



REQUEST FOR SBE SUBSTITUTION/ ADDITION/MODIFICATION/REMOVAL

INSTRUCTIONS FOR SECTIONS 1 TO 3: PRIME CONTRACTOR COMPLETES ALL SECTIONS AS APPLICABLE AND SUBMITS TO DEPARTMENT PROJECT MANAGER AND OEBO OFFICE FOR APPROVAL.

Section 1: Prime Contractor/Consultant Information

Name of Prime	Contact Person	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Project Name	Bid/Proposal/Project No.	% SBE Participation- original
<input type="text"/>	<input type="text"/>	<input type="text"/>
Original Contract Amount	New Contract Amount	% SBE Participation - new
<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 2: SBE Addition, Modification, Substitution or Removal*

Original Subcontractor/Sub consultant	% of Participation
<input type="text"/>	<input type="text"/>
Contact Person	Phone
<input type="text"/>	<input type="text"/>
New Subcontractor/ Sub consultant	% of Participation
<input type="text"/>	<input type="text"/>
Amendment/Change Order/Contingency Amount (if Applicable)	<input type="text"/>

Section 3: SBE Addition, Modification, Substitution or Removal*

Please attach completed Palm Beach County SBE Subcontractor/consultant's Performance Report and Good Faith Effort Form. *A separate and properly executed Schedule 2 (Letter of Intent) is required to support any changes submitted on this form, when applicable.

Approvals:

Dept. Project Manager	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>
OSBD Representative	<input type="text"/>	Signature:	<input type="text"/>	Date:	<input type="text"/>