



City of Cincinnati
SUBCONTRACTOR APPROVAL REQUEST
 Statement of Intent to Utilize Firms
Bid Reference No. _____

FORM 2004
 Revised 9/11/08

THIS FORM MUST BE COMPLETED AND SUBMITTED TO CONTRACT OFFICER AFTER BID OPENING BUT PRIOR TO CONTRACT AWARD.
INFORMATION RECORDED HEREIN WILL BE INCORPORATED IN THE AWARDEES' CONTRACT

| | | | |
|---|----------------|---------------------|----------|
| PROJECT NAME | | CONTRACT NO. | |
| City Agency Administering Contract | Contact Person | Phone No. | |
| Requesting Contractor | Federal Tax ID | Address | Zip Code |
| Authorized Representative | Title | Phone No. | |
| Prime Contractor (If not the same as above) | Federal Tax ID | Address | Zip Code |
| Prime Contractor E-Mail Address | | | |

SUBCONTRACTOR

| SUBCONTRACTOR | | Federal Tax ID | Address | Zip Code | |
|----------------------------------|----------------------------|--|---------------------------|----------------------|-----------------|
| Authorized Representative | | Title | Phone No. | Fax No. | |
| E-Mail Address | | Is SBE certified by the City of Cincinnati? YES NO | | | |
| ITEM NUMBER | DESCRIPTION OF WORK | SUBCONTRACT'S CONTRACT AMOUNT \$ | % OF TOTAL CONTRACT PRICE | ESTIMATED START DATE | COMPLETION DATE |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Total Value of Work | | | | |

SIGNATURES

| | |
|--|-------------|
| SUBCONTRACTOR | DATE |
| Requesting Contractor | DATE |
| Prime Contractor (If not the same as above) | DATE |
| Specialist Initial/Date Contract Compliance Officer | DATE |
| Contract Administering Agency | DATE |