

Office of the Ombudsman



Request for Substitution Form

Pursuant to Jacksonville Procurement Code Section 126.619, 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.

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>Please attach the following when submitting this form:</p> <ol style="list-style-type: none"> 1. A narrative of events that transpired 2. Copy of the subcontractor bid 3. Copy of the subcontractor contract w /prime. 4. Any other relevant documents or correspondence 		
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 review the information provided by all parties and an investigation will be conducted. Once the investigation is complete our office will contact you to grant an authorization for the substitution.