SUB-CONTRACTING COMPLIANCE NOTICE

Notice for Bidders:

As of March 2013 the City has implemented a new web based subcontractor reporting system through the City's Payee Information Portal (PIP), available at www.nyc.gov/pip. In order to use the new system, a PIP account will be required. Detailed instructions on creating a PIP account and using the new system are also available at that site. Additional assistance with PIP may be received by emailing the Financial Information Services Agency Help Desk at pip@fisa.nyc.gov.

In order to obtain subcontractor approval under Article 11 of Part D, section 3.02 of Appendix A or Article 17 of the Standard Construction Contract and PPB Rule §4-13, Contractor is required to list the subcontractor in the system. For each subcontractor listed, Contractor is required to provide the following information: maximum contract value, description of subcontractor work, start and end date of the subcontract and identification of the subcontractor's industry. Thereafter, Contractor will be required to report in the system the payments made to each subcontractor within 30 days of making the payment. If any of the required information changes throughout the term of the contract, Contractor will be required to revise the information in the system.

Failure of the Contractor to list a subcontractor and/or to report subcontractor payments in a timely fashion may result in the Agency declaring the Contractor in default of the Contract and will subject Contractor to liquidated damages in the amount of $100 per day for each day that the Contractor fails to identify a subcontractor along with the required information about the subcontractor and/or fails to report payments to a subcontractor, beyond the time frames set forth herein or in the notice from the City. For construction contracts, the provisions of Article 15 of the Standard Construction Contract shall govern the issue of liquidated damages. Contractor hereby agrees to these provisions.

CITY OF NEW YORK

SUBCONTRACTOR APPROVAL FORM

For subcontracts to be approved before contract registration

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

AGENCY

PRIME CONTRACT INFORMATION

Agency:	**Unit/Div:**
PIN:	
Contract Description:	

PRIME CONTRACTOR

PRIME CONTRACTOR IDENTIFICATION

Name:	EIN/SSN:

SUBCONTRACTOR INFORMATION

Name:	PIP Vendor #:	
*Phone:	*Fax:	
*Address:	*City:	*State/Zip:
*EIN/SSN:	*E-Mail:	
Subcontract Description:		
Approx Subcontract Value:$	Approx Start Date __/__/__	Approx End Date __/__/__

Subcontractor is DSBS-certified as: M/WBE ☐ EBE ☐ or LBE ☐ (check all that apply & note status below)

YES☐	Application Pending☐	Intends to Apply☐	NO☐

Prime Contractor Certification: I hereby affirm that the information supplied is true and correct.

Signature _____ Title _____

Print Name _____ Date _____

Email _____ Phone _____

AGENCY

AGENCY PRELIMINARY REVIEW

PLEASE SEE PAGE 2 FOR INSTRUCTIONS

Agency Preliminary Review Completed By:_____ Date _____

1. PASSPort ☐	2. Employment ☐	3. References ☐
4. PLA ☐	5. Apprenticeship ☐	6. Licenses ☐

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. ☐

*Not required if subcontractor is in PIP

CITY OF NEW YORK

SUBCONTRACTOR APPROVAL FORM

For subcontracts to be approved after contract registration

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

AGENCY

PRIME CONTRACT INFORMATION

Agency:	**Unit/Div:**
Contract ID:	Prime Vendor:
Prime Contract Description:	
Subcontractor Name:	
Subcontract ID (from PIP):	
Agency Preliminary Review Completed By:_____ Date _____	

1. PASSPort ☐	2. Employment ☐	3. References ☐
4. PLA ☐	5. Apprenticeship ☐	6. Licenses ☐

PRIME CONTACTOR

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. ☐

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 the 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. PASSPort

If Box 1 (PASSPort) is checked, the agency has granted preliminary approval, and determined that the subcontractor is required to enroll in PASSPort with the Mayor's Office of Contract Services. PASSPort enrollment is required where the subcontract dollar amount is ≥ $100,000 or where the aggregate business with the City is ≥ $100,000 during the preceding twelve months. PASSPort enrollment information can be found at http://www.nyc.gov/passport. To get started, click on PASSPort Login on the Homepage, click Login on the next page and then Create Account..

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.