

CITY OF DESOTO, TEXAS

SPECIAL PROVISION

IMPORTANT NOTICE TO CONTRACTORS

CONTRACTOR UTILIZATION PLAN

Pursuant to Article 59 of the General Conditions, the General Contractor shall provide the labor and materials for a minimum of 51 percent of the total bid amount for the project. In an effort to ensure compliance with this requirement, the Contractor shall submit a contractor utilization plan with the bid proposal.

The Contractor shall complete in its entirety the Contractor Utilization Form as provided in “Attachment A” to this special provision. In completing the form, identify:

- Whether subcontractors will be used.
- The name and contact information of proposed prime contractor and all subcontractors.
- The character of work for each contractor using the appropriate work categories provided in the form.
- The value and percentage of work to be performed by the prime contractor and any and all subcontractors for the base bid and all alternate bids.

The City of DeSoto shall rely on the accuracy of the information provided on the Contractor Utilization Form. At the sole discretion of the City, an experience record may be requested for any of the proposed contractors.

If the Contractor enters into an agreement with the City to perform the work, the Engineer shall be notified in writing of proposed subcontractor changes and the reasons for said changes.

The City may reject proposed subcontractors and/or proposed changes for any subcontractors:

- (1) whose relations with the City on a previous project was less than satisfactory;
- (2) whose performance on a previous project was less than satisfactory;
- (3) whose adherence to schedule and prices for extra work on past projects has been less than satisfactory; and
- (4) who cannot adequately document past experience with performance of proposed work items, upon request and as assessed by the City.

The City's rejection of any proposed subcontractors and/or proposed changes for any subcontractors shall not be considered as a basis for adjustment of any bid prices for any contract items.

The City may deem the bid to be non-responsive if the Contractor fails to submit the Contractor Utilization Form with the bid proposal.

The Contractor shall acknowledge completion and inclusion of the Contractor Utilization Form on the outside of the sealed proposal envelope.

Completion of the Contractor Utilization Plan is not intended to be a substitute for any HUB/DBE/MBE submittal requirements included in the proposal documents.

ATTACHMENT A
 TO SPECIAL PROVISION – CONTRACTOR UTILIZATION PLAN
 CONTRACTOR UTILIZATION FORM

BASE BID

GENERAL INFORMATION			
BID NO.	PROJECT NAME:	BASE BID AMOUNT:	
Subcontractor Utilization Applies for (check one):			
<input type="checkbox"/> Base Bid Work Only <input type="checkbox"/> Alternate Bid(s) Work Only <input type="checkbox"/> Base & Alternate(s) Bid Work <input type="checkbox"/> No Subcontractors Are Used			
<i>By signing below, I as the prime contractor hereby certify that the information contained in the base and alternate contractor utilization forms is true and correct. I understand that the City of DeSoto shall rely on the information provided on this form if my firm submits the lowest responsive bid and contracts with the City of DeSoto to perform the Work included in this bid opportunity. The City of DeSoto may deem the bid to be non-responsive if the base and alternate contractor utilization forms are not completed in their entirety and submitted with the sealed bid proposal.</i>			
SIGNATURE	PRINTED NAME	TITLE	DATE
PRIME CONTRACTOR			
PRIME CONTRACTOR NAME		EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF BASE BID WORK	% OF BASE BID WORK
SUBCONTRACTOR NO. ____			
SUBCONTRACTOR NAME		EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF BASE BID WORK	% OF BASE BID WORK

ATTACHMENT A
 TO SPECIAL PROVISION – CONTRACTOR UTILIZATION PLAN
 CONTRACTOR UTILIZATION FORM
 BASE BID (CONTINUATION PAGE)

SUBCONTRACTOR NO. _____			
SUBCONTRACTOR NAME		EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF BASE BID WORK	% OF BASE BID WORK
SUBCONTRACTOR NO. _____			
SUBCONTRACTOR NAME		EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF BASE BID WORK	% OF BASE BID WORK
SUBCONTRACTOR NO. _____			
SUBCONTRACTOR NAME		EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF BASE BID WORK	% OF BASE BID WORK
WORK CATEGORIES:			
ASPH – Asphalt Paving	ELE – Electrical	HMAT – Hazardous Materials	PM – Pavement Markings
BRG – Bridge	FNC – Fencing	IR – Irrigation	SWP – Stormwater Pollution Prevention
CONC – Concrete Paving	FW – Flatwork (exc. conc pavement)	LS – Landscaping	TC – Traffic Control
DRN – Drainage	GR – Guardrail	RW – Retaining Walls	TS – Traffic Signal
EW – Earthwork	HL – Hauling (Trucking)	RWP – Right of Way Preparation	GC – Ground Cover/Turf
UTL – Utilities (excludes storm)	STM – Storm Sewer (incl. box culverts)	O – Other (please specify)	

Make copies of the base bid continuation sheet if you need to list additional subcontractors for the base bid.

ATTACHMENT A
 TO SPECIAL PROVISION – CONTRACTOR UTILIZATION PLAN
 CONTRACTOR UTILIZATION FORM

ALTERNATE BID

GENERAL INFORMATION			
BID NO.	PROJECT NAME:	ALTERNATE NO:	BID AMT FOR THIS ALTERNATE:
PRIME CONTRACTOR			
ALT NO.	PRIME CONTRACTOR NAME	EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF ALT BID WORK:	% VALUE OF ALT BID WORK
SUBCONTRACTOR NO. ____			
ALT NO.	SUBCONTRACTOR NAME	EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF ALT BID WORK:	% VALUE OF ALT BID WORK
SUBCONTRACTOR NO. ____			
ALT NO.	SUBCONTRACTOR NAME	EMAIL ADDRESS	
ADDRESS		PHONE NO.	FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF ALT BID WORK:	% VALUE OF ALT BID WORK

ATTACHMENT A
 TO SPECIAL PROVISION – CONTRACTOR UTILIZATION PLAN
 CONTRACTOR UTILIZATION FORM
 ALTERNATE BID (CONTINUATION PAGE)

SUBCONTRACTOR NO. ____			
ALT NO.	SUBCONTRACTOR NAME	EMAIL ADDRESS	
ADDRESS			PHONE NO.
			FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF ALT BID WORK:	% VALUE OF ALT BID WORK
SUBCONTRACTOR NO. ____			
ALT NO.	SUBCONTRACTOR NAME	EMAIL ADDRESS	
ADDRESS			PHONE NO.
			FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF ALT BID WORK:	% VALUE OF ALT BID WORK
SUBCONTRACTOR NO. ____			
ALT NO.	SUBCONTRACTOR NAME	EMAIL ADDRESS	
ADDRESS			PHONE NO.
			FAX NO.
TYPES OF WORK TO BE PERFORMED (USE CODES)		VALUE OF ALT BID WORK:	% VALUE OF ALT BID WORK
WORK CATEGORIES:			
ASPH – Asphalt Paving	ELE – Electrical	HMAT – Hazardous Materials	PM – Pavement Markings
BRG – Bridge	FNC – Fencing	IR – Irrigation	SWP – Stormwater Pollution Prevention
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EW – Earthwork	HL – Hauling (Trucking)	RWP – Right of Way Preparation	GC – Ground Cover/Turf
UTL – Utilities (excludes storm)	STM – Storm Sewer (incl. box culverts)	O – Other (please specify)	

Make copies of the alternate bid continuation sheet if you need to list additional subcontractors for any of the alternate bids.