

SUBCONTRACTOR DATA SHEET

SUBCONTRACTING COMPANY

ADDRESS

OWNER/CONTACT PERSON

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____

FEDERAL TAX I.D. NUMBER

SUBCONTRACTOR LICENSE NUMBER _____ CLASS _____

DATE OF SUBCONTRACT _____ AMOUNT/ESTIMATE \$

GENERAL CONTRACTOR

HOUSING PROJECT SITE

TYPE OF WORK TO BE DONE

PROJECTED BEGINNING AND ENDING DATES _____ -

PROJECT NUMBER: _____ PROJECT NAME:

SUBCONTRACTOR DOCUMENTATION CHECKLIST

1. Subcontractor is not ineligible or debarred by HUD.
2. Subcontract includes the Federal Labor Standards Provisions and binds the subcontractor to all applicable sections of the General Conditions, Supplementary Conditions, and Special Conditions.
3. Subcontract includes statement requiring compliance with Copeland Anti-Kickback Act.
4. Subcontractor has received wage rate determination number _____ .
5. Subcontractor's Non-Collusive Affidavit is attached. (Required on Subcontracts exceeding \$50,000)
6. Subcontractor has required insurance coverage and copy of certificate is attached.
7. If subcontract is over \$10,000, Notice and Certification of Non-Segregated Facilities is attached.
8. Arrangements for timely submission of weekly payrolls to RRHA have been agreed upon. HUD Form #5282 is attached for

Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees.

- 9. Subcontract includes a Section 3 clause, and Section 3 Certification is attached.
- 10. If subcontract is over \$10,000, Certification of a Drug-Free Workplace is attached. _____

Is this company a minority business enterprise? Yes _____ No
[At least 51% owned and operated by minority or female person(s).]

If "yes", indicate type of minority below:

- _____ Black
- _____ American Indian
- _____ Black Hispanic
- _____ White Hispanic
- _____ Asian/Pacific
- _____ Other Minority
- _____ Women

PLEASE RETURN THIS FORM WITH REQUESTED ATTACHMENTS TO RRHA CAPITAL IMPROVEMENTS OFFICE WITHIN THREE WORKING DAYS OF COMMENCEMENT OF THIS SUBCONTRACT WORK.

Signed by _____ DATE
SUBCONTRACTOR

Signed by _____ DATE
GENERAL CONTRACTOR