

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

SUBLETTING REQUEST

Date _____ Route _____ City/Co. _____ Sublet No. _____
Dept Use Only

Project _____

FHWA _____ Contract Id. No. _____
Dept. Use Only

Prime Contractor _____ Vendor No. _____

Proposed Subcontractor _____ Vendor No. _____

Contract Items and Amounts Proposed to be Sublet

Item No.	Item Description	Quantity*	Unit Price*	\$ Amount
----------	------------------	-----------	-------------	-----------

* Total quantities and/or the unit price being sublet can not exceed the contract quantity and/or the contract unit price. An explanation shall be provided if the unit price shown is less than the contract unit price.

Page Total \$ _____

Supplemental Page(s) \$ _____

No. of Pages _____

Total Requested \$ _____

Proposed Subcontractor

This is to certify that as an authorized representative of the below listed subcontractor, I have reviewed, understand and agree, to comply with the "Required Contract Provision - Form FHWA 1273" as stipulated in the contract for the above listed project.

_____ Name of Subcontractor		_____
_____	_____	_____
Address		Phone No.

City, State and Zip		
By: _____	_____	_____
Signature(Officer of Subcontractor)	Title	Date

Prime Contractor

As an authorized representative of the prime contractor, I certify that this sublet meets and is in accordance with the requirements of the contract for the above project between the undersigned contractor and the Commonwealth of Virginia/Virginia Department of Transportation.

_____ Name of Prime Contractor		_____
_____	_____	\$ _____
Address		Actual Amount of Subcontract

City, State and Zip		Phone No.
By: _____	_____	_____
Signature(Officer of Prime Contractor)	Title	Date

VDOT Approval of Contractor's Subletting Request

RECOMMENDED FOR APPROVAL

APPROVED

_____	_____	_____	_____
Residency Administrator	Date	District Construction or Maintenance Engineer	Date
Sublets under \$25,000	\$ _____	1. Contractor submits original to Residency Administrator	
Sublets to Date	\$ _____	2. After Recommendation, the Residency Administrator submits original and 1 copy to the District Construction or Maintenance Engineer.	
Percent Sublet	_____	3. After Approval, the District Construction or Maintenance Engineer makes distribution including one copy to the Construction Engineer.	

Original - District File
 Copy - Construction Engineer, Central Office