



REQUEST FOR CHANGE OF COMPLIANCE PLAN

Note: This form is not for changes to a current subcontractor's contract amount if the change is both less than 5% of the current subcontractor's contract amount and less than \$25,000. A change this minor will be documented instead on the subcontractor participation form submitted with the next application for payment. This provision is intended to accommodate the typical margin of error in quantities that is inherent in construction projects. This provision is not intended to allow contractors to self-perform work intended for subcontractors or to unlawfully substitute subcontractors.

DATE: _____

CONTRACT NO.: _____

SOLICITATION NO.: _____

PROJECT NAME: _____

PRIME CONTRACTOR/CONSULTANT: _____

PROPOSED CHANGE: ADDITION DELETION SUBSTITUTION CONTRACT CHANGE
 INCREASE EXISTING SUB CONTRACT DECREASE EXISTING SUB CONTRACT

SUBCONTRACTOR/SUBCONSULTANT LEVEL: 1ST TIER 2ND TIER 3RD TIER

Name of Subconsultant/Subcontractor: _____

Vendor Code: _____ Ethnic/Gender Code: _____ City of Austin Certified: Yes _____ No _____

Contact Person: _____ Phone No.: (_____) _____

Proposed Change: \$ _____ AND % _____

Commodity Code and Brief Description of Work: _____

REASON FOR REQUESTING CHANGE: Attach supporting documentation as necessary.

Note: If the request is a substitution, complete information for the firm being removed in the space above and the sub being added below.

SUBCONTRACTOR/SUBCONSULTANT LEVEL: 1ST TIER 2ND TIER 3RD TIER

Name of Subconsultant/Subcontractor: _____

Vendor Code: _____ Ethnic/Gender Code: _____ City of Austin Certified: Yes _____ No _____

Contact Person: _____ Phone No.: (_____) _____

Proposed Change: \$ _____ AND % _____

Commodity Code and Brief Description of Work: _____

REASON FOR REQUESTING CHANGE: Attach supporting documentation as necessary.

I certify that the information included in this Request for Change of Compliance Plan is true and complete to the best of my knowledge and belief.

Prime Consultant/Contractor Printed Name

Prime Consultant/Contractor Signature

Date

DUPLICATE THIS PAGE AS NEEDED

