

SUBCONTRACTORS

This chapter contains the following sections:

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The Subcontract Component lists the Prime Contractor and all subcontractors (including Service Providers) associated with a contract. Subcontractors are added to track equipment and personnel in AWP Daily Work Report (DWRs) and the Mobile Inspector app.

The Prime Contractor has already been entered by HQ Construction Admin. Subcontractors are added when the Crew Office receives an approved Subcontractor/Service Provider Request (SSPR).

The AWP software automatically populates a generic list of equipment and personnel to all subcontractors as they are added and saved.

ADDING A SUBCONTRACTOR

1. Confirm current role is set to NV Crew Office. (Figure 3-1)



Figure 3-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 3-2)



Figure 3-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 3-3)

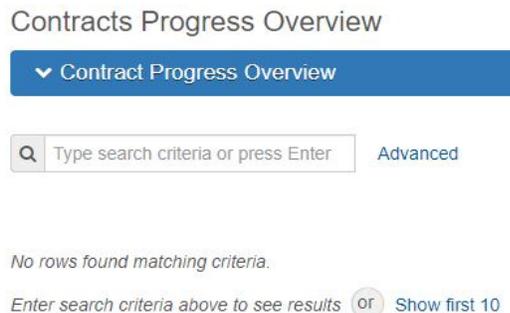


Figure 3-3. Contract Progress Overview

- Click the Contract number hyperlink. (Figure 3-4)

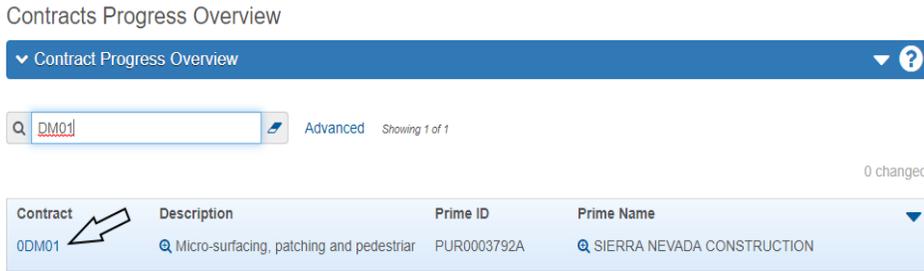


Figure 3-4. Contract Progress Overview Search Results

- In the Contract Progress Summary screen, click the Contractors tab to see a list of all contractors on this contract. (Figure 3-5)

Note: Each contract will have a 00 Default Vendor as the Original Prime, please ignore this record.

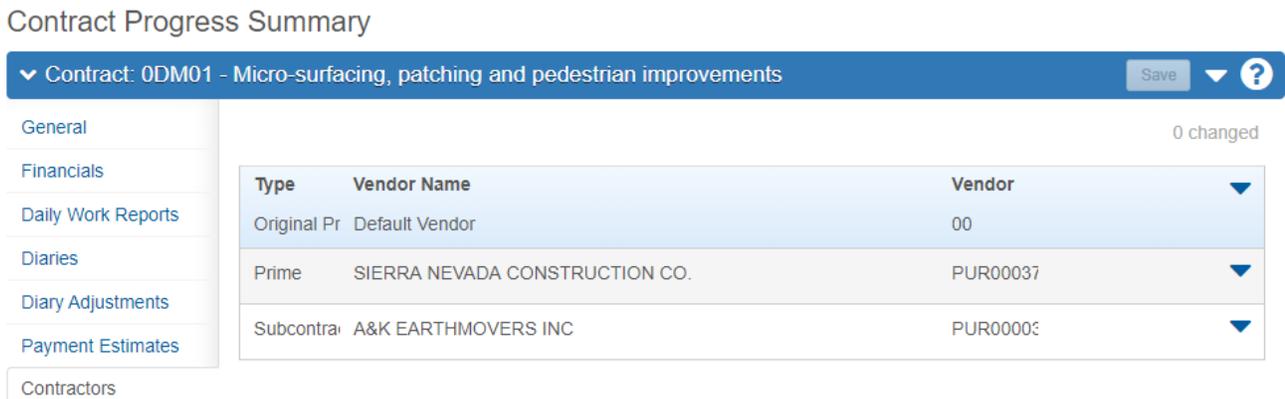


Figure 3-5. Contract Progress, Contractors tab

- To add a Subcontractor, using the Quick Links, click Subcontracts. (Figure 3-6)



Figure 3-6. Contract Progress Quick Links

- In the Row Action drop-down on the Subcontractor component, click Add. (Figure 3-7)

Subcontract Overview

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

Prime Vendor: PUR0003792A - SIERRA NEVADA CONSTRUCTION

Total Calculated Subcontract Amount (non-specialty)	Total Calculated Subcontract Item Extended Amount (non-specialty)
0.00	0.00
Total Allowable Maximum Subcontract Percent (non-specialty)	Total Allowable Maximum Subcontract Amount (non-specialty)
	0.00
Total Towards Maximum Subcontract Percent (non-specialty)	Total Towards Maximum Subcontract Amount (non-specialty)
0.00	0.00
Total Specialty Subcontract Percent	Total Specialty Subcontract Amount
0.00	0.00

Subcontract

Save ?

Actions

Add

0 marked for deletion | 0 changed

Sub Num	Vendor	Short Name	Type	Approval D...	Total Subcontract Amount
01	PUR0000169A	GRANITE CONSTRUCTION CO	SUB - Subcontractor	06/23/2019	100,000.00

Figure 3-7. Subcontractor Component

- On the Add Subcontract screen, enter values in the following fields (Figure 3-8):
 - Subcontract Number** (Sequential numbering for all subcontractors; 01, 02, etc.)
 - Vendor** (Place the cursor in the field, start typing in the sub's name and select appropriate subcontractor)
 - Subcontract Type** (pick from drop-down list)
 - SUB - Subcontractor
 - SP - Service Provider
 - TRK - Trucking / Hauling
 - Work Classifications - Name** (select a work classification from the drop down)
 - SUB - Subcontractor
 - SP - Service Provider
 - TRK - Trucking / Hauling

Add Subcontract There are unsaved changes. x

Contract: 03910 - Cold mill and place bituminous surface with open grade and truck parking improve... ?

Prime Vendor: 11112 - ROAD AND HIGHWAY BUILDERS

Total Calculated Subcontract Amount (non-specialty)	Total Calculated Subcontract Item Extended Amount (non-specialty)
0.00	0.00
Total Allowable Maximum Subcontract Percent (non-specialty)	Total Allowable Maximum Subcontract Amount (non-specialty)
	0.00
Total Towards Maximum Subcontract Percent (non-specialty)	Total Towards Maximum Subcontract Amount (non-specialty)
0.00	0.00
Total Specialty Subcontract Percent	Total Specialty Subcontract Amount
0.00	0.00

Add Subcontract Save x ?

Subcontract Number *	Calculated Items Total
<input type="text" value="02"/>	
Vendor *	Total Subcontract Amount
<input type="text" value="11221"/> STAKER & PARSON COMPANIES	
Subcontract Type *	Total Sub Extended Amount
SUB - Subcontract	
Parent Subcontract Number	Prime Approved Date
<input type="text"/>	
Prime Approved By	Parent Approved Date
Parent Approved By	Subcontract Approved Date
Subcontract Approved By	Resident Engineer Approved Date
Resident Engineer Approved By	AUA Waiver Received
	<input type="checkbox"/>
Use Approved Vendor Work Classes	AUA Waiver Comment
<input type="checkbox"/>	<input type="text"/>

Work Classifications

Name *

SUB - Subcontractor x

Figure 3-8. Add Subcontractor fields

9. Click the Save button.(Figure 3-8).
10. Scroll down to Work Classifications, enter the Approval Date (from the Approved SSPR), and click the Save button. (Figure 3-9)

Subcontract: 02

There are unsaved changes.

Save

Work Classifications

Name *

SUB - Subcontractor

Approval Date

05/01/2023

DBE Certified

No

DBE Commitment

No

Exclude Tier-1 Subcontract With Items From Threshold Calcs

Figure 3-9. Subcontractor Component

- Repeat steps 7 - 10 above for additional Subcontractors, increasing the Subcontract Number by 1. If needed, return back to Subcontract Overview to see what the next Subcontractor Number will need to be.

Note: If the Subcontractor is not in the Vendor list, email a copy of the approved SSPR form to ContractComplianceProjects@dot.nv.gov to have the Vendor added to AWP.

