CONTRACTING AGENCY:

PROJECT NAME:_____________________________________________________________

NAME OF PRIME CONTRACTOR:______________________________________________

TOTAL CONTRACT AMOUNT:_________________________________________________

In accordance with the City of Atlanta, Georgia’s Disadvantaged Business Enterprise Program and/or Equal Business Opportunity Program, when adding, changing or deleting subcontractors or suppliers on projects, the DBE/EBO Substitution Form shall be used. All changes to the original list of approved subcontractors or suppliers shall be submitted to the City of Atlanta, Office of Contract Compliance and the EBO/DBE Coordinator for review and approval prior to the use of any substitute contractor and/or supplier. Contractors shall make a good faith effort to replace DBE/EBO subcontractors or suppliers unable to perform on the project with another DBE/EBO certified firm.

1. Is the subcontractor/supplier being replaced a DBE/EBO firm? YES_______ NO_______
2. Reason the subcontractor/supplier is being replaced:_______________________________________
3. Dollar amount and scope of work:_____________________________________________________
4. Name of the subcontractor/supplier being replaced:_____________________________________
   Contact Person:________________ Telephone No.:________________
5. Percent of work/material that was completed/supplied by above named subcontractor/suppliers:__
6. Amount paid to the subcontractor/supplier (if any) $_______________________________
7. Document the efforts made to replace or add DBE/EBO subcontractors to perform required work____________________________________________________________________
8. Name of substitute subcontractor/supplier:_____________________________________________
   Address:________________________ Telephone:________________________
   DBE/EBO Certified: YES_______ NO_______ Contact Person:_________________

This form should be completed and submitted to the City of Atlanta, Office of Contract Compliance for each subcontractor or supplier being added, deleted or changed. The same criterion used for establishing good faith efforts in maximizing the participation of DBE/EBO’s prior to awarding this contract will also apply to the substitution of DBE/EBO subcontractors or suppliers during the performance of the contract.