

Request to Sublet Work

(Program Certification - Check all that apply)

Disadvantaged Business (DBE) Veteran Owned Business (VOB) Woman Owned Business (WBE) Federal Small Business (FSBE) State Small Business (SBE) Minority Owned Business (MBE)

Prime Contractor					Statewide vendor Number State		Contract Number		
Project Title							Reque	est Number	
		Approval is Request	ed to	Suble	t the Following Des	cribed W	ork to:		
Lower Lower Tie	ndor Number or Federal Number								
Address					Telep	Telephone Number			
City					Zip Code	Estin	Estimated Starting Date		
If Lower T	ier Subcontrac	tor, Name of Hiring Subcon	tractor	Fed II Subco	O or Vendor # of Hiring ontractor	Request to	Sublet #	of Hiring Subcontractor	
Item No.	tem No. Partial or Item Descrip		tion		Work Description (if partial)		Amount		
I understa will compl under whi	Date								
		Depart	ment	of Tra	nsportation Use On	ly		•	
Percent of Total Contract Program Certification Verification Debarred/Registration Verification (LNI) This Request									
· ————				Comments:					
Sublet to Date%									
Project Er	ngineer or Desi	ignee						Date	
Approved									

Request to Sublet Work Supplemental Sheet

Item No.	Partial or Complete	Item Description	Work Description (if partial)	Amount			
Subtotal (Page 2 Only)							

DOT Form 421-012 Revised 08/2022

Instructions for DOT form 421-012

Program Certification: Check all the boxes that apply and that can be verified through OMWBE and/or WEBS

Prime Contractor: Enter the business name of the Prime Contractor for this project.

Statewide Vendor Number: Enter the Prime Contractor's Statewide Vendor Number.

State Contract Number: Enter the Contract number assigned to the project.

Project Title: Enter the name of the project

Request Number: Enter the sequential number of the request.

<u>Lower Tier Subcontractor or Subcontractor boxes*:</u> Click the box to indicate if the request is for a subcontractor or a lower tier subcontractor.

Lower Tier Subcontractor/Subcontractor name: Enter the business name of the subcontractor or lower tier subcontractor.

<u>Unified Business Identifier (UBI):</u> Enter the UBI number for the subcontractor or lower tier subcontractor.

Federal Employer I.D. Number: Enter the Federal Employer ID Number for the subcontractor or lower tier subcontractor.

Address: Enter the address for the subcontractor or lower tier subcontractor, including city, state and zip code.

Telephone Number: Enter the telephone number for the subcontractor or lower tier subcontractor.

Estimated Starting Date: Enter the anticipated date when the subcontractor or lower tier subcontractor will be on-site to perform work.

<u>If Lower Tier Subcontractor</u>, <u>Name of Hiring Subcontractor</u>: If the lower tier subcontractor box was marked above, enter the business name of the subcontractor that hired your company.

<u>Fed ID of Hiring Subcontractor:</u> If the lower tier subcontractor box was marked above, enter the Federal Employer ID Number for the subcontractor that hired the lower tier.

Request to Sublet # of Hiring Subcontractor: If the lower tier subcontractor box was marked above, enter the Request to Sublet number for the subcontractor that hired the lower tier.

<u>Item No:</u> Enter the bid item number(s) that will be sublet. This number is shown in the first column of original contract proposal and in the first column of the summary of quantities found in the original contract plans.

<u>Partial or Complete:</u> Choose partial from the drop down list if your company will only be performing a portion of the work associated with the bid item. Choose complete if the company will be performing all of the work associated with the bid item.

<u>Item Description:</u> Enter the bid item name corresponding with the Bid Item No previously entered on the form. This information is located in the second column of the original contract proposal and in the seventh column (titled ITEM) of the summary of quantities found in the original contract plans.

Work Description (if partial): Provide a brief description of the type of work being performed on the project.

Amount: Enter the dollar amount equivalent to the work the subcontractor is expected to perform.

<u>Prime Contractor Signature and Date:</u> The Prime Contractor signs the document using an electronic signature (can be typed or a copy of their signature applied to the document) and enters the date.