

City of St. Petersburg
Subcontractor Summary Instructions

WORKSHEET MUST BE COMPLETED AND SUBMITTED WITH YOUR BID

1. The Subcontractor Worksheet reflects the percentage of work which may be subcontracted for this project. Refer to Contract Standards, Instructions to Bidders, Article I-13, Subcontractors for applicable rules.
2. Enter the name of your company in the Prime Contractor field.
3. Enter the name and date of Prime Contractor employee completing this form.
4. Provide all information requested on each intended subcontractor. If subcontractors will NOT be used for this project, provide a written statement on the Subcontractor List indicating the same.
5. Subcontractors may not be changed or substituted once a Prime Contractor is awarded the project (and the pre-construction meeting held), except for the following reasons:
 - A. Subcontractor fails or refuses to execute a written contract for the scope of work as specified at the price specified;
 - B. Subcontractor is not appropriately licensed to perform the scope of work;
 - C. Subcontractor becomes bankrupt or insolvent;
 - D. Subcontractor is ineligible to perform the work on the project;
 - E. Subcontractor fails or refuses to perform its subcontract;
 - F. Engineer determines the work performed by the subcontractor is substantially unsatisfactory and not in substantial accordance with the plans and specifications;
 - G. Subcontractor is substantially delaying or disrupting the progress of the work.

Requests for changes to the Subcontractor List shall be made in writing to the Procurement & Supply Management, Attention: Contracts Compliance Manager at Stephanie.Swinson@stpete.org.
6. SBE subcontractors used to meet the SBE percentage requirement, if replaced, shall be replaced with a SBE subcontractor, unless the Prime Contractor demonstrates that SBE requirements are being met in another way.
7. Restrictions on subcontracting percentage and use of multiple-tier subcontractors do not apply to FDOT LAP or federally funded projects.

**City of St. Petersburg
Subcontractor Summary**

Project Name: Cosme WTP Sludge Lagoon Improvements
Project Number: 18070-111
Percentage of Contract Which May be Subcontracted: Up to 75%

Name of Prime Contractor:
Name/Date of Individual Completing this Form:

| City of St. Petersburg SBE Contractor Yes or No | Subcontractor's Name (Provide complete Legal Name) | Subcontractor's Primary Business Address | Name/Phone Number and Email Address of Subcontractor's Employee Responsible for Project Supervision | First or Second Tier Subcontractor* | Trade Classification(s) Being Subcontracted (List One Trade per Line) | Subcontract Amount (\$) |
|---|--|---|---|-------------------------------------|---|-------------------------|
| <i>Example: Yes</i> | <i>XYZ Contractors, Inc.</i> | <i>123 N. Burlington Ave., St. Petersburg, FL 33701</i> | <i>Joe Jones - 727-555-555 Email - XYXCon@yahoo.com</i> | <i>First</i> | <i>Electrical</i> | <i>13,234.00</i> |
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*Only first and second tier subcontractors are permitted unless noted otherwise in the Contract Documents.