



# Disadvantaged Business Enterprise (DBE) FORM 4 Substitution/Termination Request Form 405-521-3186

July 2023

If the prime contractor seeks to terminate a DBE subcontractor on a federal-aid project, they must notify the DBE subcontractor in writing the intent to terminate and the reason. The request must give the DBE 5 calendar days to respond to the notice and provide any reasons, if any, why it objects to the proposed termination and why the prime contractor's request to terminate should not be approved. If required in a particular case as a matter of public necessity (e.g., safety), the prime contractor may provide a response period shorter than five days. **For additional information see the following link:** (<https://oklahoma.gov/odot/business-center/contract-compliance/dbe/termination-replacement.html>)

Prime Contractor: \_\_\_\_\_ Current Date: \_\_\_\_\_  
 Project No: \_\_\_\_\_ Job Piece: \_\_\_\_\_ Division: \_\_\_\_\_  
 Contract ID: \_\_\_\_\_ County: \_\_\_\_\_  
 Previous Approved Subcontractor: \_\_\_\_\_

| Bid Item | Work Description | Dollar Amount Completed | Remaining Dollar Amount |
|----------|------------------|-------------------------|-------------------------|
|          |                  |                         |                         |

Proposed Subcontractor: \_\_\_\_\_

Subcontractor     
  Supplier (60%)     
  Manufacturer     
  Trucking Firm

| Bid Item | Work Description | Dollar Amount |
|----------|------------------|---------------|
|          |                  |               |

Will termination result in a goal shortfall?   
 No   
 Yes   
 If so, how much?   

Reason(s) for substitution/termination?

- The listed DBE is no longer in business
- The listed DBE failed or refused to perform the contract or furnish the materials.
- The work performed by the listed DBE was unsatisfactory and was not in accordance with the plans and specifications
- The listed DBE requested removal

Other documented good cause.

(Good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.)

**Note: Attach a copy of the prime's Intent to terminate/replace letter, supporting documentation and the DBE's response (if provided to the prime).**

Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Division Manager, Contract Compliance

\_\_\_\_\_  
 State Construction Engineer, ODOT

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Approved     Disapproved

Approved     Disapproved