

School Building Authority of West Virginia
**LIST OF PROPOSED SUBCONTRACTORS
EQUIPMENT/MATERIAL SUPPLIERS
SBA FORM 123**

(This form must be submitted to the SBA within two hours of the close of bid)

*Failure to comply with the two hour submission requirement
will result in disqualification of the bid.*

Phone: (304) 558-2541

Fax: (304) 558-2539

The intent of this form is to establish a list of proposed contractors 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.

CLEARLY AND LEGIBLY list below, the Prime Contractor's complete name and WV Contractor's license number for this proposal as required by the "West Virginia Contractor Licensing Act" (WV Code Section 21-11) Additionally, clearly and legibly list each category of work and equipment/material for this proposal and the subcontractor or supplier selected for that category of work, also provide each contractor's complete name and WV Contractor's license number for each subcontractor as required by the "West Virginia Contractor Licensing Act." If the branch of work is to be completed solely by an equipment/material supplier, indicate by notation below in the contractor license number column. If the branch of work is to be completed by the general (or prime) contractor submitting the bid, indicate on each division where this occurs provide the name and contractor license number of the contractor that will be performing the work. If no subcontractors will be used to complete the project indicate on the SBA Form 123 that all work will be self-performed and provide the name and contractor license number of the contractor that will be performing the work. DO NOT list multiple contractors for the same category of work. If this occurs, it must be corrected within the two hour submission time frame or the bid will be rejected. The contractor is responsible for selecting subcontractor(s) and/or equipment/material suppliers/contractors. However, the Owner, Architect/Engineer and/or School Building Authority may indicate their concerns about any entity listed which they have reason to believe past experience indicates poor performance may be expected. Therefore, the bidder may be requested to change an unsatisfactory subcontractor or equipment/material supplier should the owner, Architect/Engineer or SBA determine an unsatisfactory subcontractor is listed. The SBA shall be the sole interpreter of this document to ensure that the information provided by the prime contractor meets the intent of the form. Should the SBA determine that the intent of the form has not been met, the forms **SHALL BE RENDERED NULL AND VOID AND WILL RESULT IN REJECTION OF THE PROPOSAL.**

It is the responsibility of any contractor soliciting bids or quotes from the subcontractors to verify the eligibility of all proposed subcontractors and equipment/material suppliers being proposed to perform the work and to verify in writing the scope of work proposed by a subcontractor or supplier. The Contractor has full responsibility for satisfactory execution of all work in accordance with the contract documents. Any proposed change of subcontractors or material suppliers 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, subcontractors and equipment/material suppliers that are on SBA Probation are prohibited from bidding any school project. List all subcontractors along with their WV contractor license number and each category of work each will perform. Additionally, list the Prime Contractor and their WV contractor license number for each category of work they will perform.

I, _____ representing _____
 (*Signature of Responsible Company*) (*Company Name*)
 on this date _____ submit the following list of subcontractors and major material
 suppliers for your review and comment. This is the final and complete list of companies who will
 be performing work or supplying materials for _____.
 (*Project Name*)

I agree that once the subcontractors and material suppliers 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 or suppliers 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.

**Complete Name
of Prime Contractor**

**Contractor
License Number**

**Category of
Work/Material**

**Complete Name
Subcontractor/Supplier**

**Contractor
License Number**

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(Use additional pages, if required)