

CHANGE OF DBE SUBCONTRACTOR/SUPPLIER FORM

This form to be used Prior To making a DBE Sub-Contractor Change

Prime Contractor: _____ Authorized Signature: _____ Address: _____ Telephone: _____ Project Name & Bid/Contract #: _____ Date: _____				
Current DBE Subcontractor: _____ Certification #: _____ Scope of Work: _____ Indicate Reason/Justification for the change: <input type="checkbox"/> Increase or Decrease in the Scope of Work <input type="checkbox"/> Poor Performance by the Sub-Contractor, Sub-Consultant, Vendor or Supplier <input type="checkbox"/> Sub-Contractor is Unwilling to Perform the Work <input type="checkbox"/> Sub-Contractor is Unable to Perform the Work; Lacks Resources/Equipment/Workforce to Perform Work <input type="checkbox"/> Other (please explain): _____				
Date Subcontractor Notified of Change: _____ Who notified Subcontractor: _____ New/Proposed DBE Sub-Contractor: _____ Certification #: _____ Scope of Work: _____				
Previous Sub-Contractor Award Amt. (\$)	Previous Sub-Contractor Award (%)	Total (\$) Pmts. To Previous Sub-Contractor	New Sub-Contractor Award Amount (\$)	New Sub-Contractor Award Amount (%)
Project Manager _____ [] APPROVED [] DISAPPROVED Date: _____ DBE GFE Coordinator _____ [] APPROVED [] DISAPPROVED Date: _____				
Comments: _____ _____ _____				

Email this completed form prior to execution of any changes to the City of Dallas Project Manager for this project and to Christopher.perry1@dallascityhall.com. After approval, submit a Revised Schedule of Work and Subcontractor/Supplier Participation Form via email as well. Failure to comply with this provision could result in termination of the contract, sanctions against the Prime contractor, and/or ineligibility for future City of Dallas contract awards.