

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION MEMORANDUM

GENERAL SUBJECT:	<u>SUBCONTRACTING</u>	NUMBER:	<u>CD-2001-4</u>
		SUPERSEDES:	<u>CD-98-3</u>
SPECIFIC SUBJECT:	<u>FORM C-31 REQUIREMENT</u>	DATE:	<u>JUNE 8, 2001</u>

C. F. GEE
CONSTRUCTION ENGINEER

DIRECTED TO - DISTRICT ADMINISTRATORS

Section 108.01 of the Specifications requires the written consent of the Engineer for any work proposed to be subcontracted. This is normally done by approval of the C-31 Sublet Request.

There are instances when a Form C-31 is not necessary; however, the contractor is still required to notify VDOT of the name of the firm and the items of work that they will be performing. This allows VDOT to verify that the firm is authorized to do business in Virginia and is not debarred or been removed from the list of prequalified contractors. Even without a Form C-31, the Engineer must have given written approval **before** the firm begins work.

Also, in accordance with Section 108.01, there are instances when prequalification is not required. The attached table may be used as a guide to determine the minimum submission and approval necessary for each condition listed. These conditions are not all-inclusive nor do they supersede specific contract requirements.

Whether there is an approved Form C-31 or not, firms performing work on the contract may be subject to all contract requirements including insurance, EEO, payroll, and labor rates.

Section 108.01 also requires the contractor to perform at least 30% of the original contract amount with his own organization. Waiver of prequalification or Form C-31 does not relieve the contractor of this requirement.

DN: rg

C: Mr. Charles D. Nottingham
Mr. Claude D. Garver, Jr.
Assistant Commissioners
Division Administrators
District Construction Engineers
District Maintenance Engineers
District Equal Opportunity Coordinators
District Contract Administrators
Resident Engineers
Project Engineers
Project Inspectors
Federal Highway Administration
Virginia Department of Minority Business Enterprise
Virginia Road and Transportation Builders Association
Old Dominion Contractors Association
Virginia Asphalt Association
Virginia Aggregates Association
American Concrete Pavement Association

Condition	Prequal. Required	Approved C-31 Required	Notification of Firm's Name & Items of Work	Engineer's Written Approval
Manufacture or Supply of Material	NO	NO	NO	NO
Hauling of Material	NO	NO	NO	NO
Service Rental (such as barrels or barrier)	NO	NO	NO	NO
Regular Contract Line Items	YES	YES	---	---
Lower Tiers (items or parts of an item on a previously approved sublet)	NO	NO	YES	YES
Professional Services (such as construction surveying or wave equation)	NO	NO	YES	YES
Personnel Services	NO	NO	NO	NO
Asbestos or Lead Abatement	NO*	YES	---	---
Specialty Items Marked in Contract	NO	YES	---	---
Sublets \$25,000 or Less on State Funded Contracts in accordance w/ copied note	YES	NO	YES	VERBAL

* Must have the appropriate license to perform the specified work.