



BIC Online Portal

Subcontract Application Guide

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Getting Started

What to Know Before you Go

This guide is to be used for the application of active (approved or pending renewal) LICENSE class companies with the Business Integrity Commission to subcontract trade waste removal services to another active LICENSE class company via the BIC Online Portal.

The subcontract should be completed by the “Prime Contractor” who is the licensee seeking to subcontract its contractual waste removal services to another licensee. The licensee who is seeking to perform the waste removal services is known as the “Subcontractor”.

This system also allows licensees who have active (approved) subcontracts to reapply with the Commission for approval before the effective subcontract expires; as a reminder, a subcontract has a valid maximum duration of two years.

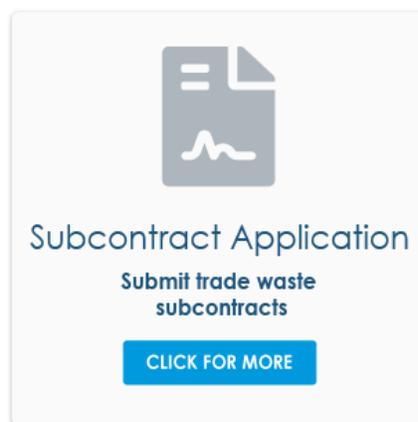
A subcontract cannot have a start date fewer than **30 days** from the date of submission.

NOTE: Screenshots in this guide are for presentation purposes only and the system you are utilizing may or may not show all features shown in the below screenshots.

Applying for the Subcontract Application

Main Screen

Once you have successfully logged in, the main menu appears. Click the Subcontract Application icon to access the main screen.



Application

Trade Waste Removal Subcontract Authorization Application

Click the **Subcontract Application** button for a new one or the available **Reapply** button from the below records.
Reapply eligibility: Any approved subcontract application(s) 90 days before the end date that has not been reapplied.

[Subcontract Application](#)

CUSTOMER NAME	SUBCONTRACTOR NAME	BUSINESS ADDRESS	START DATE	END DATE	STATUS	REAPPLY ▲
er ertwr renew		234234	Mar 28, 2019	Jan 1, 2027	Pending	Not Available
sdf sdfvdf		rteerte	Jan 24, 2019	Aug 29, 2019	Approved	Not Available
Test Name		100 Church st	Jul 25, 2018	Jun 19, 2025	Pending	Not Available
Test Name222		100 Murey St	Feb 2, 2019	May 27, 2019	Approved	Reapplied
ertert		ertert	Jul 18, 2018	Jun 12, 2024	Pending	Not Available
ertert		ertert	Jul 18, 2018	Jun 12, 2024	Pending	Not Available

Page 2 of 2, Showing Total Records: 6 of 16

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On the main screen you will see the following information:

1. **Subcontract Application:** This button will allow you to enter a new subcontract and submit it for review by the Commission.
2. **Existing pending and approved subcontracts:** The table will show all subcontracts that have been approved by or are pending approval of the Commission*. If you have submitted a subcontract to renew an existing subcontract (the “reapplied” column), then the reapplied subcontract will show as pending while the existing active one shows as approved. Once the end date passes, the approved subcontract will not show anymore as it is no longer active.

*Subcontracts entered prior to April 2019 may not have all financial information/justification information available. This is due to the migration of the subcontract application to the online portal.

Clicking the Subcontract Application button allows for the submission of a new subcontract to the Commission. The layout of the application is similar to the below:

Trade Waste Removal Subcontract Authorization Application

This form must be completed by the "Prime Contractor," the licensee seeking to subcontract its contractual waste removal services to another licensee. The licensee seeking to perform the waste removal services is hereinafter referred to as the "Subcontractor." No answer is to be left blank. If there is no information to provide for a given field, indicate "None" or "N/A." You may be asked to provide additional information as we process the subcontract. Exit

City of New York Business Identifying Information

* Customer Name * Subcontractor Name * Contract Between Parties? * Business Type

Subcontracted Location Identifying Information

* Customer Service Address * Customer City * Customer State * Customer Zip Code

* Customer Business Phone Primary Customer Contact Customer Email

* Days Service will be Provided by Subcontractor

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Subcontracting Agreement Information

* Must be at least thirty (30) days after date application is submitted, in accordance with Title 17, Rules of the City of New York §5-05(b). You may not proceed with the proposed subcontract agreement without written permission from the Commission.

* Proposed Start Date * Proposed Expiration Date * Prime Contractor Monthly Fee * Subcontractor Monthly Fee

Please describe the business justification for the proposed subcontracting agreement. If your response is based on your company's current route location or density, please provide all related route information. * Business Justification

Please describe in detail the financial arrangements of the proposed subcontracting agreement. If those financial arrangements include the subcontractor receiving less payment than the prime contractor, you must explain in detail the basis for that arrangement. * Financial Arrangements

* By entering my name, I confirm that the information provided on this form is true, complete, and correct to the best of my knowledge and is supplied in good faith. * Print Name

Submit Application

Enter all information requested and click Submit Application to submit the application to BIC for review.

3. **Reapply:** This column displays information relating to the status of a subcontracts able to be submitted for another maximum two-year period. A subcontract cannot be reappplied until at least 90 days before the end date of that subcontract. It also cannot be reappplied if it has already been reappplied and is pending a decision. If it is available, a **Reapply** button will show on the screen as below:



Once clicked, the button will copy all the information about that subcontract and it can easily be filled out and submitted. Any existing information copied can be changed if needed, with the exception of the note below. Financial and justification information is cleared out for reappplies of a subcontract.

NOTE: Neither the customer name nor the subcontractor can be changed for a reapply for a subcontract. If these have changed, a new subcontract must be submitted.

Trade Waste Removal Subcontract Authorization Application

This form must be completed by the "Prime Contractor," the licensee seeking to subcontract its contractual waste removal services to another licensee. The licensee seeking to perform the waste removal services is hereinafter referred to as the "Subcontractor." No answer is to be left blank. If there is no information to provide for a given field, indicate "None" or "N/A." You may be asked to provide additional information as we process the subcontract.

[Exit](#)

City of New York Business Identifying Information

* Customer Name Test Test6	* Subcontractor Name	* Contract Between Parties? No	* Business Type Automobile Repair
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Subcontracted Location Identifying Information

* Customer Service Address 100 Church	* Customer City New York	* Customer State NY	* Customer Zip Code 10007
* Customer Business Phone 100044	Primary Customer Contact	Customer Email	

* Days Service will be Provided by Subcontractor
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Subcontracting Agreement Information

* Must be at least thirty (30) days after date application is submitted, in accordance with Title 17, Rules of the City of New York §5-05(b). You may not proceed with the proposed subcontract agreement without written permission from the Commission.

* Proposed Start Date	* Proposed Expiration Date	* Prime Contractor Monthly Fee	* Subcontractor Monthly Fee
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Please describe the business justification for the proposed subcontracting agreement. If your response is based on your company's current route location or density, please provide all related route information

* Business Justification

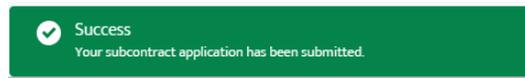
Please describe in detail the financial arrangements of the proposed subcontracting agreement. If those financial arrangements include the subcontractor receiving less payment than the prime contractor, you must explain in detail the basis for that arrangement

* Financial Arrangements

* By entering my name, I confirm that the information provided on this form is true, complete, and correct to the best of my knowledge and is supplied in good faith.

* Print Name

Once submitted, a confirmation message will show at the top of the screen:



The information entered will also be available in the table noted above. To print the application for your records, you can click the customer name in the table and then click the Print button in the upper right hand corner.

[Exit](#) [Print](#)

Trade Waste Removal Subcontract Authorization Application

City of New York Business Identifying Information			
* Customer Name Sep21 fdgdf	* Subcontractor Name	* Contract Between Parties? Yes	* Business Type Retail - Food
Subcontracted Location Identifying Information			
* Customer Service Address 101 Church St	* Customer City New York	* Customer State NY	* Customer Zip Code 10002
* Customer Business Phone 23423423	Primary Customer Contact	Customer Email	
* Days Service will be Provided by Subcontractor <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Saturday			
Subcontracting Agreement Information			
* Must be at least thirty (30) days after date application is submitted, in accordance with Title 17, Rules of the City of New York §5-05(b). You may not proceed with the proposed subcontract agreement without written permission from the Commission.			
* Proposed Start Date Oct 24, 2018	* Proposed Expiration Date Sep 18, 2026	* Prime Contractor Monthly Fee 3,434	* Subcontractor Monthly Fee 343
Please describe the business justification for the proposed subcontracting agreement. If your response is based on your company's current route location or density, please provide all related route information		* Business Justification dfg dfg dfg	
Please describe in detail the financial arrangements of the proposed subcontracting agreement. If those financial arrangements include the subcontractor receiving less payment than the prime contractor, you must explain in detail the basis for that arrangement		* Financial Arrangements dfg dfg df	
* By entering my name, I confirm that the information provided on this form is true, complete, and correct to the best of my knowledge and is supplied in good faith.			

Support Website

If you require assistance for reasons other than the information provided in this guide, please contact BIC via the link on our website:

<http://www1.nyc.gov/site/bic/industries/portal-support-form.page>

The screenshot shows the NYC Business Integrity Commission website. The header includes the NYC logo, the text "Business Integrity Commission", and a search bar with "311 Search all NYC.gov websites". There are navigation links for "Industries", "News", "Laws & Rules", "Complaints", "About", and "Contact". A search bar is also present. The main heading is "Portal Support Form". On the left, there is a sidebar menu with links: "Carter Information", "Customer Information", "Trade Waste Approved Companies", "Trade Waste Denied Companies", "Trade Waste Forms", "Trade Waste Fees", "Maximum Rates", "Trade Waste Decals", "Safety Resources", "Regulatory Reporting", and "Trade Waste Advisory Board". The main content area contains the following fields and options:

- BIC File#:** *
- Company Name:** *
- Name of person submitting information:** *
- Phone Number (numerals only):**
- E-mail Address (e.g., test@example.com):**
- Do you need a password reset?**
 Yes No
- Please explain the problem you are having with the portal.**

At the bottom left, there are social media sharing icons for Facebook, Twitter, YouTube, and LinkedIn, followed by a "Share" button.

Include as much detailed information as possible, such as specifics of error messages. BIC will work to resolve the issue and respond as soon as possible.

Phone

Call the BIC support hotline for the following types of issues with the BIC Online Portal:

- 1) Questions pertaining to the entry of information.
- 2) Technical issues (login, errors, etc.).

BIC Portal Help Hotline: 212-437-0560