



Subcontractor Change Request Form

(To be used by General/Prime Contractor when changing a previously approved subcontractor on a project)

GC/Prime Contractor		Change #	Subcontractors currently approved/listed
Project Name		Date Submitted	
Requested By		Date Reply Due	

Reason (s) for this Change (may attached separate sheet):

New Subcontractor Local /M/WBE status: (Local ___; MBE ___; WBE ___; SBE)

Effect on Schedule, Deliverables, and Project Cost				
NO.	Deliverable / Item	Revised End Date	Net Change, Hours Increase or (Decrease)	Net Change, Cost Increase or (Decrease)
	Totals			
	Submit Via Fax or email cheyward@chathamcounty.org or via fax (912) 652-7849			

Requires Purchasing Agent Approval:

Date

Signatures

Comments by Purchasing Agent