

List of Subcontractors/SUPPLIERS FORM A

Note a correctly completed Form A will list all subcontractors and suppliers a bidder's plan to directly utilize. Each company will have 2nd or 3rd tier subcontractors or suppliers should submit individual Form A. Only DBEs certified by NCDOT may submitted to meet the contract goal.

Form A instructions to fill out form

1. **Bidders Name** is the name of the company that will be entering into contract agreements or purchasing supplies and materials from subcontractors listed in the document
2. **Project Name** is the name of the of the identification listed on the solicitation
3. **Name and address** of each subcontractor/supplier that is intended to do work on the project:
 - a: **Annual Gross Receipts range** must be identified for each company according to the range provided
4. **Contact Person and Phone number** (plus email address if available)
5. **Age of Firm** approximate age of firm
6. **Description of Work** or supplies to be provided by the subcontractor
7. **NAICS Code** (if available) for the work provided by the subcontractor
8. **NCDOT Reporting number #** (specifically for DBE subcontractors and suppliers)
9. **Total Project \$** dollars that are projected to be spent with each subcontractor/supplier (Dollars committed to be to DBE subcontractor)
10. **% of the total Bid amount** is the percent of dollars to be spent with each subcontractor or supplier
 - Calculations = **Total projected dollars** divided by **Total Bid Amount**
 - DBE supplier utilization me only count 60% towards DBE goal, but 100% must be spent with the DBE supplier to get the 60% credit
 - Total Bid amount includes the contingency amount
11. Your company must **acknowledge** that you have **confirmed** that each DBE submitted is certified as such in the NCDOT database <https://www.ebs.nc.gov/VendorDirectory/default.html>
12. Print additional copies of the extended Form A to list all subcontractors or suppliers which do not fit on one page. On each sheet the company with subcontractors and suppliers must **Print**:
 - The company name under **Bidder's name**,
 - the solicitation title next **Project Name**

13. The project totals including for all vendors listed on the company's Form A and extended it Form A must be listed on the 1st page including the following

- The **Total DBE utilization** in \$ dollars
- The **Total bid amount** in \$ dollars
- Percentage% of the total **DBE utilization** (Total DBE Utilization/ Total bid amount including contingency)

14. **Read the "Certification statement"** before signing your form A

15. An authorized official from your company must sign the Form. That official must then **Print**:

- Name
- Title
- Submittal Date

Note by submitting this form the prime will be contractually held to the amounts listed on the Forms A and tiered forms A submitted their subcontractors, as well the Forms D letters of intent submitted will be considered both the commitments by the prime and subcontractors (should the subcontractors not comply with DBE commitments/requirements) on this contract.

16. Additional questions on filling relating to the completion of the form should be directed to the contact provided included with the solicitation.

Note: NCDOT DBE certified Primes ,submitting bids/proposals, must include entries of their own utilization and their subcontractors utilization on the Form A. This includes if they will be utilizing other NCDOT certified DBE firms on the contract.

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Project DBE and non-DBE Subcontractor/ Supplier Utilization. Note this **MUST** be submitted with your Bid. Make copies as needed If you fail to meet the DBE Goal for this Project, you **MUST** complete FORM C and attach documentation of your GOOD FAITH EFFORTS with your Bid package.

Bidders Name _____ Project Name _____

Below ALL subcontractors AND suppliers (including DBEs) that you intend to use on this Contract. Continue listing on the supplemental form

[illegible]

Please read the following “Certification” statement before signing. “The undersigned certifies has he/she has read understand and agree to be bound by the DBE program Requirements including the accompanying FORM(s) A and the other terms and conditions in the Notice to Bidders. The undersigned further certifies that he/she is legally authorized by the Bidder to make the statement and representation and that said statements and representations are true and correct to the best of his/her knowledge and belief. It is the intent by the undersigned to enter into a formal agreement(s) with subcontractors/suppliers named on this Form conditioned upon execution of a contract with the City. All DBE subcontractor /supplier must provide proof of the DBE status or receive confirmation of the status from the City’s Transportation Supervisor prior to contract award. The undersigned understands and agrees that if any of the statements and representations are made by the Bidder knowing them to be false, or if there is a failure of the successful Bidder (i.e., the Contractor) to implement any of the stated agreements, intentions, objective, goals, commitments and substitutions set forth herein without prior approval by the City’s Transportation Supervisor or a designee, then in any such events the Contractors act of failure to act, as the case may be, shall constitute a material breach of the contract, entitling the City to terminate the contract for default. The right to so terminate shall be in addition to, and not in lieu of, any other rights and remedies the City may have four other defaults under the contract, or otherwise. Additionally, the Contractor will be subject to the loss of any future contract awards”.

Signature of Authorized Official	Printed Name	Title	Submittal Date
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