



CERTIFIED SUBCONTRACTOR SUBSTITUTION FORM

USER AGENCY: _____

PROJECT NAME: _____

NAME OF PRIME CONTRACTOR: _____

TOTAL CONTRACT AMOUNT: _____

In accordance with the City of Atlanta's EBO and SBO programs, and the federal Disadvantaged Business Enterprise and Airport Concessions Disadvantaged Business Enterprise programs, the Certified Subcontractor Substitution Form must be utilized when adding, changing or deleting subcontractors or suppliers on eligible and approved projects. All changes to the original list of approved subcontractors or suppliers shall be submitted to the City of Atlanta Mayor's Office of Contract Compliance for review and approval.

Once approved, Prime contractors shall make a good faith effort to replace MBE/FBE/SBE/DBE/ACDBE subcontractors or suppliers unable to perform on the project with another MBE/FBE/SBE/DBE/ACDBE certified firm. Accordingly, the newly substituted firm must be approved as well. To begin the process, please complete the information below:

1. Is the subcontractor/supplier being replaced a MBE/FBE/SBE/DBE/ACDBE 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: _____ Contact 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 MBE/FBE/SBE/DBE/ACDBE subcontractors to perform required work _____

8. Name of substitute subcontractor/supplier: _____
Address: _____
Contact Person: _____ Contact No.: _____
Certified: YES NO

Please select which certification: MBE/FBE/SBE/DBE/ACDBE

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 MBE/FBE/SBE/DBE/ACDBEs prior to awarding this contract will also apply to the substitution of MBE/FBE/SBE/DBE/ACDBE subcontractors or suppliers during the performance of the contract.

Prime Contractor Signature

Date

INTERNAL USE ONLY

- Approval
- Denied

Director of Contract Compliance

Date