School Building Authority of West Virginia

LIST OF PROPOSED MAJOR SUBCONTRACTORS

**SBA FORM 403-A**

**(Complete this form and enclose in Bid Envelope #1)**

The intent of this form is to establish the Proposer’s list of major Subcontractors to be performing work on the project site. Additionally, the list shall be used to ensure that all proposed Contractors listed are currently in compliance with the SBA and that those listed are performing work on the project site as indicated on this form. Failure to fully complete this form may result in bid disqualification.

**INSTRUCTIONS FOR THE ARCHITECT:**

The project **Architect**, as a part of the Bid Package, shall list all major Categories of Work for which he or she believes the Project’s Scope of Work might require a Subcontractor whose subcontract exceeds approximately 15% of the cost of the total bid package. The Architect shall choose no more than six (6) major subcontractors that a Prime Contractor may use for this bid package.

**INSTRUCTIONS FOR THE PROPOSER:**

The **Proposer** shall acknowledge and certify the information provided is true in the signature area on the second page of this document. By submitting this form, the Proposer certifies that the Company is in compliance with the W.Va. Contractor Licensing Act and possesses a valid West Virginia Contractor License.

The Proposer shall clearly and legibly list each proposed major Sub-Contractor for each corresponding category of work regardless of whether the actual price exceeds or does not exceed the 15% threshold of the total bid package.

If the branch of work is to be completed by the Proposer as a General (or Prime) Contractor submitting the bid, indicate “Self-Perform” on each category where this occurs. If no subcontractors will be used to complete the project, indicate in each Category of Work that all work will be self-performed. DO NOT list multiple contractors for the same category of work.

The Proposing Contractor is responsible for selecting subcontractor(s) for this project. However, the Owner, Architect/Engineer and/or School Building Authority may disallow a proposed Subcontractor if the Subcontractor is currently suspended by the SBA.

It is the responsibility of any Proposing Contractor soliciting bids or quotes from Subcontractors to verify the eligibility of all proposed Subcontractors to perform the work and to verify in writing the scope of work. The Proposing Contractor has full responsibility for satisfactory execution of all work in accordance with the Contract Documents. Pursuant to the W.Va. Contractor Licensing Act, Prime Contractors are required to only accept quotations from and subcontract with Subcontractors that are licensed to perform work in West Virginia.

Any proposed change of Subcontractors must have prior written approval from the SBA and shall be at no additional cost to the Owner as the Contractor has full responsibility for execution of the work. Contractors that are on Probationary Status with the SBA are prohibited from bidding any SBA project.

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***(Signature of Responsible Company) (Company Name)***

*on this date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ submit the following list of subcontractors for your review and comment.*

***(Date)***

*This is the final and complete list of companies who will be performing work for Bid Package*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

***(Bid Package No.)******(Project Name)***

*I agree that once the subcontractors listed are submitted to the SBA, no other subcontractors or substitute for any subcontractors listed below, will be used in the performance of the contract without written approval of the Owner and SBA. I further agree that if non-approved subcontractors are used, my company shall be placed on probation, unless in its reasonable discretion, the SBA determines otherwise. I understand that, as a result of being placed on probation by the SBA, my company shall be prohibited from bidding SBA projects for a minimum of one year.*

**Category of Work Complete Name of Subcontractor**

*NOTE****:*** *If work is self-performed, indicate “Self-*

*Perform” in the corresponding category.*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SBA 403-A