

**COLORADO DEPARTMENT OF TRANSPORTATION**

**SUBLET PERMIT APPLICATION INSTRUCTIONS**

In accordance with CDOT’s Standard Specifications for Road and Bridge Construction subsection 108.01 and the FHWA 1273 (Required Contract Provision – Federal Aid Construction Projects, Section VI), the Contractor shall not sublet, sell, transfer, assign or dispose of the Contract or Contracts, or any portion thereof without the written permission of the Project Engineer (PE) or other designee. This is accomplished by submitting completed CDOT Form 205 – Sublet Permit Application for all subcontracted work. No contract work may begin until the Contractor has received the Engineer’s written permission.

The Contractor’s organization shall perform work amounting to 30 percent or more of the total original contract amount. Subletting of the contract does not relieve the Contractor of any liability as defined by the Contract and Bond.

The 205 must be filled out prior to entry into B2GNow. Once the form is complete, the process is as follows: The (prime) Contractor will fill out the 205 form. They will then add the form into B2GNow by adding in the needed information and uploading the manual copy of the form. (More information about adding in the 205 is here : [YouTube Entering a 205 into B2GNow.](#)) At this point, the 205 will sit in a pending status until it is recommended by the PE (or other designee) and approved by the Region Civil Rights Rights Office (RCRO). Once it is approved, the contract will sync over to LCPtracker for the input of payroll as applicable.

<b>Box #</b>	<b>Line Description on Form</b>	<b>Direction for Each Line on Form</b>
Section A: Prime Contractor Information		
1	Prjct (S/A) Number	List the project CDOT subaccount number (EX: 12345)
2	Prjct Number FHWA	List the federal project number. This is the hyphenated alpha numeric code provided in the announcement. (EX: NHPP-0001-003)
3	Request Date	Write the date of the request.
4	Request Type	Check the box that acknowledges the type of request -- new or revised. For a revised 205, please write in the revision number.
5	Contractor	Fill in the name of the prime contractor that is seeking to sublet part of the work.
6	B2G No.	List the prime’s B2G number known as the System Vendor Number. This is used to verify that the correct prime account is linked to subcontracts.
7	(Contact) First & Last Name	List the person that will be adding in the contracts into B2G.
8	Email Address	List the email for the person adding contracts into B2G.

Section B: Subcontractor Information		
9	Subcontractor Name	List the name of the subcontractor's company for which this request to sublet pertains to.
10	Address	List the business address for the subcontractor in 9B.
11	B2G No.	List the subcontractor's B2G number known as the System Vendor Number. This is used to verify that the prime account is linked to correct subcontractors.
12	Email Address	Provide the email address for the subcontractor.
13	Subcontracted to: A (prime) B (sub)	Designate whether the sublet is for the prime (choose A) or for a subcontractor (choose B -- other).
14	Tier No.	Enter the tier number for the contracting relationship for this sublet request. (Example: Tier 1 is subcontracted to the Prime Contractor.)
15	Company Name in 13B	List the upper tier subcontractor -- the contractor directly above the subcontractor getting work on this 205.
16	The subcontractor will also be acting as a Supplier on the project. Yes or No.	The subcontractor will designate whether or not they will also be acting as a supplier on the project.
17	The subcontractor will purchase more than \$10,000 from Supplier firm(s). Yes or No.	The subcontractor will designate whether or not they will purchase more than \$10,000 from (a) supplier firm(s). If yes, complete a CDOT Form 1425 for each.
Section C: Subcontractor B2GNow Compliance Contact		
18	Name (First & Last Name)	Enter the name of the contact person for the subcontract listed in #9. This should be the person that is responsible for entering payment into B2GNow.
19	Email	Enter the email of the contact person for the subcontract listed in #18.
20	Phone #	Enter the phone number of the contact person for the subcontract listed in #18.

Section D: Subcontractor Work Elements		
21	WBS Element(s)	List the WBS (work breakdown structure) element the sublet request is applicable to. This can be found in the bid proposal for the project. Items within the bid proposal are combined with like items.
	Item Code	Enter the item code -- the eight digit code associated with each pay item.
	Item Description	Enter the item description -- this is the bid item description from the proposal. If a partial item is being sublet, indicate "partial" here.
	Unit of Measure	Indicate how the item is paid: SY, CY, LF. The unit of measure should match the bid tab units.
	Exempt (Y/N)	Exempt items are those that don't count against the contractor's 30% self-performance. This includes specialty items.
	Subcontract Price	List the subcontract price for each item.
<p>***Generally speaking, the unit of measure will align with the bid tab and the pay item, but sometimes this can be a dollar amount or other measurement because of the way the work is broken out between a prime and (a) sub(s).***</p>		
	Quantity	Provide the number of units being provided.
	Total Amount Sublet	This will be the amount for each item multiplied by the quantity.
Section E: Subcontract Information		
22	Previous Approved Form 205 Total	Total of Form 205 Requests Previously Submitted for this subcontract ONLY-- enter the dollar amount of the original Form 205 request and all revisions submitted to date for this subcontract, prior to this Form 205 request for this subcontracting relationship (if this request is the initial Form 205 complete Boxes 23 and 24 only.)
23	Total of this Form 205 Request (both sides)	This box should automatically total box 26 -- this should be the total of this Form 205 request.
24	Total -- all Form 205 requests to date	This box should automatically total boxes 22 and box 23 -- this should be the total of all CDOT Form 205 requests to date, including this Form 205 request.