

**City of St. Petersburg**

**Apprentice/Disadvantaged Worker Utilization Plan Worksheet Instructions**

**WORKSHEET(S) MUST BE COMPLETED AND  
SUBMITTED WITH BID SOLICITATION**

1. Enter the name of your company in the Prime Contractor field.
2. Enter total labor hours in the Total Labor Hours Proposed for the Project field.  
**Labor hours shall NOT include hours worked by foremen, superintendents, owners or workers who are not subject to prevailing wages.**
3. Total labor hours required to be performed by apprentices and/or disadvantaged workers will automatically calculate based on the number entered into the Total Labor Hours field.

**City of St. Petersburg  
Apprentice Utilization Plan Worksheet**

Name of Prime Contractor

Total Labor Hours Proposed for the Project

Labor hours shall NOT include hours worked by foremen, superintendents, owners or workers who are not subject to prevailing wages.

List below all State of Florida registered apprenticeship programs your company (or your subcontractors) currently participate in. For each program, you must provide a copy of the *Apprenticeship Participating Employer's Agreement*.

Apprenticeship Program Name	Program Number	Sponsor

If you (or your subcontractor) currently employ an apprentice enrolled in a registered apprenticeship program listed above, AND the apprentice will be working on this project, provide their information below.

Employee First Name	Employee Last Name	Date Hired	Trade Classification	Hourly Pay Rate	Hours Proposed to be Worked by Apprentice	Apprenticeship Program Name	Contractor or Subcontractor

Total Labor Hours to be Performed by Apprentices:

**City of St. Petersburg  
Disadvantaged Worker Utilization Plan Worksheet**

Name of Prime Contractor

Total Labor Hours Proposed for the Project  Labor hours shall NOT include hours worked by foremen, superintendents, owners and workers who are not subject to prevailing wages.

Employee First Name	Employee Last Name	Date Hired	Trade Classification	Hourly Pay Rate	Hours Proposed to be Worked by Disadvantaged Worker	Contractor or Subcontractor Name	Indicate which Category of Disadvantaged Worker (Enter Letter in Column)	Disadvantaged Worker Category
								A. Criminal Record
								B. Veteran
								C. Southside Community Redevelopment Area Resident
								D. Homeless
								E. No GED or High School Diploma
								F. Custodial Single Parent
								G. Emancipated from the Foster Care System
								H. Received Public Assistance Benefits within 12 months preceding employment

Total Labor Hours to be Performed by Disadvantaged Workers: