

**City of New York – Parks & Recreation  
SUBCONTRACTOR PROFILE FORM**

(Revised 2/6/07) 65A

**INSTRUCTIONS TO PRIME CONTRACTORS**

- A Subcontractor Profile Form must be completed for EACH subcontractor that will perform on the contract.
- Any subcontractor work valued at \$100,000.00 or more must be approved by the Mayor’s Office of Contract Services, VENDEX Unit, 253 Broadway, 9<sup>th</sup> Floor, New York, NY 10007. The VENDEX Questionnaires may be obtained in paper format from the VENDEX Unit by calling **(212) 341-0933**, or downloaded from the NYC web site at <http://www.nyc.gov/vendex>. After approval by the Mayor’s Office of Contract Services, please submit this form with two original CERTIFICATION OF NO CHANGE.

**PLEASE TYPE OR PRINT IN CAPITAL LETTERS.**

<b>PRIME CONTRACTOR’S NAME</b>	<b>PRIME CONTRACTOR’S EIN #</b>
<b>PRIME CONTRACTOR’S BUSINESS ADDRESS</b>	
_____	_____
Number	Street
_____	Borough/City
_____	State
_____	Zip
<b>CONTRACT #</b>	<b>PRIME CONTRACTOR’S TELEPHONE #</b>
_____	(      )

<b>SUBCONTRACTOR’S NAME</b>	( ) LBE ( ) MBE ( ) WBE	<b>SUBCONTRACTOR’S EIN #</b>
<b>SUBCONTRACTOR’S BUSINESS ADDRESS</b>		
_____	_____	_____
Number	Street	Borough/City
_____	_____	State
_____	_____	Zip
<b>SUBCONTRACTOR’S TELEPHONE # (      ) _____</b>		
<b>AMOUNT OF SUBCONTRACTOR’S WORK (\$) _____</b>		
<b>DESCRIPTION OF SUBCONTRACTOR’S WORK</b>		

<b>FORM COMPLETED BY</b>	_____	_____
	Name (Print)	Title
	_____	_____
	Signature	Date