

## List of Subcontractors – FORM A Instructions

**Note:** A correctly completed Form A will list all subcontractors and suppliers a bidder plans to directly utilize. Each company who will have 2<sup>nd</sup> or 3<sup>rd</sup> tier subcontractors or suppliers should submit individual Form A's. Only DBEs certified by NCDOT may be submitted to meet the contract goal. Note: These instructions and the signed Forms A and resulting forms D, will be incorporated actually and by reference into the selected firm's contract with the City of Charlotte.

### Form A- Instructions to fill out form

1. **Bidder's Name** is the name of the company that will be entering into contract agreements or purchasing supplies and materials from the subcontractors listed in the document
2. **Project Name** is the name of the is 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 ranges provided
4. **Contact Person and Phone Number** (plus email address if available).
5. **Age of the Firm** approximate age of firm
6. **Description of the 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 the DBE subcontractors and suppliers).
9. **Total Project \$** dollars that are projected to be spent with each subcontractor/supplier (Dollars committed to DBE subcontractor) Note: for DBE suppliers only 60% of the total amount to be spent may be counted. Supplier entries must include both the total amount listed with "100%" indicated, and the committed amount listed with 60% indicated. Regardless firms must achieve 100% utilization to remain compliant with the 60% commitment (as determined by the City of Charlotte).
10. **% of the total Bid Amount** is the percent of dollars to be spent with each subcontractor or supplier.
  - a. Calculation = **Total Projected \$** divided by **Total Bid Amount**
  - b. DBE supplier utilization may only count 60% toward DBE goal, but 100% must be spent with the DBE supplier to get the 60% credit.
  - c. 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/search.html?s=fn&a=new> . **Note: this database includes DBE and Non-DBE Firms, you must check in the system "DBE"**.
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**:
  - a. The company name under **"Bidders Name"**
  - b. The solicitation title next to **"Project Name"**.

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13. The project totals including for all vendors listed on a company's Form A and extended Form A's must be listed on the 1<sup>st</sup> page including the following.
  - a. The **Total DBE Utilization** in \$ dollars
  - b. The **Total Bid Amount** in \$ dollars
  - c. **Percentage %** of 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**:
  - a. **Name**
  - b. **Title**
  - c. **Submittal Date.**
16. 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.
17. 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.

**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 list **ALL SUBCONTRACTORS AND SUPPLIERS** (including DBEs) that you intend to use on this Contract. Continue listing on the supplemental form. Only utilization listed on the same row as the DBEs listed below will be considered utilization commitments. Note: Both the 100% DBE supplier utilization & the 60% commitment to those DBE suppliers must be listed below to be considered compliant. The 60% DBE supplier commitment applies toward meeting the goal calculation, but the 100% utilization is required to be listed to achieve to credit for that 60% commitment.

Subcontractor/Supplier's Name & Address	Contact Person & Phone #	Age of Firm	Description of Work	NAICS Code	NCDOT Reporting #	Total Projected Utilization/Commitment or 100% DBE Supplier Utilization commitment in dollars \$	DBE Suppliers 60% credit in \$ dollars	% of Bid Amount
Annual Gross Receipts: <input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000 - \$1M <input type="checkbox"/> \$1-2M <input type="checkbox"/> \$2-5M <input type="checkbox"/> Over \$5M								
Annual Gross Receipts: <input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000 - \$1M <input type="checkbox"/> \$1-2M <input type="checkbox"/> \$2-5M <input type="checkbox"/> Over \$5M								
Annual Gross Receipts: <input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000 - \$1M <input type="checkbox"/> \$1-2M <input type="checkbox"/> \$2-5M <input type="checkbox"/> Over \$5M								

I acknowledge that I have confirmed the certification of each DBE listed above on <https://www.ebs.nc.gov/VendorDirectory/search.html?s=fn&a=new>

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 that he/she has read, understands, and agrees to be bound by the DBE Program Requirements, including these 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 statements and representations 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 formal agreement(s) with subcontractors/suppliers named on this Form conditioned upon execution of a contract with the City. All subcontractors/suppliers submitted to the City of Charlotte for DBE commitments on this document and for this solicitation/resulting contract by the signed party, at bid/proposal open or as replacements, must be listed at time of open/replacement in the North Carolina Department of Transportation's vendor database as federally certified DBEs. The must be reconfirmed by submission of a form D to City's Civil Rights Officer for review and approval prior to contract award. The dollar and % commitment levels as confirmed from this document by the DBLEO and assigned responsible staff as documented during compliance evaluation will contractually bound as commitments by the submitting prime, and will incorporated into said agreement. 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, objectives, goals, commitments and substitutions set forth herein without prior approval by the Civil Rights Officer or a designee, then in any of such events the Contractor's act or 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 for 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 \_\_\_\_\_

