



# CREO KC Request for Modification or Substitution Approval

Date: June 10, 2022  
 To: Andrea Dorch, Civil Rights & Equal Opportunity Department  
 From: Leona Walton, Water Services Department  
 Subject: Contract/Project No.: 22003/60XX0012  
 Project Title: Water Bill Printing and Mailing Services

<input type="checkbox"/> Amendment No. _____ <input type="checkbox"/> Change Order No. _____    (See Contract Summary on the next page.) <input checked="" type="checkbox"/>	
<b>Funding:</b> <input checked="" type="checkbox"/> City (MBE/WBE/DBE) <input type="checkbox"/> Federal (DBE) <sup>1</sup> <input type="checkbox"/> State (DBE) <sup>1</sup> - Grant _____ <input type="checkbox"/> Other:	
<b>Contract Category:</b> <input type="checkbox"/> Construction <input type="checkbox"/> General Service <input type="checkbox"/> Facility Repair <input type="checkbox"/> Design Professional <input checked="" type="checkbox"/> Professional Services <input type="checkbox"/> Concession <input type="checkbox"/> Other:	
<b>Company:</b> Doxim Utilitec LLC <b>Contact:</b> Erin Romo <b>Contact Email:</b> eromo@utilitec.net	<b>Address:</b> 1911 Woodslee Drive, Troy, MI 48083 <b>Phone:</b> 248-526-4863 <b>Fax:</b>
<b>Additional Information:</b> Replacement of one subcontractor for another.	

cc: Amy Coffey, Project Manager

<b>FOR CIVIL RIGHTS &amp; EQUAL OPPORTUNITY DEPARTMENT USE ONLY</b> <b>The attached <u>Request for Modification or Substitution</u> is:</b>		<b>The Request for Best Faith Efforts Waiver is:</b>
<input checked="" type="checkbox"/> Approved                      Substitution approved.		<input type="checkbox"/> Approved
<input type="checkbox"/> Disapproved		<input type="checkbox"/> Disapproved
		<input checked="" type="checkbox"/> Not Applicable
Contractor Utilization Plan Participation as Amended N/A _____ % MBE & <u>6</u> % WBE <b>or</b> _____ % DBE		
DocuSigned by:		6/22/2022
Civil Rights & Equal Opportunity Department		Date

<b>FOR GRANTING AGENCY USE ONLY<sup>2</sup></b> <input type="checkbox"/> N/A
Approved by: _____ _____ Date

There are no current MBEs certified to perform printing services.

<sup>1</sup> DBE Programs apply to specific federal or state grant requirements.

<sup>2</sup> Federal and state grant agreements may require granting agency approval of D/M/WBE participation changes.

**CONTRACT SUMMARY<sup>3</sup>**

Approved CUP:	0% MBE	Original Contract Maximum Obligation:	\$1,018,202.40
	6% WBE	Amendment/Change Order No. 1:	_____
	_____% DBE	Amendment/Change Order No. 2:	_____
		Amendment/Change Order No. 3:	_____
		Amendment/Change Order No. 4:	_____
		Amendment/Change Order No. 5:	_____
		<b>Current Maximum Obligation:</b>	<b>\$1,018,202.40</b>
		<i>Proposed Amendment/ Change Order No. _____</i>	\$ _____
		<b><i>Proposed Revised Contract Maximum Obligation</i></b>	\$ _____

Attach a copy of the most recent 00485.01 M/WBE Monthly Utilization Report

<sup>3</sup> The CONTRACT SUMMARY information should match information and calculations gathered and computed on the Contract Amendment or Change Order Preparation Checklist. The Checklist forms are found on Contract Central.