



**METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI (MSDGC)  
CONTRACT COMPLIANCE PROGRAM  
SUBCONTRACTOR APPROVAL & SUBSTITUTION REQUEST FORM**

**PLEASE PRINT**

Project Name \_\_\_\_\_ CIP # \_\_\_\_\_ Contract # \_\_\_\_\_

**REQUESTING CONTRACTOR**

Requesting Contractor \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Certified Payroll Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_

**SUBCONTRACTOR**     New     Substitution

Subcontractor \_\_\_\_\_ Mailing Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Certified Payroll Contact Person \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_

Dollar amount for work to be performed by the subcontractor on this project: \$ \_\_\_\_\_

Scope of work: \_\_\_\_\_

List trade(s) to be utilized by subcontractor on this project (e.g., Laborer, Operator, Electrician, etc.): \_\_\_\_\_

Estimated Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Estimated Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Union:  Yes  No    If Yes, Name of Union(s): \_\_\_\_\_

See Reverse For Further Information Required for Subcontractor Approval

**SIGNATURES**

Requesting Contractor \_\_\_\_\_ Date \_\_\_\_\_ Federal Tax ID Number \_\_\_\_\_  
 Subcontractor \_\_\_\_\_ Date \_\_\_\_\_ Federal Tax ID Number \_\_\_\_\_  
 Prime Contractor \_\_\_\_\_ Date \_\_\_\_\_ Federal Tax ID Number \_\_\_\_\_

**OFFICE USE ONLY:** Prevailing Wage Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_ Yes \_\_\_ No Reason not approved or comments: \_\_\_\_\_

**MSDGC CONTRACT COMPLIANCE PROGRAM  
SUBCONTRACTOR APPROVAL & SUBSTITUTION REQUEST FORM  
INSTRUCTIONS**

Prior approval is required if a prime contractor plans to use a subcontractor for part of the work on the project. This form must be completed after bids have been submitted or contract has been awarded. All subcontractors must be submitted and approved by MSDGC Prevailing Wage Coordinator **prior to** the subcontractor beginning work on a MSDGC project.

**Direct this completed form to: [Joseph.Fleming@cincinnati-oh.gov](mailto:Joseph.Fleming@cincinnati-oh.gov)**

**or mail to: Joseph Fleming III, MPA, Contract Compliance Specialist, Department of Economic Inclusion, Two Centennial Plaza, 805 Central Avenue, Suite 610, Cincinnati, OH 45202.**

***Please allow two (2) weeks for processing.*** In the event the contractor employs a subcontractor without first securing the required approval of the subcontractor by MSDGC utilizing the MSDGC Form 208, MSDGC shall have the right to stop payment or withhold any monies due the contractor.

All correspondence regarding compliance, sanctions/penalties for non-compliance or other performance issue of the subcontractor will be issued to the Prime contractor for disposition.

The performance of the subcontractor on MSDGC projects will be reviewed for compliance on future requests for approval.

Forms and further information are available at [www.msdbg.org](http://www.msdbg.org).

**Subcontractor Requirements:**

- Prevailing Wage** – The Prime contractor is responsible for providing the approved subcontractor with the applicable Prevailing Wage rates for the project prior to commencement of the subcontractor’s work.
- Payroll Dates Prevailing Wage Law Form** – required of all contractors and subcontractors prior to beginning work on a project for a public improvement.
- Certified Payroll** - The subcontractor must submit certified payroll as required in LCP Tracker; which the Prime must approve before the MSDGC Contract Compliance Program coordinator can review and approve. Certified Payroll is due *monthly* for MSD projects greater than 4 months in duration and *weekly* for projects 4 months or less and for projects with Davis Bacon Wage rate determination (fringe benefits paid must be broken out as a separate line item from pay rate).
- Prevailing Wage Notification to Employee** - The subcontractor shall furnish the Prevailing Wage Notification Form to each employee on the project that is not covered by a collective bargaining agreement and do not contribute to a benefits plan that has been approved by the State of Ohio. The signed Prevailing Wage Notification Form(s) must be uploaded in LCP Tracker along with the first payroll and again if additional employees are added to the project or the wage rate is updated by the State of Ohio.
- Union Affiliation Letter (if applicable).** Letter must be on union letterhead and uploaded in LCP Tracker prior to submitting the first payroll. This letter only has to be uploaded once unless union affiliation changes or ends (at which time you must notify the prevailing wage coordinator). In lieu of letter, the cover page and signature page of agreement can be uploaded.
- Apprenticeship Certificates** – If applicable, the apprenticeship certificates for apprentices performing work on the project must be uploaded in LCP Tracker for approval by the MSDGC Contract Compliance Program coordinator before the certified payroll can be submitted. **Please email coordinator for approval once uploaded to avoid delays in certified payroll submittals.**
- Affidavit of Contractor or Subcontractor Prevailing Wage Form 00 68 06** (formerly Form 104) Must be submitted to the Prime Contractor to accompany the Contractor’s final payment request and must be submitted with original signature (no copies accepted).