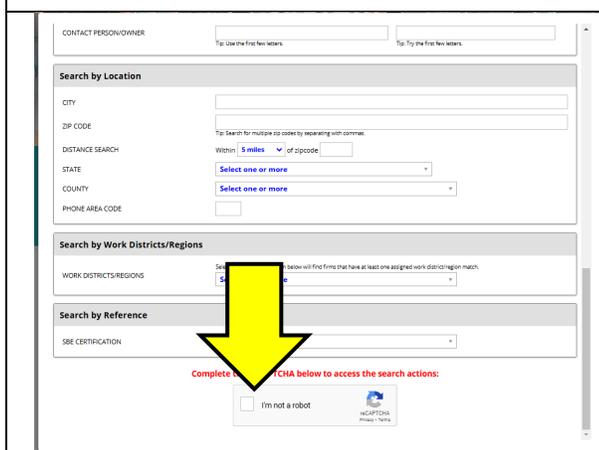
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3. Verify the sub-contractor's certification in DMS.
 - a. Go to the DMS website: <https://txdot.txdotcms.com/Default.asp?XID=2332>
 - b. Click on Search Certified Directory

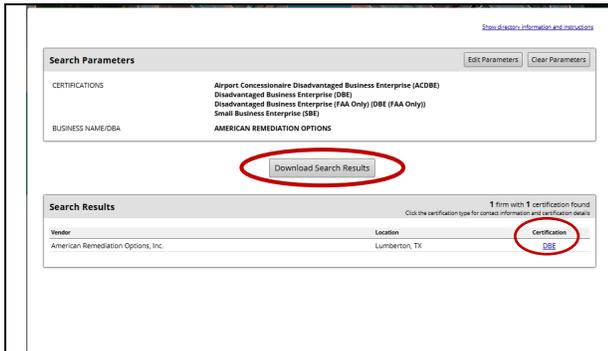


4. In the search by Business Name or DBA, enter the Subs name from the Form 2802.

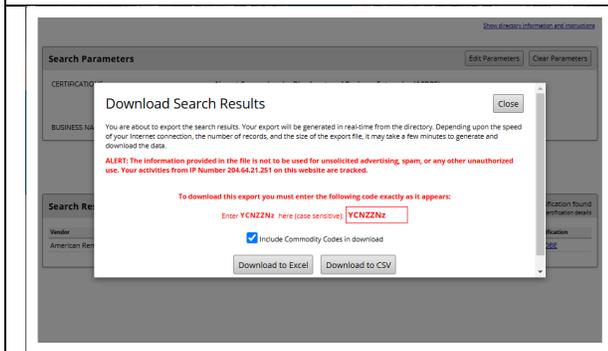


5. Scroll to the bottom of the page, check I am not a robot then, Search.

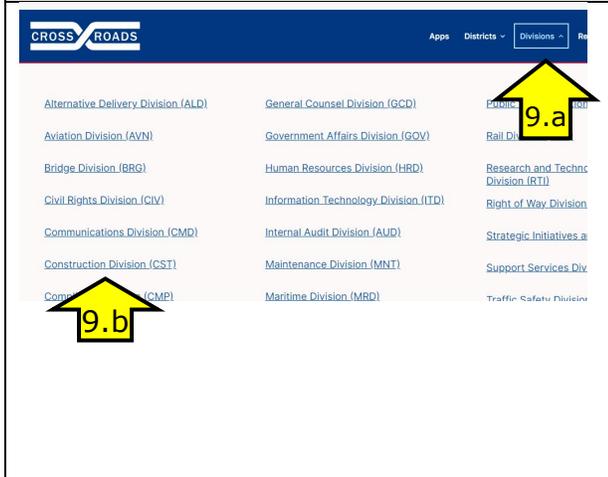
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6. Result will populate on screen.
 7. Click on Download Search Results to document for your Project Records.
- *This will also identify if the business is listed as DBE.

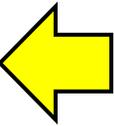


8. Enter the code to Download, then Download to Excel.
- *A window will popup to save the file, save with all other documents (or to your Downloads folder)

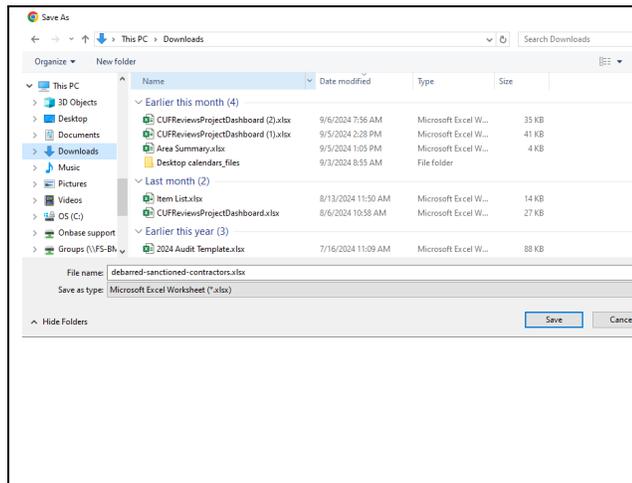


9. Next you will verify if the sub-contractor is debarred or not.
 - a. From Crossroads, click on Divisions
 - b. Click on Construction Division

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| | |
|---|--|
| <p>Resources</p> <ul style="list-style-type: none"> • AASHTO • ASTM • Construction and Materials Tips  • 2023 CCAM (Construction Contract Administration Manual)  • DB Guide Schedule  • DBB Guide Schedule  •  Debarred Contractors  • Estimating Resources • Material Producer List  •  Performance Indicators - Projects Completed on Time and on Budget •  Deficiency Report - Cross Reference File - Past 60 Days | <p>10. At the bottom of the Construction Division page, under Resources, click on Debarred Contractors</p> |
| <p>Debarred/Sanctioned Contractors</p> <p>Contractors with active exclusions on the lists below will not be awarded new contracts or approved as subcontractors on any TxDOT project during the period shown.</p> <p>Debarred contractors or subcontractors may finish work on projects for which the contract has previously been awarded or for which they have previously been approved.</p> <p>TxDOT Performance Review Committee (PRC) List of Remedial Actions Taken - Actions applicable to prime contractors only</p> <p>TxDOT List of Debarred/Sanctioned Contractors</p> <p>Texas Contractor Lists</p> <ul style="list-style-type: none"> - Vendors Debarred from Doing Business with the State - Division Statute Lists <p>Federal List of Parties with Suspension or Debarment Actions System for Award Management (SAM)</p> <ol style="list-style-type: none"> 1. On the SAM.gov homepage, select Exclusions (center of the page). 2. Type the contractor name into the search box, and hit enter to view the results. 3. An active exclusion by any federal agency (not just FHWA) will apply. <p>Construction Division January</p> | <p>11. Click on "TxDOT List of Debarred/Sanctioned Contractors"</p> |
|  | <p>12. A popup will appear, click open link.</p> |

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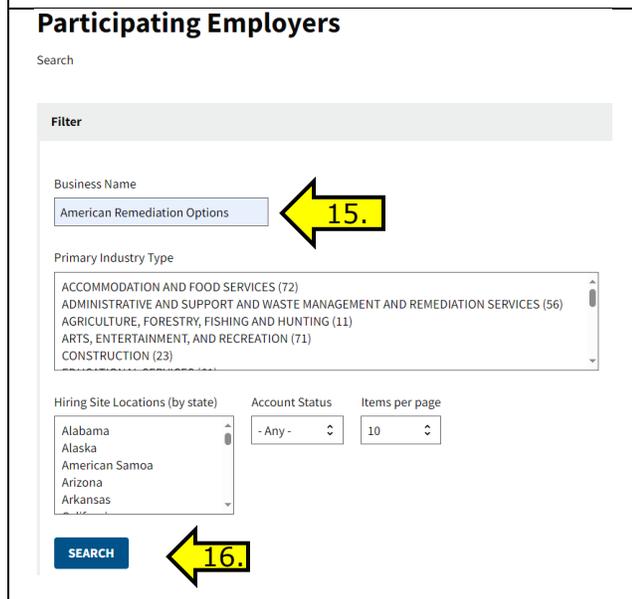
13. Then you will be asked to save the file, save it to the downloads.



| Contractor | Affiliates | Authorized Signatures | Sanction and Debarment Status | Start and End Date of Sanction/Debarment |
|------------------------------------|---|--|-------------------------------|--|
| BANKAL | | ALBERT B. BAUCHAM | DEBARRED | INDEFINITE |
| J AND L JANITORIAL | LIMITED CONTRACTING GROUP SIMPLE HANDY MAN SERVICES | CARLOTTE M. MASSEY GERALD JAMES MASSEY | DEBARRED | INDEFINITE |
| LIMITED CONTRACTING GROUP | J AND L JANITORIAL SIMPLE HANDY MAN SERVICES | GERALD MASSEY | DEBARRED | INDEFINITE |
| PAVING & DESIGN | | GYORGY (GEORGE) B. TOROK | DEBARRED | INDEFINITE |
| SIMPLE HANDY MAN SERVICES | J AND L JANITORIAL LIMITED CONTRACTING GROUP | GERALD MASSEY | DEBARRED | INDEFINITE |
| J.F. CONSTRUCTION MANAGEMENT GROUP | ROBINSON & ROBINSON COMPANY ROBINSON & ROBINSON CONSTRUCTION CORP. | EMMA JEAN FREEMAN WILLIAM J. ROBINSON ALISHA MOORE | DEBARRED | 07/06/2020-07/05/2025 |
| ELITE CASTLE RESOURCES, LLC | K-BAR SERVICES, INC. | MARK CASTILLO | BIDDING SUSPENSION | 3/25/2022 - UNTIL FINAL ORDER IS ISSUED |
| K-BAR SERVICES, INC. | ELITE CASTLE RESOURCES, LLC TEAL ARROW LLC | BRIAN KALISEK MICHELLE KALISEK JAMES KALISEK | BIDDING SUSPENSION | 3/25/2022 - UNTIL FINAL ORDER IS ISSUED |
| NORTH TEXAS MAINTENANCE, INC. | | CLINT HEMBY | DEBARRED | 8/19/2022 - 8/19/2025 |
| UNIFIED SERVICES OF TEXAS INC. | | CHRISTOPHER ROACH | DEBARRED | 05/15/2023-05/15/2027 |

9/18/2024

14. Open the file you just downloaded and verify that the sub-contractor is not on this list.



15. Verify that the subcontractor is registered in DHS E-Verify, link:

[E-Verify Employer Search | E-Verify](#)

16. At the site, you will see Participating Employers, enter the sub-contractors name in the Business Name field and click search.

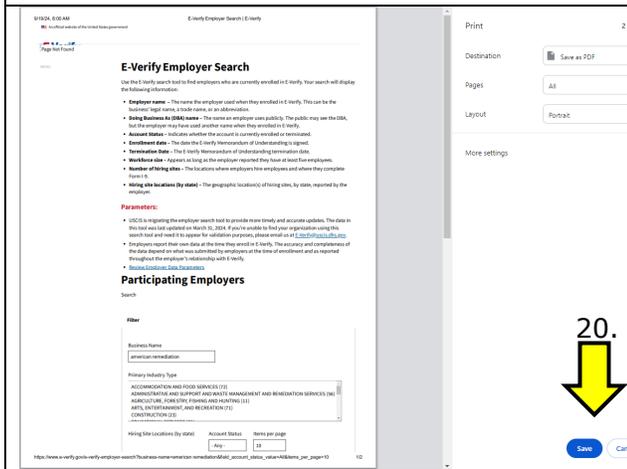
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| Employer | Doing Business As | Account Status | Date Enrolled | Date Terminated | Workforce Size | Number of Hiring Sites |
|------------------------------------|-------------------|----------------|---------------|-----------------|----------------|------------------------|
| American Remediation Options, Inc. | | Open | 10/03/2017 | | 20 to 99 | 1 |

Showing 1 to 1 of 1 entries.

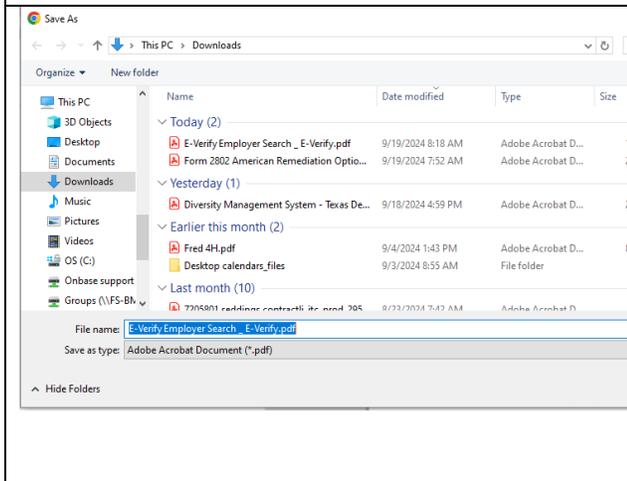
17. The screen should refresh and show you if they are registered or not. Print this page, or save as .pdf to attach to/with the sub request.

18. If nothing shows up, then you need to request the MOU as proof that they have registered.



19. Right click on the page and select Print.

20. Save to .pdf



21. Save this file to the same place you have saved the other documents or in this case, to downloads.

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TxDOT Approval

Prime Contractor 30% Check! Yes No

Subcontractor Debarred: Yes No Subcontractor E-Verify: Yes No

Name & Title: Joe Smith, Project Manager

Signed: _____ Return

22. Go back to the Form 2802 and check off the TxDOT Approval information.

*As long as the percent of original Contract is less than 70% the prime is doing at least 30%

*You have already verified that the sub is not debarred and is E-Verified.

*Click yes that the sub is approved.

23. Enter the name and title of who approves your sub requests

Print

Printer: Microsoft Print to PDF Properties Advanced

Copies: 1 Print in grayscale (black and white) Save ink/toner

Pages to Print: All Current Pages: 1

Scale: 100%

8.5 x 11 Inches

Page Sizing & Handling

Size Poster Multiple Booklet

Fit Actual size

Shrink oversized pages Custom Scale: 100 %

Choose paper source by PDF page size

Orientation: Auto Portrait Landscape

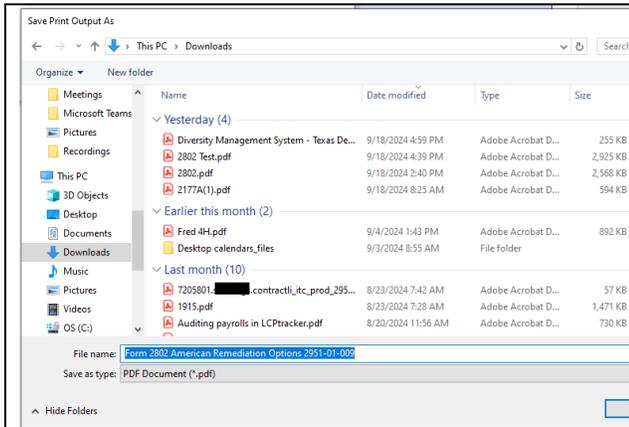
Comments & Forms

Document and Markups Summarize Comments

Page Setup... Page 1 of 1 Print

24. Print to .pdf

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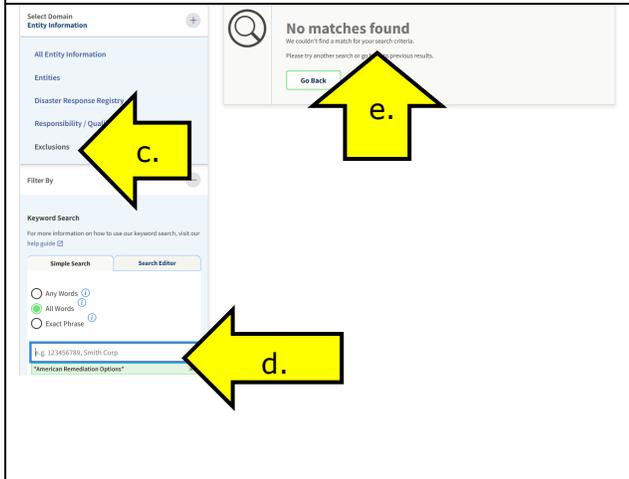


25. Save this file to the same location you have saved your other files.



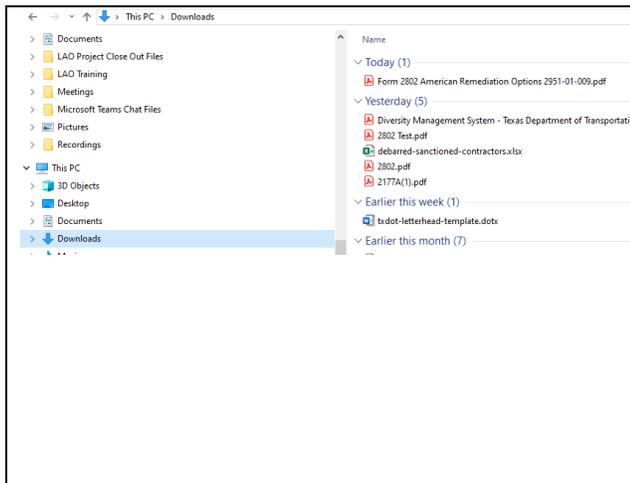
26. Now go to SAM.gov website

- a. Select Search Tab
- b. Under Select Domain – Click the plus sign (+)



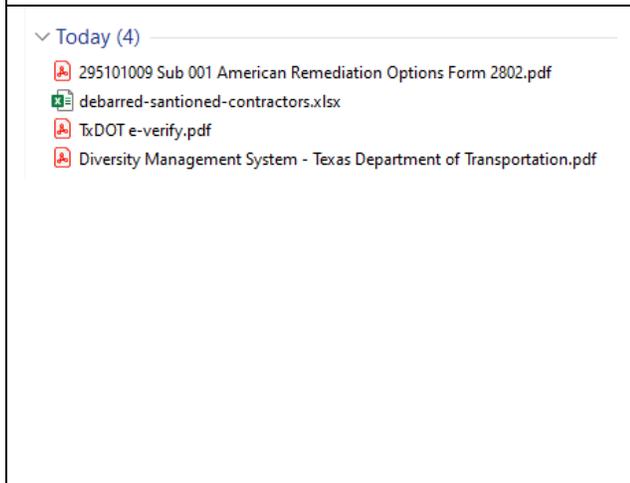
- c. Select Entity Information
- d. Select Exclusions
- e. Type the contractors Name and hit enter
- f. You should get no matched found, print this to .pdf and save where all other files are saved.

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27. Now to combine the files into one .pdf file.

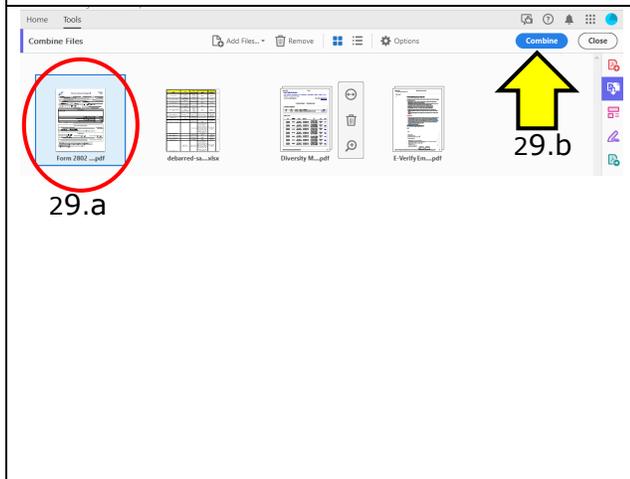
*Open file explorer and go to where the files are saved.



28. Click on the 6 files that were saved.

- Form 2802
- DMS
- TxDOT E-Verify
- DHS E-Verify
- Debarred List
- SAM.gov

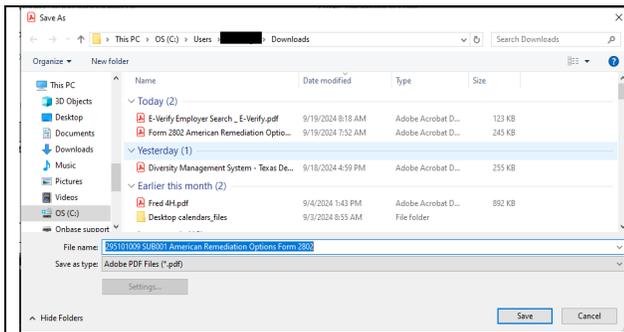
*Right click and select **Combine files** in Acrobat (.pdf file)



29. Adobe will open up with the files you have selected.

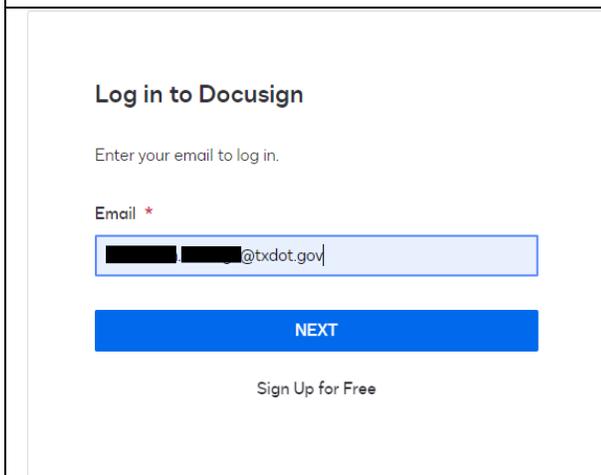
- a. Make sure that Form 2802 is first
- b. Click combine

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30. Save your combined Form 2802 with backup documentation in this format or name convention:

xxxCSJxxx Sub 001"NAME" Form 2802



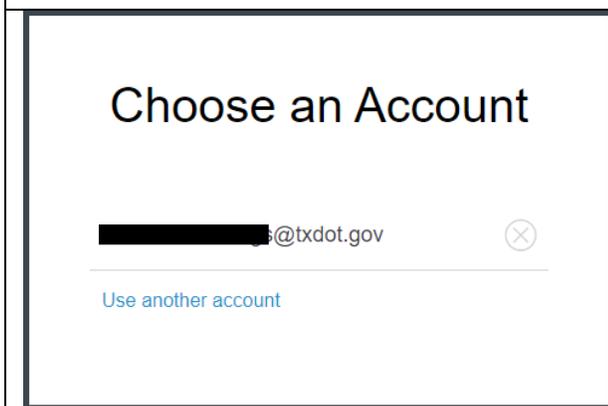
31. Form 2802 can be signed via DocuSign (shown here), Signed through Adobe, or by wet signature.

*If not using DocuSign, then skip to Step 36.

Open DocuSign, link:

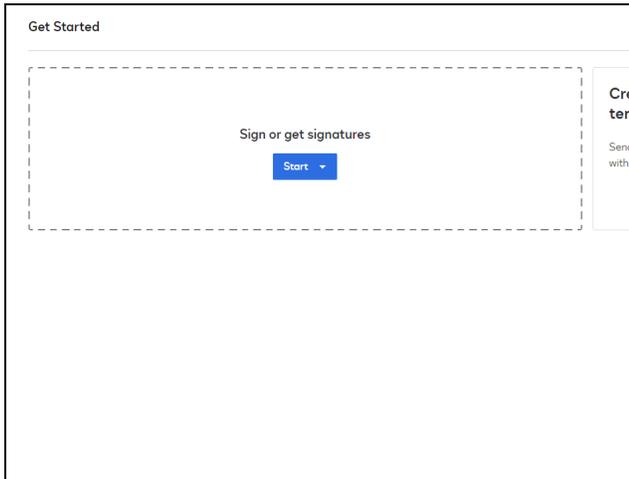
<https://account.docusign.com/#/username>

Enter TxDOT email for login

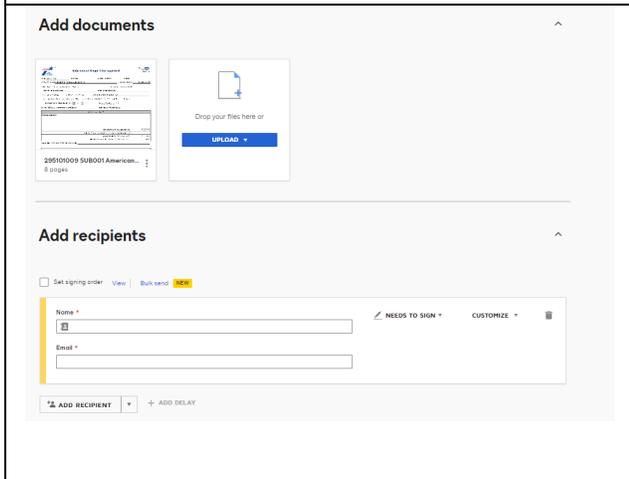


32. Choose an Account

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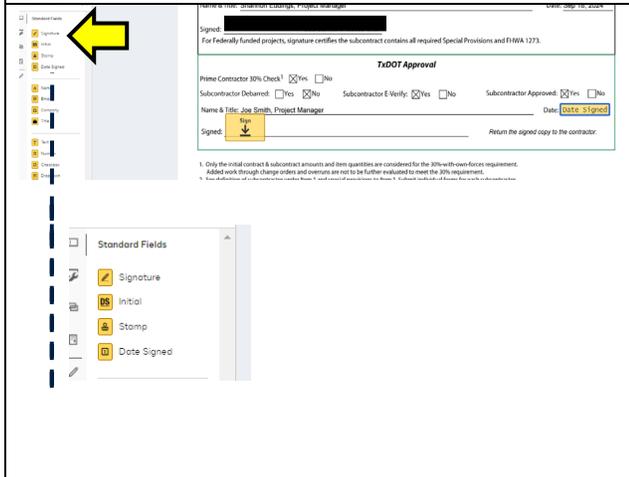


33. Drag and drop the combined file into DocuSign dashed outline box



34. Add Recipient and click on Next

*This is who will approve the sub, normally a project manager or engineer.



35. Click on Signature in the left-hand column and then direct it by clicking where that signature goes. You will also need to this for the Date Signed in the left column.

*This will send the file to be Signed, you will receive an email once it is signed.

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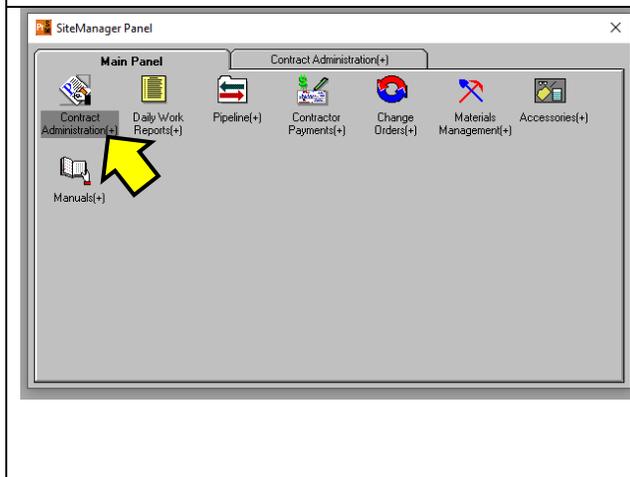
| | |
|--|---|
| <p>Completed: Complete with DocuSign: 295101009 SUB001 American Remediation Options Form</p> <p>DocuSign System <dse_na2@docuSign.net> To: [Redacted]</p> <p>If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.</p> <p>295101009 SUB001 American Remediation Options Form 2802.pdf 794 KB Summary.pdf 145 KB</p> | <p>36. Once you get the confirmation email that it is complete, you will need to save this file in Project Wise.</p> |
| <p>295101009</p> <ul style="list-style-type: none"> 0 - Contracts 1 - Survey 2 - APD 3 - ROW 4 - Design 5 - Utilities 6 - Construction <ul style="list-style-type: none"> 1. Letting Records 2. Field Records <ul style="list-style-type: none"> 1 INDEX and CONTRACT DOCUMENTS <ul style="list-style-type: none"> 1.1 Contract Etc 1.2 Prime Contractor 1.3 Subcontractors SUB 001 American Remediation Options (DBE) SUB 002 NAME | <p>37. In Project Wise go to the project CSJ, 6-Construction, 2-Field Records, 1-Index and Contract Documents, then the corresponding sub folder.</p> |
| <p>Utilities</p> <p>Construction</p> <ul style="list-style-type: none"> 1. Letting Records 2. Field Records <ul style="list-style-type: none"> 1 INDEX and CONTRACT DOCUMENTS <ul style="list-style-type: none"> 1.1 Contract Etc 1.2 Prime Contractor 1.3 Subcontractors <ul style="list-style-type: none"> SUB 001 American Remediation Options (DBE) SUB 002 NAME 1.4 Certifications <p>Name: Enter text here</p> <p>295101009 SUB001 American Remediation Options Form 2802.pdf</p> | <p>38. Drag and drop the completed signed Form 2802 from your email into Project Wise</p> |

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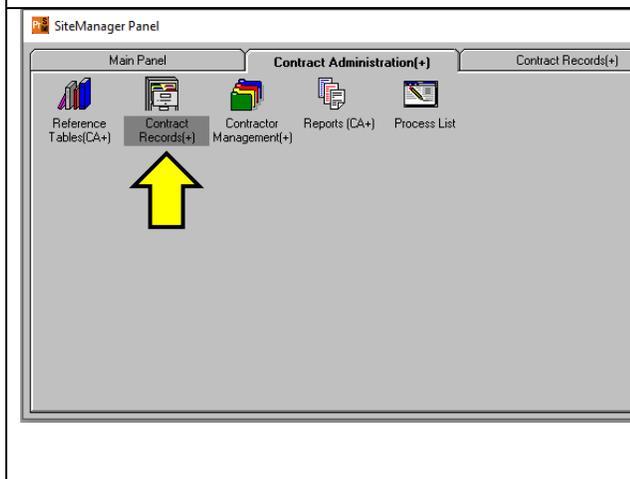
39. Log into the SiteManager Application:

- A. Type your TxDOT User ID
- B. Type your Password
- C. Click Logon



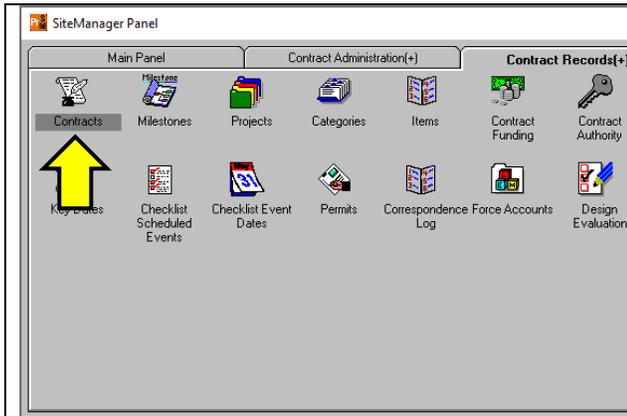
40. On the Main Panel, click on Contract Administration

41. ***If this is not the first sub skip to step 47

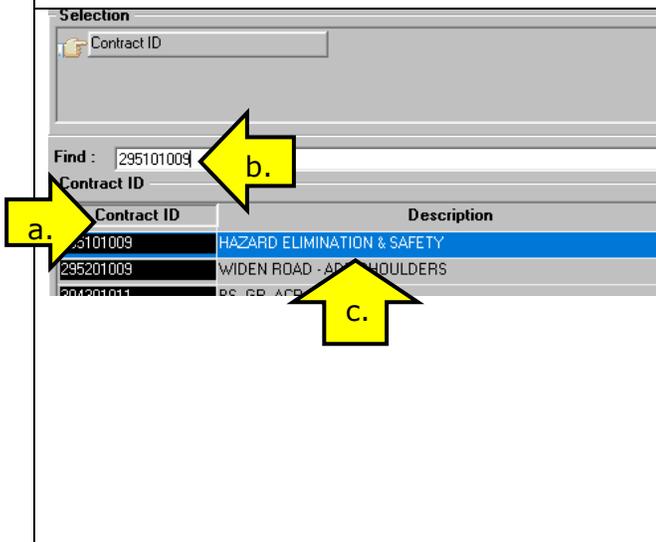


42. Click Contract Records

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43. Click on Contracts



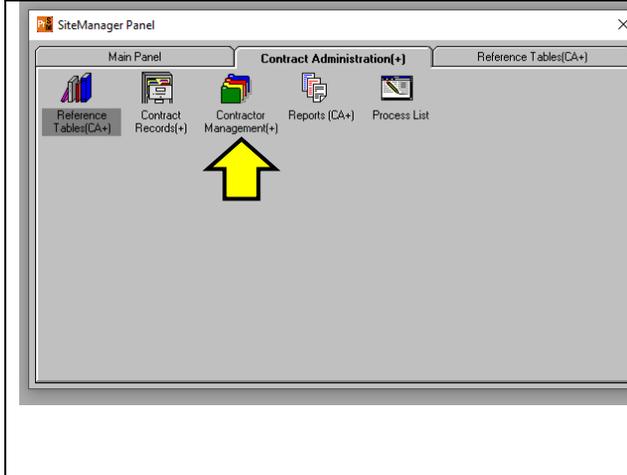
44. Find your Contract ID

a. Click on Contract ID to highlight the Column.

b.Type the CSJ in the find field

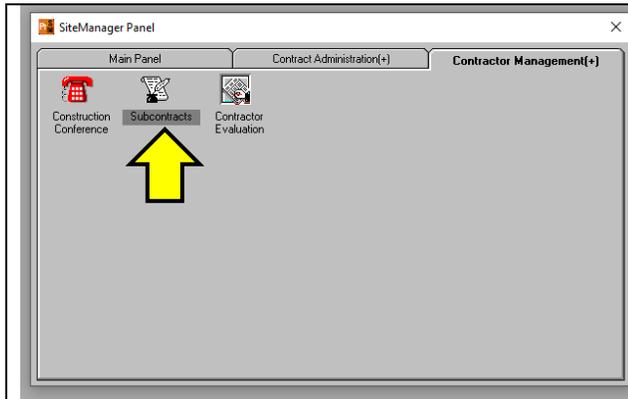
c.Double click on your project, it opens the contract so you can add the first sub

45. Close this tab and go back to the Contract Administration tab

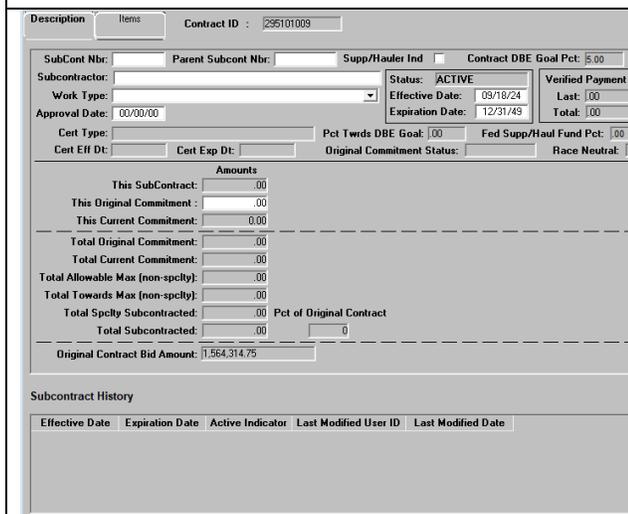


46. Click on Contract Management

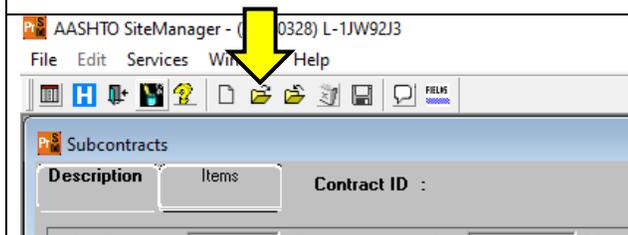
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47. Click on Subcontracts



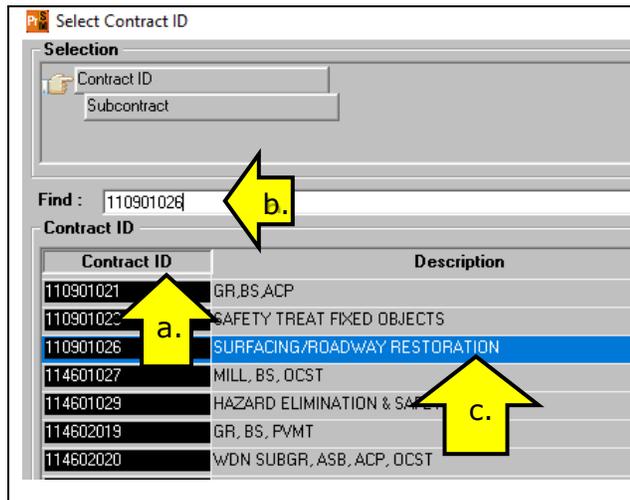
48. Since this is the first sub for the contract, it will automatically open to this screen.



49. Click on Open icon

**If this is not the first sub you will need to find the correct contract.

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50. Find your contract

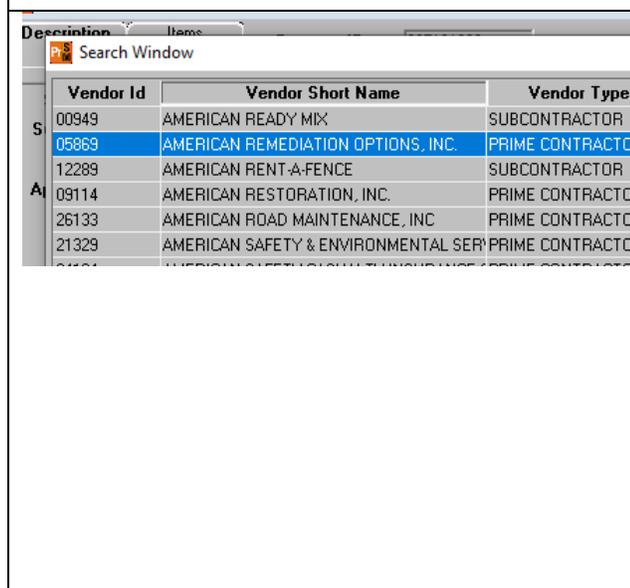
- a. Click on Contract ID to highlight the column.
- b. In the find field, type in the CSJ number.
- c. Double click on the correct project.



51. Enter the SubCont Nbr, and click on the Supp/Hailer Ind box.

52. Start with Sub 001

*If you have other subs already approved enter the next number it will be, this will always be a three digit number with placeholder zeros: 005...010...105...etc.



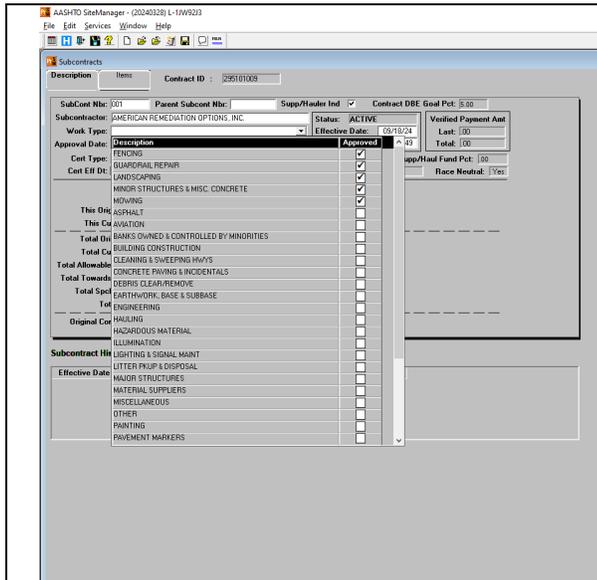
53. Right click on the Subcontractor field and select search.

*A new window will open, click on your Vendor Short Name listed to if you need help finding them, sort them alphabetically.

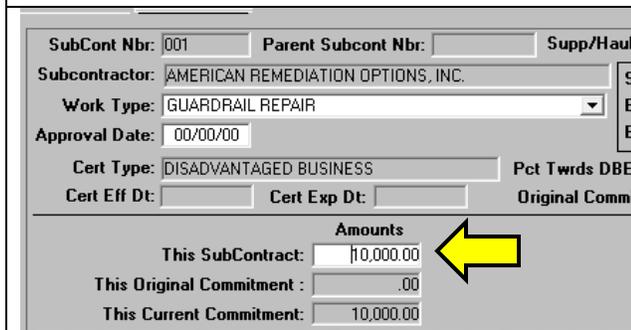
54. Find the subs name and double click it.

**Of if you know the subs SiteManager Vendor ID you can type it in manually or search by that.

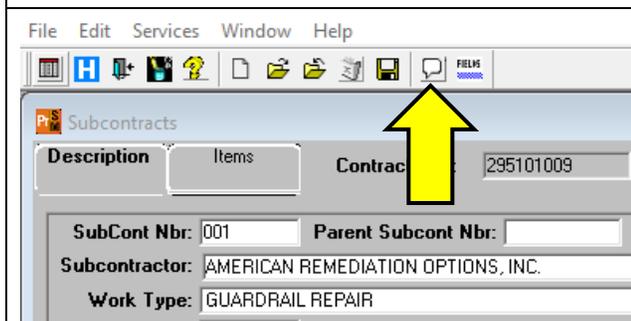
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55. Click the drop down for Work Type and select an option that is checked that is closest to what the sub request states the sub will be doing for work "Type".



56. Enter the amount of the subcontract agreement that is indicated on the Form 2802.



57. Click on the Remarks Bubble

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Remarks (General Remarks) :

First Tier Sub to Prime

Installing new Guardrail

DBE Sub

AO Approved by Joe Smith 9/17/2024

58. In the Remarks Bubble you want to state:

What tier sub this is

What work they will be doing?

If they are a DBE or not

“AO Approved by” approver and date

Description Items Contract ID : 295101009

SubCont Nbr: 001 Parent Subcont Nbr: Supp/Hauler Ind Contr.

Subcontractor: AMERICAN REMEDIATION OPTIONS, INC. Status: ACTIVE

Work Type: GUARDRAIL REPAIR Effective Date: 09/00/00 Expiration Date: 12/00/00

Approval Date: 00/00/00

Cert Type: DISADVANTAGED BUSINESS Pct Twrds DBE Goal: 100.00 Fe

Cert Eff Dt: Cert Exp Dt: Original Commitment Status:

| Amounts | |
|-----------------------------------|--------------|
| This SubContract: | 10,000.00 |
| This Original Commitment: | .00 |
| This Current Commitment: | 10,000.00 |
| ----- | |
| Total Original Commitment: | .00 |
| Total Current Commitment: | 1,000.00 |
| Total Allowable Max (non-spclty): | .00 |
| Total Towards Max (non-spclty): | 1,000.00 |
| Total Spclty Subcontracted: | .00 |
| Total Subcontracted: | 1,000.00 |
| Pct of Original Contract | 0.06 |
| Original Contract Bid Amount: | 1,564,314.75 |



59. Close the remarks bubble by clicking on it again then click save.

Now the percent of original Contract will be populated, (pct).

Send To: BMT-CONST

Cc:

Subject: 2951-01-009 Form 2802 American Remediation

295101009 Sub 001 American Remediation Options Form 2802.pdf 3 MB

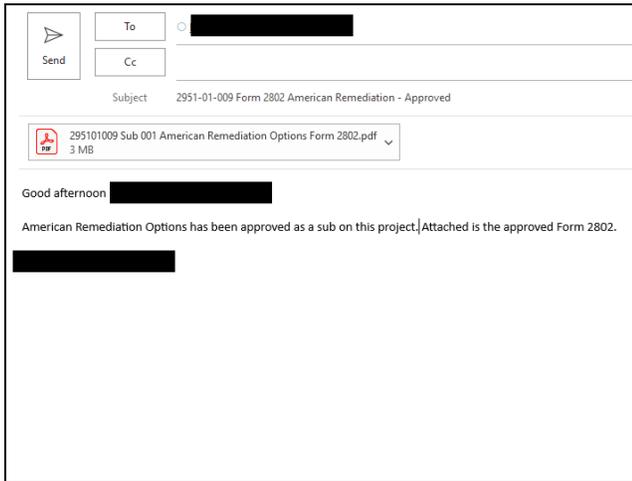
DCO

The attached request is ready for your approval in Site Manager.

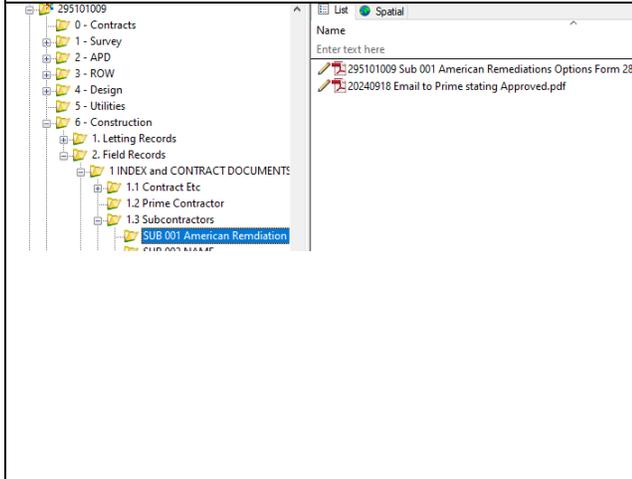
██████████

60. Email and attach the Form 2802 to District Construction Auditors and request them to complete the approval process in Site Manager.

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61. Once District has approved in Site Manager, notify by email the Prime with the copy of completed Form 2802 for their records.



62. Once the email is sent .pdf that email and save it for record into Project Wise.