

**Subcontractor Substitution Request (Form 2006)**

This form must be approved by the Department of Economic Inclusion prior to terminating a contract with a City certified business on a City contract. This form must be submitted along with a Subcontractor Approval Request (Form 2004) for the proposed subcontractor.

**Prime Contractor Information:**

Prime Contractor Name: \_\_\_\_\_  
 Contract Title: \_\_\_\_\_ Contract No.: \_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Subcontractor Substitution Requests:**

	Subcontractor Name	Work Description	Total Subcontract Amount	MBE/WBE/SBE/SLBE/EBLE
Current Subcontractor				
Proposed Substitution				

Explanation of the reason for the Substitution Request (attach sheets as necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Proposed Subcontractor Information:**

Subcontractor Name: \_\_\_\_\_  
 Authorized Representative: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Signature:**

Prime Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**DEI USE ONLY:**

DEI Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

DEI Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_