

Adding/Substituting/Reallocating Subcontractor Utilization for Construction Contracts:

The list of subcontractors included in the vendors bid cannot be changed between the time the bid is opened and when the contract is executed. After the contract is executed City code requires the Director's approval for the adding or substituting of any subcontractors from the originally provided listing.

Adding or Substituting a Subcontractor

To initiate the process of adding or substituting a subcontractor the Prime should send in a Subcontractor Change Request Form and a revised Utilization Reporting Form to DPU Fiscal prior to any invoice submission that would reflect said request. The Subcontractor Change Request Form references the City Code in regards to why a subcontractor may be changed during the course of a project. Keep in mind that the form is utilized for both Loan and Non-Loan funded projects, so be sure to properly answer all necessary questions if your project is funded by WSRLA or WPCLF. It is also important to make note of the fact that if a sub is a licensed trade subcontractor and that sub needs to be changed out, that the replacement subcontractor must be prequalified same as the original vendor was in the bid as the city cannot substitute a non-licensed trade subcontractor for a licensed trade subcontractor.

Reallocating Subcontractor Funding

If only a reallocation of funding between existing vendors is necessary due to a shift in scope or reassignment of tasks between the vendors involved on the project then only a Contract Utilization Vendor Change Request Letter and a revised Utilization Reporting Form should be submitted

- Added/substituted subcontractors can be added to the bottom of the Utilization Reporting Form
- The Prime is responsible for properly completing the *Revised Utilization Amount* column on the Utilization Reporting form to illustrate any addition, substitution, or reallocation in contract utilization
 - To cover the financial allocation for a newly added subcontractor the Prime or other subs amounts will need to be reduced in kind under *the Revised Utilization Amount* column
 - To cover the financial allocation for a substituted subcontractor the previously designated sub on the project should have its *Revised Utilization Amount* changed to zero
 - To increase the financial allocation of a vendor already in place on the contract other existing vendor(s) allocations must be reduced in kind under *the Revised Utilization Amount* column
- Once a change is made to any vendors utilization amount ALL vendors should have a value listed in *the Revised Utilization* column (even if their original amount did not change)
- The total at the bottom of the *Original Utilization Amount* column should equal the total at the bottom of the *Revised Utilization Amount* column
 - From this point forward all auto-calculations on the Utilization Reporting Form will automatically utilize the *Revised Utilization Amount* values
 - If another change is requested in the future *the Revised Utilization Amount* should be overwritten with the new values; *the Original Utilization Amount* should never change
- *The Revised Utilization Amount* column should NEVER be used to denote a contract modification/renewal (they should have their own independent Utilization Reporting Form)
- Once the new Utilization Reporting Form has been approved/verified by DPU Fiscal it will be used on all invoice requests going forward (if any anomalies exist DPU Fiscal will contact the Prime)

Please note that the forms and documents mentioned above can be found on the Public Utilities website under the Document Library page (<https://www.columbus.gov/utilities/document-library/>)