

THE BANKS PROJECT
SBE/MBE/WBE SUBCONTRACTOR SUBSTITUTION REQUEST
Bid or Proposal Reference No. _____

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE OWNER PRIOR TO TERMINATING THE CONTRACT OF A SMALL BUSINESS ENTERPRISE, MINORITY-OWNED BUSINESS, AND/OR WOMEN-OWNED BUSINESS AFTER THE BIDS OR PROPOSALS HAVE BEEN SUBMITTED OR CONTRACT HAS BEEN AWARDED. INFORMATION RECORDED HEREIN WILL BE INCORPORATED IN THE CONTRACT.

Contractor's Name: _____

Contract Description: _____ Total Contract Price: _____

Telephone Number: _____ Date Submitted: _____

Contractor requests that

_____ be substituted for _____ to perform work on
(Name of New Subcontractor/Supplier) (Name of Subcontractor/Supplier)

the above described contract.

_____ will enter into a formal agreement for the work upon approval by the Owner.
(New Subcontractor/Supplier)

DESCRIPTION OF WORK	SUBCONTRACT AMOUNT	% OF TOTAL CONTRACT PRICE	START DATE	COMPLETION DATE
Total Value of Work				

Signature of Contractor Representative _____

Title: _____ Date: _____ Federal Tax ID#: _____

New Subcontractor/Supplier: _____

Signature of Subcontractor/Supplier Representative _____

Title: _____ Date: _____ Federal Tax ID#: _____

Hamilton County Authorized Signature _____ Date _____

City of Cincinnati Authorized Signature _____ Date _____

_____ Approved _____ Denied

_____ Approved _____ Denied

The Banks – Phase 1 – Public Infrastructure Development Parking Garage and Street Grid

INSTRUCTIONS

FORM 2006 SBE/MBE/WBE SUBCONTRACTOR SUBSTITUTION REQUEST

This form must be completed and submitted to the Owner prior to terminating the contract of a SBE after the proposals or bids have been submitted or contract has been awarded. Information recorded herein will be incorporated in the Contract.

Instructions for completing Form 2006:

Bid or Proposal Reference Number	Indicate the official bid or proposal reference number
Contractor's Name	Indicate the official Contractor name
Telephone Number	Indicate the telephone number of Contractor submitting the form
Date Submitted	Indicate date of submittal
Description of Work	Indicate the type of work affected by the substitution
Subcontractor Amount	Indicate amount of subcontract
% of Total Contract Price	Indicate percentage of Contractor's total contract price
Start Date	Indicate date Subcontractor will start
Completion Date	Indicate date Subcontractor will finish
Total Value of Work	Indicate total subcontract value
Signature of Contractor Representative	Indicate signature of authorized Contractor representative
Title	Indicate title of authorized Contractor Representative
Date	Indicate date the form signed
Federal Tax ID #	Indicate Federal Tax ID # or Social Security Number
New Subcontractor/Supplier	Indicate the name of the substituting Subcontractor/Supplier
Signature Subcontractor/Supplier Rep.	Indicate the signature of authorized Subcontractor/Supplier representative
Title	Indicate title of the Subcontractor/Supplier representative
Date	Indicate form date signed
Federal Tax ID #	Indicate Subcontractor/Supplier Federal Tax ID # or Social Security Number