Business Complaint Form

Form can be used by prime contractors, sub-contractors and sub-consultants.

This form is for contracted M-DCPS vendors only.

The purpose of this form is to provide a vendor contracted on a M-DCPS Project a means to file a complaint or provide positive comments on your previous interactions. If space provided is insufficient, attach additional information.

COMPLAINTANT INFORMATION: **Date of the alleged action(s)? _____**

First Name	Middle Name	Last Name	
Address	City	State	Zip Code
Company		Date	
Daytime Telephone	Fax	Email	

Was the alleged action(s) taken against you as a: ☐ Contractor ☐ Subcontractor ☐ Consultant

State the alleged action(s) taken against your company in the box below? (Be specific and provide the project title, project number and other relevant information.) Please attach supporting documentation.

Project Title: _____ **Project No.** _____

Allegations: _____

Please provide the contact information on the person (Respondent) who committed the alleged action(s):

RESPONDENT INFORMATION:

First Name	Last Name	Title	
Address	City	State	Zip Code
Daytime Telephone	Fax	Email	

Was the Respondent identified above representing another company or business? ○ Yes ○ No

If yes, provide the name and address of the company: _____

_____

State the reason(s) given for the alleged adverse action taken against you or your company, if applicable?

_____
_____
_____
_____
_____
_____
_____

Have you sought assistance regarding your concerns from any Government agency or from any other entity?

○ Yes ○ No **If yes, provide the name of the Governmental agency:** _____

Are you represented on this matter by an attorney? ○ Yes ○ No **May we contact him/her?** ○ Yes ○ No

_____ _____
Attorney Name Telephone No.

_____
Address

_____

_____ _____
Signature of Complainant *Date*

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____day of _____, 20___, by _____.

(NOTARY SEAL) _____ _____
Signature of Notary Name of Notary

Personally Known_____☐_____ or Produced Identification _____☐_____

Type of Identification Produced _____