Washington State Department of Transportation

Local Agency Request to Sublet Work

(Program Certification - Check all that apply)

☐ Disadvantaged Business (DBE) ☐ Federal Small Business (FSBE)

Prime Contractor	Statewide Vendor Number	Federal-Aid Number
Project Title		Request Number

Verified that subcontractor does not 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

Agency Use Only

Percent of Total Contract	☐ Program Certification Verification ☐ Debarred/Registration Verification (LNI)
This Request _____ %	
Previous Requests _____ %	Comments:
Sublet to Date _____ %	

Engineer or Designee ☐ Approved SIGN	Date

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Request to Sublet Work Supplemental Sheet

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

Washington State Department of Transportation

Certified Payroll Authorized Signatures

List the name(s) of those individuals in your organization who are authorized to sign Certified Payroll(s) on behalf of the organization.

Federal-Aid Number	Project Title	
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN
Name (Typed)	Title (Typed)	Signature SIGN

Lower Tier Subcontractor/Subcontractor Name

SIGN

Authorized Signature(s)

Corporate Seal(s)

Instructions for Form 421-012LP

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. (May be 'Not Applicable'/ 'N/A' for Local Agency projects.)

Federal-Aid Number: Enter the Federal-Aid 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.

Certified Payroll Authorized Signer(s): Type in the name(s) of subcontractor's staff who are authorized to sign Certified Payroll(s) on behalf of the company.

Authorized Signature(s) (Page 3): Must be signed by the subcontractor's staff who are authorized to enter into contracts.