



Minority Business Development

900 East Broad Street
 City Hall, 16th Floor
 Richmond, VA 23219
 Office: (804) 646-5947
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<http://www.richmondgov.com/MBD>

MBE/ESB Change in Subcontractors Form

All firms listed in this directory have registered with the City of Richmond as a minority owned business (MBE) or certified as an Emerging Small Business (ESB). It should be noted, that there are MBE businesses listed in this directory that are not certified. Therefore, any prime contractor/vendor desiring to use a registered MBE firm that is not certified, must be aware, that the registered MBE firm has 180 days to get certified or before the completion of the contract, whichever is less, or the prime contractor/vendor risks not receiving credit toward the minority participation goal for the said project.

Prime Contractor:					
Project Name:					Contract No.
Original MBE/ESB Contractor Contact Person Phone Number Release Date	Current MBE/ESB Contractor/Vendor(s) Hire Date	Contact Person Phone/Fax Number	Address	Reason for Change	Enter Below Code for Ownership of each MBE Firm.
					1 = African American 2 = Hispanic American 3 = Asian American 4 = American Indian 5 = Other (Specify Below)
ABC Co., Inc. Joe Johns (804) xxx-xxxx 00/00/0000	Richmond City Inc. 00/00/0000	Mike Richmond 804-xxx-xxxx 804-xxx-xxxx	1234 Broad Street Richmond, VA 23219	MBE Subcontractor unable to commit	1
Signature OF AUTHORIZED OFFICIAL:			Date:		