

INSTRUCTIONS FOR KDOT FORM 1010

REQUIREMENTS FOR KDOT FORM 1010

Each prime contractor should make a master Form 1010 for each KDOT contract listing the name of each subcontractor and each applicable supplier.

After the receipt of funds for each KDOT estimate payment, the prime contractor shall pay each subcontractor/supplier who has work items on the estimate within 10 days. The prime contractor shall strike through the names of subcontractors/suppliers to whom no payment was due for that estimate.

The signed, dated Form 1010 must be received at the KDOT construction office within 15 days of the date the prime contractor received payment from KDOT.

CLARIFICATIONS FOR KDOT FORM 1010

List only first tier subcontractors on Form 1010.

List only suppliers who provide an item/material to the prime contractor that is a bid item and not a component of a bid item.

Example: Bid item is for pipe. The prime contractor installs the pipe. The pipe supplier should be listed on Form 1010. If a subcontractor installs the pipe, the pipe supplier is not listed on Form 1010.

Example: Bid item is for cast-in-place manhole built by the prime contractor. The manhole has multiple components and no supplier is listed on Form 1010.

It is important that all first tier material suppliers be listed, as the submittal of this form is the basis for not requiring paid invoices for stored materials.

For any material or supplied item that is paid on a monthly billed account and has not yet been billed or paid, write that date it is to be paid next to the name on the Form 1010.

As always, every prime contractor is responsible for ensuring that all lower tier subcontractors and suppliers are paid by their respective contractors within 10 days of when that subcontractor received payment. KDOT does not want any Form 1010 from a lower tier subcontractors and suppliers but a prime contractor may choose to use Form 1010 as a way of ensuring that all entities involved in the project have been paid.