

# **SUBCONTRACTOR REQUEST FORM (SRF) INSTRUCTIONS**

## *PROCUREMENT CONTRACTS*

The Subcontractor Request Form (SRF) is a streamline form to use in requesting approval for subcontractors. Using this form will save time, eliminate excessive paper and ensure the subcontractor receives all the necessary documents.

### **PRIME CONTRACTOR:**

1. The Prime fills out the form
2. The Prime gives applicable documents 3-10 to the Subcontractor
3. The Prime and Subcontractor sign, date and title the SRF
4. The Prime faxes, Scans or delivers the SRF, and EEO Clause to the ADOT Field Office

### **FIELD OFFICE:**

5. The Field Office verifies that the SRF is fully and accurately completed (verify bid items, ROC License if current and approved to do specific work requesting to be approved.
6. Faxes, Scans or delivers SRF and subcontract to Field Reports (Attn: Yvonne Navarro)

### **FIELD REPORTS:**

7. Verifies information
8. Verifies AZROC licensing is for work being requested to subcontract
8. Field Reports inputs SRF onto FAST/Subcontractor Index
9. Faxes or Scans inputted SRF to Procurement and Field Office

### **PROCUREMENT:**

10. Procurement Officer receives inputted SRF from Field Reports, signs, and faxes or scans a copy to the Field Office and Prime Contractor

## ***TIMELY PROCESSING IS CRITICAL***

**NOTES:** Field Office to ensure that the SRF is accurate prior to forwarding to Field Reports for entry onto subcontractor index

An approved subcontractor can only subcontract out Lower Tier items of work which he/she is already approved to work

#### Arizona Registrar of Contractors (AZROC) License

- AZROC License must be for the type of work that is being subcontracted
- Questions regarding types of AZROC License required should be directed to the AZROC
- No AZROC License is required for Temporary Traffic Control, Trucking, Concrete Pumping, J-Jon Services, Camera for Sewer Mains, Professional Services such as Survey work, Quality Control