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| **Design - Bid - Build Projects** |
| **Date:** | Insert |
| **To:** | **Jenna Padula, Esq., DAS/CS Agency Legal Director** | **Suite:** | 1307 |
| **From:** | Insert, **DAS/CS Project Manager** | **Suite:** | 1201 |
| **Through:** | **Alison Kulas, DAS/CS Paralegal Specialist** |  |  |
| **Subject:** | **Request for Authorization to Substitute for a Named Subcontractor and Justification for the Substitution** |
| **Project Title:** | Insert Project Title |
| **Project Location:** | Insert Project Location |
| **DAS/CS Project Number:** | Insert Project Number |

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| This is to request the DAS’ approval to substitute the named subcontractor as follows: |
| Bid Proposals and Set-Aside Schedule Subcontractor | Set-Aside Status | Amount | Substitute Subcontractor | Set-Aside Status | Amount |
| Insert | Insert | Insert | Insert | Insert | Insert |
| Insert | Insert | Insert | Insert | Insert | Insert |
| Insert | Insert | Insert | Insert | Insert | Insert |
| In accordance with Connecticut General Statutes (CGS) Section 4b-95, Subsection (c), DAS shall not permit substitution of a subcontractor for one named in accordance with this section or substitution of a subcontractor for any designated subtrade work bid to performed by the general contractor’s own forces, except for good cause. The term “good cause” includes but is not limited to a subcontractor’s or, where appropriate, a general contractor’s: |
| 1. | death or physical disability; |
| 2. | dissolution, if a corporation or partnership; |
| 3. | bankruptcy; |
| 4. | inability to furnish any performance and payment bond shown on the bid form; |
| 5. | inability to obtain, or loss of, a license necessary for the performance of the particular category of work; |
| 6. | failure or inability to comply with a requirement of law applicable to contractors, subcontractors, or construction, alteration, or repair projects; and |
| 7. | failure to perform his agreement to execute a subcontract under CGS Section 4b-96. |
| In addition, the awarding authority *may* require the contractor to replace a named subcontractor *whenever* the awarding authority determines in their sole discretion that such replacement is in the best interest of the State. |
| Reason for Substitution: | Insert |
| In the event that this substitution results in a decrease in subcontract price DAS shall reduce the contract amount to reflect the difference according to the provisions of CGS 4b-96. However, DAS elects not to increase the contract price *if* there is a price increase between the listed subcontractor and the new subcontractor price. |
| Please find enclosed or attached: |
| 1. | All documentation showing proper presentation of a subcontract to the listed subcontractor; |
| 2. | Notice of the 5-day time limit (Saturdays, Sundays and legal holidays excluded) to *execute* the subcontract; |
| 3. | All communication *to or from* such subcontractor *after* presentation; |
| 4. | Named Subcontractor Qualification Statement (Section 00 45 17 of Project Manual) for the substitute subcontractor; |
| 5. | DAS Supplier Diversity Current Set-Aside Certificate, *if* any of the Named Subcontractors is a Set Aside; |
| 6. | DAS Prequalification Statement, *if* any of the Subcontracts *exceed* five hundred thousand dollars in value. |

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|  | Signature and Date: |
| **Submitted By:** |  |
|  | Name: Insert |  |  |
|  |  | Title: Insert |  |  |
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|  |  |  |  |  |
| APPROVED: |[ ]  Signature and Date: |
| DISAPPROVED: |[ ]   |
|  |  | DAS Project Manager (Insert) |  |  |
|  |  | Reviewed Substitute Subcontractor’s Qualification |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| APPROVED: |[ ]  Signature and Date: |
| DISAPPROVED: |[ ]   |
|  |  | Jenna Padula, Esq., Agency Legal Director |  |  |
|  |  | Reviewed request for compliance |  |  |

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| Copies: | Requesting Firm:  | Insert |
|  | Named Subcontractor:  | Insert |
|  | Substitute Subcontractor:  | Insert |
|  | CHRO – Contract Compliance:  | Insert |
|  | DAS/CS Procurement:  | Insert |
|  | PMWeb:  | Insert |
|  | Hard copy file: **R1** |