

Prior to submitting this form to Bi State Development you must notify the DBE in writing of your intent and allow the DBE five(5) days to respond.

Project #:	Project Name:	Contract Value:
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Request Date:

Prime Contractor:

Date Prime determined DBE unwilling, unable or ineligible:

List Previous Approved DBE:	Proposed/Additional DBE:
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NAICS#	Work Description	Committed Dollar Amount	Remaining Dollar Amount		NAICS#	Work Description	Dollar Amount
Total \$					Total \$		

Will termination/substitution result in a goal shortfall? Yes No **If so, how much?** _____

Projected date substituted DBE will commence work? _____

Reason(s) for termination/substitution. Check Appropriate Block.

<input type="checkbox"/> The listed DBE is no longer in business.	<input type="checkbox"/> The work performed by the listed DBE was unsatisfactory and was not in accordance with the scheduled plans and specifications.	
<input type="checkbox"/> The listed DBE requested removal.	<input type="checkbox"/> Other issues not listed	
<input type="checkbox"/> The listed DBE failed or refused to perform the contract or furnish the listed materials.		

Provide copy(s) of: Letter to terminate, DBE termination agreement statement, or DBE letter of voluntary removal request.

- 1) Letter from the prime contractor notifying the DBE of the termination, including the reasons for the termination.
- 2) Letter from the DBE agreeing to be terminated on the project.
- 3) Manufacture DBE- Include the quote from the replacement DBE and include the contract or purchase order for services.
- 4) Supplier DBE- Include the quote from the replacement DBE and include the contract or purchase order for services. In addition, provide long-term leases between the DBE and non-DBE suppliers.
- 5) Furnish and Install DBE- Include the quote from the replacement DBE and include the contract or purchase order for services.
- 6) Brokering DBE- Include the quote from the replacement DBE and include the purchase order for services.
- 7) Trucking DBE- Include the quote from the replacement DBE and include the contract or purchase order for services. In addition, include the plan outlining the trucks (DBE and non-DBE that will be used on the project)

Contractor Signature:	Date:	Manager Signature:	Date:

<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	Reason:
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