

## **Adding/Substituting/Reallocating Subcontractor Utilization for Engineering Agreements:**

The list of subcontractors included in the vendor's proposal cannot be changed between the time the scope is negotiated with awarded vendor and when the contract is executed. After the contract is executed it is imperative that DPU is notified of any subcontractor additions/substitutions/reallocations from the originally provided listing. To initiate this process the primary contractor should send in a Contract Utilization Vendor Change Request Letter, as well as the accompanying revised Utilization Reporting Form, to DPU Fiscal prior to any invoice submission that would reflect said request.

### **Adding a Subcontractor**

The addition of a new subcontractor may occur if specific work not reasonably anticipated in the original bid becomes necessary and must be performed by a specialized vendor

### **Substituting a Subcontractor**

Substituting one subcontractor for another may occur due to a firm's unexpected insolvency or a variety of other reasons including, but not limited to, the subcontractor's failure to execute a contract, provide proper licensing/bonding, or perform tasks defined in the scope

### **Reallocating Subcontractor Funding**

The reallocation of funding between the prime and subcontractors may occur due to a shift in scope or reassignment of tasks between the vendors involved on the project

- 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/>)