

## WHEN TO USE THE FORM

As per the MTO General Conditions of Contract, this form must be filled out when more than 50% of the tender value of an item is being sublet. This includes both; when one ~~s~~Subcontractor is doing more than 50%, or when the sum of multiple Subcontractors' portions is greater than 50%. A separate form must be filled out for each Subcontractor. All item work attributed to one ~~s~~Subcontractor is to be included on the same form. The total of all sublets shall not exceed 60% of the total tender value without the written consent of the Contract Administrator.

The Contractor shall declare if they are or are not a related entity or associated corporation with common ownership to the Subcontractor as defined by the *Income Tax Act* (R.S.C., 1985, c. 1 (5th Supp.)). If the Subcontractor is a related entity or associated corporation, then Contractor Mark-Up on Subcontractors Work on a Time and Material Basis is not permitted as per MTO General Conditions of Contract.

## FILLING OUT THE TABLE

Double click on the table to open it in the Excel editor and enter the necessary information. If needed, additional rows can be inserted to add more items and column widths can be adjusted to accommodate larger values. Click on another portion of the form when finished to be able to enter information in other areas.

**Item No.** - This is the tender item number.

**Item Description** - This is the description of the tender item.

**Unit** - This is the unit of measure for the tender item. (i.e. LS, Each, T, LM, m<sup>2</sup>, m<sup>3</sup>, etc.)

**Tender Quantity** - This is the tender quantity of this tender item.

**Quantity Subcontracted** - This is the quantity of the tender item that will have at least a portion of it sublet to the Subcontractor. (See Examples below.)

**Unit Price** - This is the tendered unit price for the tender item.

**% of Item Work Subcontracted** - This is the percentage of the work of the tender item that is to be sublet to the Subcontractor. (See Examples below.)

**Total** - This is the total, in dollars, of the tender item that is being sublet to the Subcontractor. (This is automatically calculated.)

**(A) Total Cost of above items** - This is the total, in dollars, of all tender items that are being sublet to the Subcontractor named on this form. (This is automatically calculated.)

**(B) Total Previously Sublet (All Subcontractors)** - This is the total, in dollars, of all sublet work previously shown on other Consent to Sublet forms.

**Total of (A & B)** - This is the total, in dollars, of all sublet work shown on this form and previously submitted forms. (This is automatically calculated.)

**Total Tender** - This is the total tender value, in dollars, as awarded.

**(A + B) as a percentage of Total Tender** - This is the total percentage of all sublet work shown on this form and previously submitted forms as compared to the Total Tender. (This is automatically calculated.)

## EXAMPLES

- Contractor A sublets 100% of the work for all of an item to Company B.
  - The Quantity Subcontracted would be equal to the tender quantity of the item
  - The % of Item Work Subcontracted would be 100%
- Contractor A sublets 100% of the work for 50% of an item to Company B.
  - The Quantity Subcontracted would be equal to 50% of the tender quantity of the item
  - The % of Item Work Subcontracted would be 100%
- Contractor A sublets 50% of the work for all of an item to Company B.
  - The Quantity Subcontracted would be equal to the tender quantity of the item
  - The % of Item Work Subcontracted would be 50%
- Contractor A sublets 50% of the work for 50% of an item to Company B.
  - The Quantity Subcontracted would be equal to 50% of the tender quantity of the item
  - The % of Item Work Subcontracted would be 50%

