



# REQUEST FOR SBE OR M/WBE SUBSTITUTION/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

<b>Name of Prime</b>	<b>Contact Person</b>	<b>Phone</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Project Name</b>	<b>Bid/Proposal/Project No.</b>	
<input type="text"/>	<input type="text"/>	
<b>Original Contract Amount</b>	<b>SBE Goal Achieved</b>	
<input type="text"/>	<input type="text"/>	

## Section 2: SBE or M/WBE Modification\*

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

## Section 3: SBE or M/WBE Removal or Substitution\*

Please attach completed Palm Beach County S/M/WBE 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:

<b>Dept. Project Manager</b>		<b>Signature:</b>		<b>Date:</b>	
<b>OEBO Representative</b>		<b>Signature:</b>		<b>Date:</b>	