

**VIA Metropolitan Transit
Disadvantaged Business Enterprise (DBE)
Termination/Substitution Request Form**

Notes: Prior to submitting this form to VIA, you must notify the DBE subcontractor in writing of your intent and allow the DBE five (5) days to respond.

Date of Request:				
Prime Contractor:				
Contract Number:		Contract Name:		
VIA Contracts Specialist:				
Date DBE was determined to be unwilling, unable, or ineligible:				
Name of Previous Approved DBE Subcontractor:			Name of Proposed Subcontractor:	
Scope of Work	Commitment Dollar Amount	Remaining Dollar Amount	Scope of Work	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 DBE is no longer in business.
- The listed DBE failed or refused to perform the contract or furnish the listed materials.
- The work performed by the DBE was unsatisfactory and not in accordance with the scheduled plans and specifications.
- The listed DBE 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, DBE Termination Agreement Statement or, if applicable, DBE Letter of Voluntary Removal Request, Documentation of Good Faith Efforts.