**CONTRACTOR FORM P-12U-I**

Sweatfree Ordinance Information Form

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Definitions from Chapter 12U of San Francisco’s Administrative Code**

“Contract” shall mean [identify the contract by number/name etc.]

"**Contractor**" shall mean any person or persons, association, cooperative, firm, partnership, corporation, company, venture, trustee, trustee in bankruptcy, receiver, or combination thereof who enters into a Contract with the City and County [of San Francisco].

"**Subcontract**" shall mean any subcontract agreement or arrangement directly with a Contractor for any work under a Contract (first tier subcontract) and shall mean any subcontract agreement or arrangement between subcontractors, at any tier, except for any agreement or arrangement between subcontractors if the amount of the agreement or arrangement is less than the lesser of (1) 10 percent of the amount of the higher tier subcontractor's work; or (2) $25,000.

"**Subcontractor**" shall mean any person or persons, association, cooperative, firm, partnership, corporation, trustee, trustee in bankruptcy, receiver, or combination thereof including without limitation any subcontractor, entering into a Subcontract.

**Form Instructions**

Before commencing any work under the Contract, Contractor must provide the City and County of San Francisco (“City”) with a list of the names and addresses of each Subcontractor to be used in the performance of the Contract, the Contractor's and each Subcontractor's applicable State tax identification number and the address of each manufacturing or other facility or operation of the Contractor and its Subcontractors for the performance of the Contract.

Contractor must update the list to show any changes in the Subcontractors, facilities, or operation during the term of the Contract. The City may contact you periodically to verify that Purchase Orders issued from this Contract will be filled by Subcontractors listed on the most current Form P-12U-I for any ordered item. Failure to update Form P-12U-I prior to commencement of work is a material violation and may result in liquidated damages or other penalties per San Francisco Administrative Code Chapter 12U.7(d).

Before commencing any work under the Contract, the Contractor must also provide the City a written statement showing the amount to be paid each Subcontractor and shall update this information in writing to show changes in the amount to be paid to any Subcontractor or amounts to be paid Subcontractors added after submittal of the most recent statement to the City.

Amounts to be paid to Subcontractors may be reported in ranges of $20,000 to $50,000; $50,001 to $100,000; $100,001 to $250,000; $250,001 to $500,000; above $500,000. Updates in the amount to be paid to a Subcontractor or Subcontractors after submittal of the most recent statements to the City need only be submitted if the changed amount would fall into a different range.  
**Contractor Details**

|  |  |  |
| --- | --- | --- |
| **Contact Information**  **(Firm Name, Address, Contact Name, Phone Number, Email Address, and Tax ID)** | **Manufacturing or Distribution Facility**  **(indicate whether manufacturing or distributing facility)** | **Amount to be Paid** |
|  |  |  |

**Sub-Contractor Details**

|  |  |  |
| --- | --- | --- |
| **Contact Information**  **(Firm Name, Address, Contact Name, Phone Number, Email Address, and Tax ID)** | **Manufacturing or Distribution Facility per Item(s)**  **(indicate whether manufacturing or distributing facility, and list the associated Contract Award Sheet line item or items)** | **Amount to be Paid** |
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|  |  |  |

*Attach additional sheet(s) if necessary.*

I attest to the truth and accuracy of all information provided on this Form 12U-I. I declare and swear under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct and accurately reflect my intentions.

Name of Firm (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Owner/Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner/Authorized Representative (PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, City, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Employer Identification Number (FEIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_