



# 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

<b>Name of Prime</b>	<b>Contact Person</b>	<b>Phone</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Project Name</b>	<b>Bid/Proposal/Project No.</b>	<b>% SBE Participation- original</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Original Contract Amount</b>	<b>New Contract Amount</b>	<b>% SBE Participation - new</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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

<b>Original Subcontractor/Sub consultant</b>	<b>% of Participation</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Contact Person</b>	<b>Phone</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>New Subcontractor/ Sub consultant</b>	<b>% of Participation</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
<b>Amendment/Change Order/Contingency Amount (if Applicable)</b>	<input style="width: 95%;" 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:**

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