



DBE/EBO
SUBSTITUTION FORM

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.