

1 (October 3, 2022)

2 Prior to any subcontractor or lower-tier subcontractor beginning work, the Contractor  
3 shall submit to the Engineer a certification (WSDOT Form 420-004) that a written  
4 agreement between the Contractor and the subcontractor or between the subcontractor  
5 and any lower tier subcontractor has been executed. This certification shall also  
6 guarantee that these subcontract agreements include all the documents required by the  
7 Special Provision **Federal Agency Inspection**.

8  
9 A subcontractor or lower-tier subcontractor will not be permitted to perform any work  
10 under the contract until the following documents have been completed and submitted to  
11 the Engineer:

- 12  
13 1. Request to Sublet Work (WSDOT Form 421-012), and  
14 2. Contractor and Subcontractor or Lower Tier Subcontractor Certification for  
15 Federal-aid Projects (WSDOT Form 420-004).  
16

17 The Contractor shall submit a completed Monthly Retainage Report (WSDOT Form  
18 272-065) within 15 calendar days after receipt of every monthly progress payment until  
19 every subcontractor and lower tier subcontractor's retainage has been released. This  
20 form shall be submitted to the Engineer by email to the following email address for the  
21 region administering the Contract:

22  
23 Eastern Region – [ERegionOEO@wsdot.wa.gov](mailto:ERegionOEO@wsdot.wa.gov)  
24 North Central Region – [NCRegionOEO@wsdot.wa.gov](mailto:NCRegionOEO@wsdot.wa.gov)  
25 Northwest Region – [NWRRegionOEO@wsdot.wa.gov](mailto:NWRRegionOEO@wsdot.wa.gov)  
26 Olympic Region – [ORegionOEO@wsdot.wa.gov](mailto:ORegionOEO@wsdot.wa.gov)  
27 South Central Region – [SCRegionOEO@wsdot.wa.gov](mailto:SCRegionOEO@wsdot.wa.gov)  
28 Southwest Region – [SWRegionOEO@wsdot.wa.gov](mailto:SWRegionOEO@wsdot.wa.gov)  
29 Washington State Ferries – [FerriesOEO@wsdot.wa.gov](mailto:FerriesOEO@wsdot.wa.gov)  
30

31 The Contractor's records pertaining to the requirements of this Special Provision shall  
32 be open to inspection or audit by representatives of the Contracting Agency during the  
33 life of the contract and for a period of not less than three years after the date of  
34 acceptance of the contract. The Contractor shall retain these records for that period.  
35 The Contractor shall also guarantee that these records of all subcontractors and lower-  
36 tier subcontractors shall be available and open to similar inspection or audit for the  
37 same time period.