

## Bidder Bulletin Item

### Subcontractor List

We have noted recently that a number of contractors are having difficulty meeting the Iowa Code requirement to disclose the names of all subcontractors who will work on Iowa State University projects within forty-eight (48) hours after award of contract. This appears to be, at least partially, due to the increased amount of information required to meet the requirements for ISU to issue the Iowa Construction Sales Tax Exemption Certificates. In an attempt to streamline and simplify this process, we have decided to modify the process and separate this into two steps.

A new form called "Subcontractor List" has been developed to meet the 48 hour reporting requirement. The amount of information required for each subcontractor on this form is significantly reduced. You can access this form on the FP&M website at <http://www.fpm.iastate.edu/planning/contractors>. We are including on the form, some of the more common trades and a place at the bottom for others to be filled in. You will need to fill in the subcontractor name only beside the trade. If the trade is not applicable (N/A) or will be done by the General Contractor (by GC), put an X in the box provided. Our hope is that this will be a more user friendly form and be easier for the General Contractor to fill out.

The current Subcontractor and Contact List is renamed to "Project Information and Contact List". The information needed has not changed from the previous form. This list will be due, along with the signed contracts, 10 days after Contractor's receipt of notice of award letter. After ISU review of the list, Iowa Construction Sales Tax Exemption Certificates will be generated for General Contractor distribution. The information must be complete before certificates will be issued. You can access this form on the FP&M website at <http://www.fpm.iastate.edu/planning/contractors>.

Please take a look at the two forms mentioned above. We would appreciate any feedback you may have on either of the forms.

Thank you.