SUBCONTRACTOR CHANGE REQUEST FORM

BID NUMBER: **CONTRACT NUMBER:**

CONTRACT TITLE: **CONTRACT NTE $ AMOUNT:**

REQUESTED BY (FIRM NAME): **REPRESENTATIVE NAME:**

1. What changes are associated with this request?

Change Requested	*Legal Name of Firm*	*Type of Work (carpentry, survey, etc.)*	*Subcontract $ Amount or Prime Amount*	*Paid to Date*	*Certification Type MBE/WBE/ESB/None*
Addition					NONE
Addition					NONE
Addition					NONE

2. What is the reason for the change?

3. What type of outreach was performed by your firm to select a MWESB for this work? Please fill out the form on Page 2 and attach any documentation justifying the change, showing that any firm's work reduction or deletion is acceptable to that firm.

4. What is the current and proposed MWESB participation?

SAMPLE: *(subcontract total =$250,000 / contract total =$850,000)*
The c*urrent MWESB participation is $75,500, which is 30% of the subcontract total and 9% of the total contract.*
The proposed MWESB participation is $85,000, which is 34% of the subcontract total and 10% of the total contract.

The current MWESB participation is $, øKìÕK is %of thŜ subcontract total l·nd % of the total contract.

The proposed MWESB participation is $, which is % of the subcontract total l·nd % of the total contract.

_____ _____

Representative Signature Date

(Below for City of Portland Procurement Services Use Only)

_____ _____

Chief Procurement Officer Signature Approved ☐ Date

Denied ☐

CONTACT LOG

Contractor Name	MBE	WBE	ESB	Type of Work	Date of 1st Contact	Date of Follow-up Call	Plans to Bid?	Date Bid Received	Bid Accepted?	Reason Not Used	Bid Amount	Notes
	☐	☐	☐				UNKNOWN		YES	SCOPE		
	☐	☐	☐				UNKNOWN		YES	SCOPE		
	☐	☐	☐				YES		NO	SCOPE		
	☐	☐	☐				YES		YES	SCOPE		
	☐	☐	☐				NO		YES	PRICE		
	☐	☐	☐				YES		NO	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		
	☐	☐	☐				YES		YES	PRICE		