

# Office of the Ombudsman



## Request for Substitution

*Pursuant to Jacksonville Procurement Code Section 126.617, the contractor cannot make changes to the Schedule of Participation or substitute subcontractors named in the Schedule of Participation without the prior written approval of the director upon recommendation of the Ombudsman. Unauthorized changes or substitutions shall be a violation of this chapter and may constitute grounds for rejection of the bid proposal or cause termination of the executed contract for breach, the withholding of payment and/or subject the subcontractor to contract penalties or other sanctions.*

SUBCONTRACTOR			PRIME CONTRACTOR		
NAME OF SUBCONTRACTOR			NAME OF CONTRACTOR		
CONTACT PERSON			CONTACT PERSON		
MAILING ADDRESS			MAILING ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
WORK PHONE	EMAIL ADDRESS		WORK PHONE	EMAIL ADDRESS	
SUBCONTRACTOR SCOPE OF WORK			<p><b>Please attach the following when submitting this form:</b></p> <ol style="list-style-type: none"> <li>1. A narrative of events that transpired</li> <li>2. Copy of the subcontractor agreement/proposal</li> <li>3. Copy of the subcontractor contract w/prime.</li> <li>4. Any other relevant documents or correspondence</li> </ol>		
NAME OF PROJECT			PUBLIC AGENCY RESPONSIBLE FOR PROJECT		
AGENCY CONTACT	DATE		CONTRACT NUMBER		

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Upon receipt of this form, the Office of the Ombudsman will conduct an investigation. The information provided by both parties will be reviewed. Once the investigation is complete, substitution will be granted or denied.*