



# SUBCONTRACTOR/SUPPLIER REQUEST FOR ESTIMATE MONITORING

Date: \_\_\_\_\_ (mm/dd/yyyy)

Subject: **Request for Estimate Monitoring**

To: **The Pennsylvania Department of Transportation, District: \_\_\_\_\_ - 0**

From: \_\_\_\_\_  
(name of Subcontractor/Supplier)

By: \_\_\_\_\_

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

## Regarding

Contract Number: \_\_\_\_\_

County: \_\_\_\_\_

State Route: \_\_\_\_\_

Section Number: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

Estimate Number: \_\_\_\_\_

Estimate Period: from \_\_\_\_\_ to \_\_\_\_\_ (mm/dd/yyyy)

List Work Item Numbers and Quantities Associated with this Estimate in the chart below.

Item Number	Quantity

Item Number	Quantity

**Note:** In order for Estimates to be monitored, subcontractors/supplier must process by completing page 1 of this form.

**District Follow-up to Request for Estimate Monitoring**

Review ECMS to verify the following:

1. Work items identified on Page 1 are included on the subject Estimate.
  2. Quantities associated with Work Items are accurate
  3. Date of SAP approval of Estimate: \_\_\_\_\_ (mm/dd/yyyy)
  4. Date check paid: \_\_\_\_\_ (mm/dd/yyyy)
- If the Work Items and/or Quantities do not correspond, provide the subcontractor/supplier with the information from the Inspector's log.
  - Inform the subcontractors/suppliers that in the event of a dispute, the Inspector's quantity determination will govern until the dispute is resolved.
  - If any of the referenced work items are additional/extra work not on an approved work order, process work order immediately, if appropriate.
  - After verification of the Work Items and Quantities, and completion of the above dates, forward this form to the prime contractor.

**Prime Contractor's Verification of payment to Subcontractor/supplier**

(If two party check, list both parties as payee)

Payee: \_\_\_\_\_  
\_\_\_\_\_

Amount of check: \$ \_\_\_\_\_.

Date of check: \_\_\_\_\_ (mm/dd/yyyy)

Reported by: \_\_\_\_\_

- If Estimate has not been paid, provide explanation to District in letter. Return form and/or letter to District within seven (7) days.

**District Follow-up to Prime Contractor's Verification**

If prime contractor verifies payment has been made, determine if subcontractor/supplier has received payment

- If payment has been received, claim is considered closed.
- If payment has not been received, or if prime contractor has provided an explanation, proceed as follows:
  - Schedule meeting with ADE for Construction, prime contractor, and subcontractor/supplier.
  - Make determination of compliance with Section 110 of Publication 408 M (408).
  - If determination is in favor of subcontractor/supplier, prime contractor should be directed to pay within seven days. Failure to render payment will be reported to the Prequalification Office for further action.
  - If determination is in favor of prime contractor, the decision to proceed with further appeals will be left to the discretion of the subcontractor/supplier.