central florida Expressway Authority

**Request for Authorization to Sublet Work Checklist**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Date: |  |  |
| Project Number: |  | CEI Reference Number: |  |  |
| Contractor: |  |  |
| Subcontractor: |  | 2nd Tier Subcontractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| CEI: |  |  |
|  |
|  |
|  | [ ]  | Request for Authorization to Sublet Work form, properly executed |  |
|  | [ ]  | Contractor’s letter to Surety |
|  | [ ]  | Certificate of Insurance |
|  | [ ]  | Copy of EEO Report |
|  |  | If DBE: | [ ]  Certificate of Subcontract amount |  |
|  |  |  | [ ]  DBE Utilization Form |
|  |  |  | [ ]  Copy of FDOT, Orange County, and/or City of Orlando Certification |
|  |
|  |
| Comments: |  |
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