VIA Metropolitan Transit
Small Business Enterprise (SBE)
Termination/Substitution Request Form

Notes: Prior to submitting this form to VIA, you must notify the SBE subcontractor in writing of your intent and allow the SBE five (5) days to respond. A DBE subcontractor may be used to satisfy SBE goal requirements.

Date of Request:			
Prime Contractor:			
Contract Number:		**Contract Name:**	
VIA Contracts Specialist:			

Date SBE was determined to be unwilling, unable, or ineligible:	

Name of Previous Approved SBE Subcontractor:				**Name of Proposed Subcontractor:**		
Bid Item	**Work Description**	**Commitment Dollar Amount**	**Remaining Dollar Amount**	**Bid Item**	**Work Description**	**Dollar Amount**
		Total:			**Total**:	

Will termination/substitution result in a goal shortfall? ☐ Yes ☐ No

If "Yes" is checked above, please identify the shortfall as a percentage: _____%

Reason(s) for termination/substitution request. Check all applicable boxes below:

- ☐ The listed SBE is no longer in business.
- ☐ The listed SBE failed or refused to perform the contract or furnish the listed materials.
- ☐ The work performed by the SBE was unsatisfactory and not in accordance with the scheduled plans and specifications.
- ☐ The listed SBE requested removal.
- ☐ Other reason not listed above. Please specify. _____

Prime Contractor Name | **Signature** | **Date**

For Use by Office of Diversity & Federal Compliance:

☐ **Approved** ☐ **Denied**

DBE Liaison Officer Name | **Signature** | **Date**

Attach a copy of the following documents for the official file: Letter to Terminate, SBE Termination Agreement Statement or, if applicable, SBE Letter of Voluntary Removal Request, Documentation of Good Faith Efforts.