



**STATE OF ALASKA**  
**DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES**  
**Contractor Self Certification for Subcontractors and Lower Tier Subcontractors**

**Project Name:**

**Project Number:**

**Federal-Aid Number:**

**Submission Number:**

**Subcontractor and Lower Tier Subcontractor Names:**

**Contractor Certification**

Agreement as included herein refers to the legally binding written contract between the Contractor and Subcontractor, or between the Subcontractor and Lower Tier Subcontractor, as identified in items 1 or 2 below:

1.  A written agreement has been executed between Contractor and the Subcontractor listed above. OR
2.  A written Agreement has been executed between a Subcontractor and a Lower Tier Subcontractor listed above. (The Department will not allow the subcontractor to work on the project before the Department has received this signed Form 25D-042 and supporting documentation.)

- All Subcontractors are qualified to perform the work.
- All Subcontractors have adequate insurance as required by the Contract, or the Contractor has adequate insurance for the Subcontractor(s) as required by the contract.
- All subcontractors are included on the Bidder's Registration List.
- The "Prompt Payment" clauses (AS 36.90.210) are included in the Agreement language.
- All requirements and pertinent provisions of the Contract, including but not limited to; Form 25D-55 (included in the contract), Required Contract Provisions for Federal Aid Construction Contracts, DBE provisions, and minimum wage rates, are included in the agreement.
- All agreements with Subcontractors and with Lower Tier Subcontractors will be in continued compliance with all provisions of the Contract.
- The Contractor remains responsible for all quality control and proper performance of all requirements of the Contract.
- The Contractor will continue to perform at least thirty percent (30%) of the Contract work with his own organization.
- This Contractor Self Certification does not relieve the Contractor and his surety, or either the Contractor or surety from any liability or responsibility under the Contract.
- The Contractor certifies firms or individuals debarred or suspended by the Department, FAA, or FHWA are not employed or subcontracted under this construction project.
- For FAA funded projects, the subcontractor or lower tier subcontractor has signed and submitted a Form 25D-159, Certification Regarding Tax Delinquency and Felony Convictions

**Description of Subcontractor Work:**

The subcontractor is performing work as a DBE, the dollar amount of DBE work is: \_\_\_\_\_

The subcontractor is performing work on specialty items, the dollar amount of specialty item work is: \_\_\_\_\_

This Agreement dollar amount is: \_\_\_\_\_

This Agreement dollar amount is: \_\_\_\_\_ % (percent) of the Total Contract Award Amount.

Total cumulative signed subcontracts (including this Agreement) are: \_\_\_\_\_ % of the Total Contract Award Amount.

**Subcontractor or Lower Tier Subcontractor Information:**

**Federal Employer Identification Number (EIN)** (if no EIN then use owner SSN):

**Business License Number:**

**Contractor's License Number:**

**Electrical/Mechanical Administrator's License Number (if applicable):**

**Surveyor's License Number (if applicable):**

**Phone Number:**

**Address:**

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Estimated Starting Date:**

**Department's Request for Information** – If the Department at any time makes written request for the Agreement, licenses, proof of insurance, or any other information relating to the certifications contained herein, the Contractor will deliver an executed copy of the Agreement and /or other requested information to the Department within five calendar days. If the Contractor fails to provide the requested information within five calendar days, or if the Contractor fails to include required language and conditions in the Agreement, the Department may suspend all work relating to the Agreement. The Contractor shall not be due any additional compensation or contract time if the Department suspends work due to the Contractor's failure to provide requested information or failure to include required language and conditions in the Agreement.

**False Statement or Omission** – If a false statement or omission is made in connection with this Contractor Self Certification the Contractor will be excluded from participating in the self-certification process for the remainder of this Contract. Contractors excluded from the self-certification process will be required to submit all necessary information for the Department's approval of proposed Subcontractors or Lower Tier Subcontractors.

Any false statement or omission made in connection with this Contractor Self Certification may be cause for suspension, a determination of non-responsibility on future bids, and may be cause for revocation of award, default, or debarment. The person or entity making the false statement or omission is subject to any and all civil and criminal penalties available pursuant to applicable state and federal law.

I certify the above information and statements are true, correct, and complete.

**Contractor:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

I hereby acknowledge that all requirements and pertinent provisions of the Contract, including but not limited to; Form 25D-55 (included in the contract), Required Contract Provisions for Federal Aid Construction Contracts, DBE provisions, prompt payment, and minimum wage rates, are included in the agreement and have been received.

**Subcontractor or lower tier subcontractor:**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

## Contractor Instructions for completing Form 25D-042

1. The contractor must complete Form 25D-042 for each first tier subcontractor listed on Form 25D-5 Subcontractor List, and for lower tier subcontractors subject to a subcontracting agreement. Subcontractors will not be allowed to work on the project until a signed Form 25D-042 and supporting documentation has been submitted for them.
2. **Page one – Top** – Contractor to fill out top portion with information requested. List both first tier subcontractor and lower tier subcontractor if it is a lower tier subcontract.

### **Page one – Middle** - Contractor Certification.

- Mark one of the two contractor/subcontractor or subcontractor/lower tier subcontractor check boxes as applicable.

### **Page one – Bottom** – Contractor to describe work that will occur under the subcontract.

- Mark check box if subcontractor/lower tier subcontractor is performing work as DBE and the dollar amounts of the DBE work.
- Mark check box if subcontractor/lower tier subcontractor is performing specialty work and the dollar amounts of the specialty work. Specialty work will be noted in the bid documents.

List subcontract/lower tier subcontract agreement amount.

Indicate the percent of total agreement amount for this subcontract by calculating: subcontract agreement amount divided by total contract award amount (specialty items not counted in totals).

When listing total cumulative signed subcontracts, add subcontract amounts cumulatively as the contractor signs the Form 25D-042 Certifications.

- Leave total cumulative blank if this form is for a lower tier subcontract whose work is already included in the first tier subcontractor's work.

3. **Page two – Top** - Subcontractor or Lower tier subcontractor must complete the top box with information requested.

**Page two – Bottom** - Subcontractor or lower tier subcontractor must sign and date their signature box, when they have received and verified they have a complete agreement.

**Page two – Bottom** – After receiving and verifying signed subcontract/lower tier subcontract, the Contractor must sign and date the Contractor's signature box.

4. **Submittal requirements** vary by region:

- Submittal should be to the Project Engineer, the Regional Contract Compliance Officer, and the Department's Civil Rights Office.
- Central region and Southcoast region require submittal of both Form 25D-042 and entire subcontracts for every subcontractor listed. They will review a minimum of 1 in 10 entire subcontracts.
- Northern region requires submittal of Form 25D-042 for each subcontract, and they will request entire subcontracts as needed. They will review a minimum of 1 in 10 entire subcontracts.

5. If reviewed subcontracts are not correct, the Department will send email or written objection to the contractor.