|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| moseal | STATE OF MISSOURI  OFFICE OF ADMINISTRATION  DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION CHANGE OF SUBCONTRACTOR REQUEST | | | |
| PROJECT NUMBER | | | |
| PROJECT TITLE | | | | | DATE | | | |
| PROJECT LOCATION | | | | | | | | |
| REQUEST BY GENERAL CONTRACTOR | | | | | | | | |
| NAME | | | | | | | | |
| REPRESENTING | | | | | | | | |
| ADDRESS | | | | | | | | |
|  | | | | | | | | |
| PHONE NUMBER     -   -     ext | | | FAX NUMBER     -   - | | | | | |
| SUBCONTRACTOR/CONTRACTOR TO BE REPLACED | | | | | | | | |
| NAME | | | | CATEGORY OF WORK | | | | |
| REPRESENTING | | | | MBE | | | Yes  No | |
| ADDRESS | | | | WBE | | Yes  No | | |
|  | | | | SDVE | | Yes  No | | |
| PHONE NUMBER     -   -     ext | | FAX NUMBER     -   - | | SUBCONTRACT AMOUNT  $ | | | | |
| REASON FOR CHANGE (select one of the following) | | | | | | | | |
| Subcontractor will not perform the work as specified.  EXPLANATION: | | | | | | | |  |
|
|
| Attached is a letter from the Subcontractor/Contractor requesting release from Work on this project on his letterhead. | | | | | | | | |
| Attached is documentation showing non-performance or non-responsiveness. | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROPOSED REPLACEMENT SUBCONTRACTOR | | | | | | |
| NAME | | | CATEGORY OF WORK | | | |
| REPRESENTING | | | MBE | | | Yes  No |
| ADDRESS | | | WBE | | Yes  No | |
|  | | | SDVE | | Yes  No | |
| PHONE NUMBER     -   -     ext | FAX NUMBER     -   - | | SUBCONTRACT AMOUNT  $ | | | |
| GENERAL CONTRACTOR SIGNATURE | | | | | | |
| **APPROVAL/DENIAL BY OWNER** | | | | | | |
| **RECOMMENDATION OF CONSTRUCTION REPRESENTATIVE** | | | | | | |
| Approval  Denial  REASON: | | | | | | |
| PRINTED NAME | | SIGNED | | DATE | | |
| Request for Change from Subcontractor  to Subcontractor  with an MBE %, WBE %, SDVE % is:  Approved  Denied  REASON: | | | | | | |
| PROJECT MANAGEMENT UNIT SECTION LEADER | | SIGNED | | DATE | | |

*Revised* 06/16 ORIGINAL: FILE/Construction Correspondence

COPIES: Designer, General Contractor, Affected Subcontractors, Construction Representative