School Building Authority of West Virginia

COMPLETE LIST OF SUBCONTRACTORS AND EQUIPMENT/MATERIALS SUPPLIERS

**SBA FORM 403-B**

**(This form must be completed and submitted to the Owner, Architect and SBA**

**within 24 hours after the close of bids.)**

**Submit to: Name Email Address**

Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Architect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SBA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The intent of this form is to meet the requirement in West Virginia Code §5-22-1(g) by establishing a complete list of the Proposer’s Subcontractors and Equipment / Materials Suppliers who will be performing work or providing equipment and/or materials for the project. Additionally, the list shall be used to ensure that all Subcontractors and Equipment / Materials Suppliers listed are currently in compliance with the SBA and the State of West Virginia. Failure to complete this form as intended or failure to submit this form within the required time frame shall result in the rejection of the Proposer’s bid.

**INSTRUCTIONS FOR THE PROPOSER:**

 The Proposer shall complete and submit this form to the Owner, Architect, and SBA within 24 hours after the close of bids.

The Proposer shall acknowledge and certify the information provided is true in the signature area on the second page of this document. The Proposer shall list the Prime Contractor’s complete name and the valid West Virginia Contractor’s license number as required by the West Virginia Contractor Licensing Act as described in W.Va. Code §21-11.

 For each category of work that requires a Subcontractor or Equipment / Materials Supplier that exceeds a value of $25,000, the Proposer shall clearly and legibly list each Category of Work and the corresponding Subcontractor and Equipment/Materials Supplier’s name and valid W.Va. Contractor license number. If no Subcontractors are proposed to be used, indicate on the form by writing “No Subcontractors Proposed.” DO NOT list multiple Subcontractors or Equipment/Materials Suppliers for the same category of work. DO NOT list a different Subcontractor than the Subcontractor listed on SBA Form 403-A that was provided at the time of bid.

 The Proposing Contractor is responsible for selecting Equipment/Materials Suppliers for this project. However, the Owner, Architect/Engineer and/or School Building Authority may disallow a proposed Subcontractor or Equipment/Materials Suppliers if the Subcontractor or Equipment/Materials Suppliers is currently suspended by the SBA.

 It is the responsibility of any Proposing Contractor soliciting bids or quotes from Subcontractors or Equipment/Materials Suppliers to verify the eligibility of all proposed Subcontractors or Equipment/Materials Suppliers to provide equipment and/or materials on the project site and to verify in writing the scope of their agreement. The Proposing Contractor has full responsibility for satisfactory execution of all work in accordance with the Contract Documents. Pursuant to the W.Va. Contractor Licensing Act, Prime Contractors are required to only accept quotations from and subcontract with Subcontractors that are licensed to perform work in West Virginia.

 Any proposed change of Subcontractors or Equipment/Materials Suppliers at any time must be justified by the Contractor, 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.

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 ***(Signature of Responsible Company) (Company Name)***

*on this date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ submit the following list of Subcontractors and Equipment / Materials*

 ***(Date)***

*Suppliers for your review. This is the final and complete list of companies who will be supplying*

*materials for Bid Package \_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

***(Bid Package No.)******(Project Name)***

*I agree that once the Subcontractors and Equipment / Materials Suppliers listed are submitted to the SBA, no substitute for any material suppliers 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 Equipment / Materials 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 Prime Contractor**

**of Prime Contractor License Number**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Category of Complete Name Subcontractor’s Valid**

 **Work/Material Subcontractor/Supplier WV Contractor License No.**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Category of Complete Name Subcontractor’s Valid**

 **Work/Material Subcontractor/Supplier WV Contractor License No.**

11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(Use additional pages, if necessary)*

SBA 403-B