

**CITY OF NEW YORK
SUBCONTRACTOR APPROVAL FORM**

Column on left indicates whom that section is to be completed by.

AGENCY	PRIME CONTRACT INFORMATION				
	Agency: _____		Unit/Div: _____		
	FMS Contract No.: _____		PIN: _____		
	Contract Value: \$ _____		Registration Date: _____		
	Contract Description: _____				
	Contract Subject to a Project Labor Agreement (PLA) <input type="checkbox"/>				
	PRIME CONTRACTOR IDENTIFICATION				
	Name: _____				
	Phone: _____		Fax: _____		
	Address: _____		City: _____	State/Zip: _____	
EIN/SSN: _____		E-Mail: _____			
PRIME CONTRACTOR	SUBCONTRACTOR INFORMATION				
	Name: _____				
	Phone: _____		Fax: _____		
	Address: _____		City: _____	State/Zip: _____	
	EIN/SSN: _____		E-Mail: _____		
	Subcontract Description: _____				
	Approx Subcontract Value: \$ _____		Approx Start Date ___/___/___	Approx End Date ___/___/___	
	Subcontractor Signed Letter of Assent <input type="checkbox"/> (if Prime Contract is subject to a Project Labor Agreement)				
	Subcontractor is DSBS-certified as: M/WBE <input type="checkbox"/> EBE <input type="checkbox"/> or LBE <input type="checkbox"/> (check all that apply & note status below)				
	YES <input type="checkbox"/>	Application Pending <input type="checkbox"/>	Intends to Apply <input type="checkbox"/>	NO <input type="checkbox"/>	
Subcontractor Prevailing Wage or Living Wage Statement (if applicable) <input type="checkbox"/>					
Prime Contractor Certification: I hereby affirm that the information supplied is true and correct.					
Signature _____		Title _____			
Print Name _____		Date _____			
AGENCY	AGENCY PRELIMINARY REVIEW				
	PLEASE SEE PAGE 2 FOR INSTRUCTIONS				
	Agency Preliminary Review Completed By: _____			Date _____	
1. VENDEX <input type="checkbox"/>	2. Employment <input type="checkbox"/>	3. References <input type="checkbox"/>	4. PLA <input type="checkbox"/>	5. Apprenticeship <input type="checkbox"/>	6. Licenses <input type="checkbox"/>
PRIME CONTRACTOR	PRIME CONTRACTOR RESPONSE				
	For each of the boxes checked in the agency preliminary response above, I have informed the Subcontractor of all relevant requirements and provided all requested documentation.				
Initials: _____		Date _____			
AGENCY	AGENCY FINAL RESPONSE				
	Final Agency Approval: Granted <input type="checkbox"/> Denied <input type="checkbox"/>				
Signature: _____		Date _____			

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Page 2
Prime Vendor Preliminary Review Follow-up Instructions

After completing the Preliminary Review, the agency will mark, on Page 1, the box for any item requiring follow-up and return the form to the Prime Vendor. The Prime Vendor should follow the instructions below for each of the boxes checked in the Agency Preliminary Review on Page 1, and return the form to the agency with any required documentation.

1. VENDEX

If Box 1 (VENDEX) is checked, the agency has granted preliminary approval, and determined that the subcontractor is required to file VENDEX Questionnaires with the Mayor's Office of Contract Services. A VENDEX Vendor Questionnaire and Principal Questionnaire must be filed where the subcontract dollar amount is \geq \$100,000 or where the aggregate business with the City is \geq \$100,000 during the preceding twelve months. The VENDEX Questionnaires and Guide can be downloaded from <http://www.nyc.gov/html/selltonyc/html/tocvendex.html>.

2. Employment

If Box 2 (Employment) is checked, the subcontractor must complete a Division of Labor Services (DLS) Construction Employment Report. A subcontractor selected to perform work on a construction project funded or assisted by the City of New York must complete a DLS Construction Employment Report if the subcontract dollar amount $>$ \$750,000. For construction projects funded in whole or in part by the federal government, a DLS Construction Employment Report must be completed if the proposed subcontract value $>$ \$10,000. For non-construction goods/services subcontracts $>$ \$100,000, employment reports are required for any subcontractor with $>$ 50 employees, and a certificate is required for those with fewer employees.

3. References

If Box 3 (References) is checked, you as the prime contractor must provide references with respect to the subcontractor's ability to perform, consisting of a list of three completed comparable projects. References shall include a full description/location of each project, scope of work, value of project, and the names and phone numbers of owners, architect or engineer who supervised the work. Please attach your documentation to your response.

4. PLA

If Box 4 (PLA) is checked, you as the prime contractor must obtain signed Letter of Assent from the subcontractor which demonstrates that the subcontractor agrees to the terms of the PLA. Please attach the subcontractor's signed Letter of Assent to your response.

5. Apprenticeship

If Box 5 (Apprenticeship) is checked, you as the prime contractor must provide the agency with proof that the subcontractor maintains an apprenticeship agreement appropriate for the scope of work to be performed, that the apprenticeship agreement has been registered with and approved by the New York State Commission of Labor, and that the program has three years of current, successful experience in providing career opportunities.

6. Licenses

If Box 6 (Licenses) is checked, you as the prime contractor must document that the subcontractor has all required licenses. Please attach your documentation to your response.