

PROJECT INFORMATION	
PROJECT NAME	
VENDOR or SUBCONTRACTOR INFORMATION – FORM MUST BE COMPLETED BY VENDOR OR SUBCONTRACTOR	
MAIN CONTACT	TITLE
COMPANY	
ADDRESS	
PHONE	FAX
EMAIL	CELL
FEDERAL TAX ID# OR SOCIAL SECURITY NUMBER	
DESIGNATED PERSONS RESPONSIBLE FOR CITY OF CLEVELAND ONLINE REPORTING REQUIREMENTS	
THIS PROJECT IS SUBJECT TO THE CITY OF CLEVELAND'S CHAPTER 187 : CLEVELAND AREA BUSINESS CODE	
<p>1. IS YOUR COMPANY CURRENTLY <u>CERTIFIED BY THE CITY OF CLEVELAND</u> AS A <input type="checkbox"/> MBE <input type="checkbox"/> CSB <input type="checkbox"/> FBE BUSINESS? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE</p> <p>2. WILL YOU BE <u>RE-SUBCONTRACTING</u> WORK AS PART OF THE CONTRACT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE</p> <p>3. IF YOU ANSWERED <u>YES</u> TO EITHER OF THE QUESTIONS ABOVE, YOUR COMPANY IS REQUIRED TO CONFIRM PAYMENTS AND/OR TO ENTER SUBCONTRACTOR INFORMATION AND PAYMENTS IN THE CITY OF CLEVELAND'S B2GNOW ONLINE SYSTEM (<i>FREE TRAINING IS AVAILABLE</i>). THIS RESPONSIBILITY WILL BE DELEGATED TO:</p>	
EMPLOYEE NAME	PHONE
EMPLOYEE TITLE	EMAIL
THIS PROJECT IS SUBJECT TO THE CITY OF CLEVELAND'S CHAPTER 188 : FANNIE LEWIS CLEVELAND RESIDENT EMPLOYMENT CODE	
<p>4. ARE YOU A SUBCONTRACTOR PERFORMING LABOR, CONSTRUCTION, INSTALLATION, AND/ OR MECHANICAL WORK ON THE PROJECT? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE</p> <p>5. IF YOU ANSWERED <u>YES TO QUESTION #4</u>, YOUR COMPANY IS REQUIRED TO ENTER <u>CERTIFIED PAYROLL REPORTS</u> IN THE CITY OF CLEVELAND'S LCPTRACKER ONLINE SYSTEM. THIS RESPONSIBILITY WILL BE DELEGATED TO:</p>	
EMPLOYEE NAME	PHONE
EMPLOYEE TITLE	EMAIL
<p>6. IF YOU ANSWERED <u>YES TO QUESTION #4</u>, HAS YOUR COMPANY EVER ENTER CERTIFIED PAYROLL REPORTS IN THE CITY OF CLEVELAND'S LCPTRACKER ONLINE SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO (<i>FREE TRAINING IS AVAILABLE</i>)</p> <p>7. IF YOU ANSWERED <u>YES TO QUESTION #4</u>, DO YOU ALREADY HAVE A CONTRACTOR ACCOUNT IN LCPTRACKER ONLINE SYSTEM? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE</p>	
WORK, SERVICE, OR SUPPLIER DESCRIPTION	
WORK / SERVICE / SUPPLY DESCRIPTION (Please use a verb at the describe work performed for example – "Supplied and Installed New Roofing")	
ANTICIPATED WORK START DATE	WORK END DATE
CONTRACT AWARDED AMOUNT \$	
TYPE OF WORK PERFORMED ON PROJECT?	<input type="checkbox"/> SUBCONTRACTOR (LABOR, CONSTRUCTION, INSTALLATION, MECHANICAL WORK) <input type="checkbox"/> SUPPLIER – MANUFACTURER <input type="checkbox"/> SUPPLIER – REGULAR DEALER (<i>NOTE: MBE /CSB /FBE ONLY GET 60% CREDIT</i>) <input type="checkbox"/> SUPPLIER – PACKAGER, BROKER, DISTRIBUTOR, WHOLESALER, MANUF. REP. <input type="checkbox"/> JOINT VENTURE <input type="checkbox"/> FEES & COMMISION BROKER <input type="checkbox"/> PROFESSIONAL SVS. <input type="checkbox"/> OTHER_____
WILL YOU BE <u>RE- SUBCONTRACTING</u> ANY WORK?	<input type="checkbox"/> NO <input type="checkbox"/> YES - If yes, please complete a VENDOR INFORMATION FORM for each vendor who will be working for you on this project. Please ensure to include in your subcontractor agreement the City of Cleveland's Requirements on the contract, for example, Cleveland Area Business Code (Chapter 187) and / or Fannie Lewis Cleveland Resident (Chapter 188) Requirements, the electronic reporting required in B2Gnow (Payments) and LCPtracker (Certified Payrolls), etc.
PRINT NAME OF PERSON WHO COMPLETED THIS FORM:	DATE
EMAIL	PHONE

PLEASE RETURN COMPLETED FORM TO GENERAL CONTRACTOR PRIOR TO THE START OF WORK

of Attachments: _____

Subcontracting and Impact on Credit received for City of Cleveland certified firms:

- **Example 1:** if you award a \$100k contract to a certified MBE Subcontractor and they in turn subcontract and pay \$50k to a non-certified firm, then the project will only receive \$50k MBE Credit towards the MBE Goal. The project only gets credit for the total amount retained by the certified firm.
- **Example 2:** if you award a \$100k contract to a certified MBE Supplier (who does not manufacture the product(s)) then the project will only receive 60% (\$100k) MBE Credit towards the Goal. The project will only receive credit for \$60k towards the MBE Goal.
- **Example 3:** if you award a \$100k contract to a certified MBE Supplier (who also manufactured the product(s) – like TECH READY MIX, INC. who manufactures and supplies concrete) then the project will only receive the full \$100k MBE Credit towards the Goal. The project will only receive credit for \$100k towards the MBE Goal.

Important Reminders:

- **Reminder 1 – Construction and/or Mechanical Work:**

Any vendor or subcontractor who performs any construction or mechanical work on the project must be (1) set up in B2Gnow and LCPTracker and (2) enter certified payrolls for employees who worked on the project in LCPTracker.

- **Reminder 2 - Subcontracting the Labor:**

If a supplier or broker hires a subcontractor to perform labor then **(1) the broker and subcontractor must be added to B2Gnow;** (2) however in LCPTracker the broker does not get assigned to the project and the subcontractor gets listed as a subcontractor under the General Contractor.

- **Reminder 3 - Which suppliers get added to B2Gnow?**

1. If the general contractor purchases supplies for the subcontractor, then the supplier must be listed in B2Gnow.
2. If the supplies are directly purchased by and are installed by the subcontractor and the total amount is not material then the supplier does not need to be listed.
3. If a broker is purchasing supplies, then all suppliers must be listed.
4. All City of Cleveland Suppliers working on the project get added to B2Gnow.