



**CITY OF DALLAS
CHANGE OF M/WBE SUBCONTRACTOR/SUPPLIER FORM**

(Note: Please use the Tab button, mouse or arrows to move from one section to the next. Please DO NOT use the "Enter" key.)

Prime Contractor: _____ Officer's Signature: _____

Address: _____ Telephone: _____ - - Ext. _____

Project Name: _____ Bid # : _____ Date: _____

Project Manager Approval: _____

Current Subcontractor: _____ Certification #: _____

Scope of Work: _____

Please indicate reason for change by checking one or more of the following boxes:

Increase or Decrease in the Scope of Work

Poor performance by the subcontractor, sub-consultant, vendor, or supplier

Subcontractor is unable or unwilling to perform the work

Subcontractor does not have the equipment or workforce to perform the work

Other *(please explain)*: _____

Date Subcontractor Notified of Change: _____

Representative that notified Subcontractor: _____

Original Amount (\$)	% of Total	Revised Amount (\$)	% of Change	Net Effect on Total (\$)

Next steps:

- 1. E-mail this completed form prior to execution of any changes to City of Dallas Business Inclusion and Development Staff at gfe@dallascityhall.com and Project manager for their signature and final approval.**

Failure to comply with this provision could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future City contracts.