

SUBSTITUTION REQUEST

(During the Bidding/Negotiating Phase)



PROJECT: _____ SUBSTITUTION REQUEST NUMBER: _____

FROM: _____

TO: _____ DATE: _____

A/E PROJECT NUMBER: _____

RE: _____ CONTRACT FOR: _____

SPECIFICATION TITLE: _____ DESCRIPTION: _____

SECTION: _____ PAGE: _____ ARTICLE/PARAGRAPH: _____

PROPOSED SUBSTITUTION: _____

MANUFACTURER: _____ ADDRESS: _____ PHONE: _____

TRADE NAME: _____ MODEL NO.: _____

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

SUBMITTED BY: _____

SIGNED BY: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: _____

A/E's REVIEW AND RECOMMENDATION:

- ☐ Approve Substitution—Make submittals in accordance with Specification Section 01 33 00 Submittal Procedures.
- ☐ Approve Substitution as noted—Make submittals in accordance with Specification Section 01 33 00 Submittal Procedures.
- ☐ Reject Substitution—Use specified materials.
- ☐ Substitution Request received too late—Use specified materials.

SIGNED BY: _____ DATE: _____

SUPPORTING DATA ATTACHED: ☐ Drawings ☐ Product Data ☐ Samples ☐ Tests ☐ Reports ☐ _____