



NYC PASSPort entry required before submission to ACCO

Project Information

☐ Infrastructure

☐ Public Buildings

☐ Safety & Site Support

FMS/Project ID Number

DDC Project Manager/EIC name

Contract Registration Number

Phone Number

Cubicle Number

Task Order Number

PIN Number

If CM Build, Provide CM Name

EPIN Number

Project Name, Location and Borough

Subconsultant ☐ 1st Tier or ☐ 2nd Tier or ☐ Tier

Subcontractor Name

EIN/Tax ID Number

Vendor Customer Number

Office Phone

Email Address

Address

City

State

Zip Code

Subcontractor Amount

Start Date (MM/DD/YY)

End Date (MM/DD/YY)

Subcontractor Work Description

Three Comparable Project References

☐ Yes (Attached)

PASSPort disclosure filed with MOCS

☐ Yes

☐ N/A

SBS DLS ☐ CER \$750,000+ (Attached)

☐ Updated into PASSPort

☐ Less than \$750,000 Certificate (Attached)

☐ N/A

Contract Subject to PLA

☐ Yes (Original Letter of Assent Attached)

☐ N/A

I hereby verify that the above information is true and provided in full, & the prime contractor reported this subcontract information correctly in PASSPort, using an "active" vendor customer number.

Subcontractor

Print Name & Title

Signature

Date (MM/DD/YY)

☐ Prime Contractor or ☐ 1st-Tier Subcontractor or ☐ Tier

Contractor Name

EIN/Tax ID Number

Email Address

Office Phone

Address

City

State

Zip Code

If 1st-Tier Subconsultant, Provide Prime Contractor Name (If 2nd-Tier or other Provide Prime Contractor name, 1st-Tier name, and all preceding approved Tier names)

I hereby certify that the above named subcontractor has been informed of all relevant requirements and has provided all necessary documentation for certifications and Labor agreements indicated; has adequate equipment to do the work expeditiously; has suitable financial status to meet obligations incident to the job; has appropriate technical experience; that all operations are covered by a sufficient amount of insurance; and that the applicable provision of the general contract, as set forth in said contract, will govern the work to which the subcontract relates.

I hereby certify that the value of work subcontracted does not exceed the limits allowed under the contract, and that the information supplied here is true.

☐ I hereby certify the NYC PASSPort Electronic entry of the subcontractor has been submitted.

Prime Contractor/
1st Tier Subcontractor

Signature (only Prime or 1st-Tier Subconsultant/Subcontractor to sign)

Date (MM/DD/YY)

Print Name

Title



Contract Registration Number

Prime Contractor Name

FMS/Project ID Number

Subconsultant Name

DDC Infra Assistant Commissioner/PB Project Manager/Safety and Site Project Manager

Mandatory - Indicate Reviewed Below:

Previous Approved Similar Work/References

☐ Satisfactory

☐ Unsatisfactory

Technical Qualifications/Interview

☐ Satisfactory

☐ Unsatisfactory

License/Certification proof attached

☐ Yes

☐ N/A

NYS DOL Certification (included)

☐ Yes

☐ N/A work not covered by Article 8 of the NYS Labor Law

Signature

Date (MM/DD/YY)

☐ Approved ☐ Denied

Print Name

FL/Cube

Office of Diversity and Industry Relations (ODIR)

MWBE/DBE Compliance/ODIR

☐ N/A

Prime Contractor: ☐ In Compliance

☐ Not in Compliance

Subcontractor: ☐ Asian

☐ Black

☐ Hispanic

☐ Women

☐ DBE

☐ Non

DDC Agency Chief Contracting Office/Final Approval or Denial

Mandatory - Indicate Reviewed Below:

Vendor Integrity

Sub: ☐ Satisfactory

☐ Unsatisfactory

☐ Approved

☐ Denied

Print Name

Signature

Date (MM/DD/YY)

Notice to Prime and Subcontractor

The subcontractor is not permitted to start work until APPROVED by DDC's ACCO office. A prime contractor that employs a subcontractor for this contract prior to approval shall not be compensated for work performed by that subcontractor, and may be subject to sanctions including, but not limited to, initiation of default proceedings.

Submit Original Forms: RFAS, SBS DLS, PLA

PASSPort www.nyc.gov/PASSPort

All Vendors Doing business with the City of New York are required to have a Vendor Customer Number via PASSPort.

For further assistance, contact the City FISA Dept. via email: pip@fisa-opa.nyc.gov.

See the Mayor's Office of Contract Services for info on Subconsultant Reporting.

<http://www.nyc.gov/site/mocs/index.page>