

## List of Subcontractors - FORM A Instructions

**Note** a correctly completed Form A will list **all subcontractors and suppliers** a bidder's plan to directly utilize. Each company will have 2<sup>nd</sup> or 3<sup>rd</sup> 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 gross receipt 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 equal total projected dollars divided by total bid amount DBE supply or utilization me only count 60% towards DB Eagle total DVM out 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://partner.ncdot.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 extendedit Form A must be listed on the 1st page including the following Tthe **total DBE utilization** in \$ dollars Tthe **total bid amount** in \$ dollars Ppercentage% of the total **DBE utilization** ( Ttotal DBE Utilization/ Ttotal 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 math then Print: Name Title Submittal Date
16. Additional questions on filling relating to the completion of the form should be directed to the contact provided included with the solicitation.

**LIST OF subcontractors/ SUPPLIERS FORM A**

**Project DBE and non-DBE Subcontractor/ Supplier Utilization, Commitment**

**Federal Disadvantaged Business Opportunity Program. 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

<b>Subcontractor/Supplier's Name &amp; Address</b>	<b>Contract Person &amp; Phone #</b>	<b>Age of Firm</b>	<b>Description of Work</b>	<b>NAICS Code</b>	<b>NCDOT Reporting #</b>	<b>Total Projected \$</b>	<b>% of Bid Amount</b>
Annual Gross Receipts: Less than 500,000 500,000 to 1M \$1-2M \$2-5M Over \$ Over \$5M							
Annual Gross Receipts: Less than 500,000 500,000 to 1M \$1-2M \$2-5M Over \$ Over \$5M							

**I acknowledge that I have confirmed the certification of each DBE listed above on <https://partner.ncdot.gov/SupplierDirectory/default.html>**

Total DBE Utilization \$    Total Bid Amount \$    Percent DBE Utilization (Total DBE Utilization/ Total Bid Amount) %

**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 Civil Rights Officer 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 Civil Rights Officer 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”.

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Signature of Authorized Official

Printed Name

Title

Submittal Date

