



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

This form is to be used when making changes in the status of a M/WBE subcontractor and must be signed by the City of Dallas Project Manager and approved by the Department of Business Development and Procurement Services prior to execution of any changes.

(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 & Contract #: _____ #: _____ Date: _____

Project Manager Approval: _____

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 (\$)

Attach copies of original and revised Schedule of Work and Actual Expenditure Form. If applicable, please attach new MWBE Subcontractor Intent Form. 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. Intentional misrepresentation could result in criminal prosecution.