



CHANGE OF AC/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:
 Increase or Decrease in the Scope of Work
 Poor Performance by the Sub-Contractor, Sub-Consultant, Vendor or Supplier
 Sub-Contractor is Unwilling to Perform the Work
 Sub-Contractor is Unable to Perform the Work; Lacks Resources/Equipment/Workforce to Perform Work
 Other (please explain): _____
 Date Subcontractor Notified of Change: _____ Who notified Subcontractor: _____
 New/Proposed AC/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 Robert.Miville @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.