Washington State Department of Transportation

Request to Sublet Work

(Program Certification - Check all that apply)

☐ Disadvantaged Business (DBE) ☐ Minority Business Enterprise (MBE) ☐ Veteran Owned Business (VOB)
☐ Federal Small Business (FSBE) ☐ Woman Business Enterprise (WBE) ☐ Public Works Small Business (PWSBE)
☐ Small Business Enterprise (SBE)

Prime Contractor	Statewide Vendor Number	State Contract Number

Project Title	Request Number

Does the subcontractor have federal purchasing exclusions using www.SAM.gov? ▼

Approval is Requested to Sublet the Following Described Work to:

☐ Lower Tier Subcontractor ☐ Subcontractor Lower Tier Subcontractor/Subcontractor Name	Unified Business Identifier (UBI)	Statewide Vendor Number or Federal Employer I.D. Number

Address	Telephone Number

City	State	Zip Code	Estimated Starting Date

If Lower Tier Subcontractor, Name of Hiring Subcontractor	Fed ID or Vendor # of Hiring Subcontractor	Request to Sublet # of Hiring Subcontractor

Item No.	Partial or Complete	Item Description	Work Description (if partial)	Amount
	▼			
	▼			
	▼			
	▼			
	▼			
	▼			
	▼			
	▼			
			Total Sublet Amount	$ 0.00

I understand and will ensure that the subcontractor will comply fully with the plans and specifications under which this work is being performed.	Prime Contractor Representative and Title	Date

Department of Transportation Use Only

Percent of Total Contract

This Request _____ %

Previous Requests _____ %

Sublet to Date _____ %

☐ Program Certification Verification
☐ Debarred/Registration Verification (LNI)

Comments:

Project Engineer or Designee ☐ Approved	Date

Request to Sublet Work Supplemental Sheet

Item No.	Partial or Complete	Item Description	Work Description (if partial)	Amount
			Subtotal (Page 2 Only)	$ 0.00

Instructions for DOT form 421-012

Program Certification: Check all the boxes that apply and that can be verified through OMWBE and/or WEBS

Prime Contractor: Enter the business name of the Prime Contractor for this project.

Statewide Vendor Number: Enter the Prime Contractor's Statewide Vendor Number.

State Contract Number: Enter the Contract number assigned to the project.

Project Title: Enter the name of the project

Request Number: Enter the sequential number of the request.

Lower Tier Subcontractor or Subcontractor boxes*: Click the box to indicate if the request is for a subcontractor or a lower tier subcontractor.

Lower Tier Subcontractor/Subcontractor name: Enter the business name of the subcontractor or lower tier subcontractor.

Unified Business Identifier (UBI): Enter the UBI number for the subcontractor or lower tier subcontractor.

Federal Employer I.D. Number: Enter the Federal Employer ID Number for the subcontractor or lower tier subcontractor.

Address: Enter the address for the subcontractor or lower tier subcontractor, including city, state and zip code.

Telephone Number: Enter the telephone number for the subcontractor or lower tier subcontractor.

Estimated Starting Date: Enter the anticipated date when the subcontractor or lower tier subcontractor will be on-site to perform work.

If Lower Tier Subcontractor, Name of Hiring Subcontractor: If the lower tier subcontractor box was marked above, enter the business name of the subcontractor that hired your company.

Fed ID of Hiring Subcontractor: If the lower tier subcontractor box was marked above, enter the Federal Employer ID Number for the subcontractor that hired the lower tier.

Request to Sublet # of Hiring Subcontractor: If the lower tier subcontractor box was marked above, enter the Request to Sublet number for the subcontractor that hired the lower tier.

Item No: Enter the bid item number(s) that will be sublet. This number is shown in the first column of original contract proposal and in the first column of the summary of quantities found in the original contract plans.

Partial or Complete: Choose partial from the drop down list if your company will only be performing a portion of the work associated with the bid item. Choose complete if the company will be performing all of the work associated with the bid item.

Item Description: Enter the bid item name corresponding with the Bid Item No previously entered on the form. This information is located in the second column of the original contract proposal and in the seventh column (titled ITEM) of the summary of quantities found in the original contract plans.

Work Description (if partial): Provide a brief description of the type of work being performed on the project.

Amount: Enter the dollar amount equivalent to the work the subcontractor is expected to perform.

Prime Contractor Signature and Date: The Prime Contractor signs the document using an electronic signature (can be typed or a copy of their signature applied to the document) and enters the date.