



SUBSTITUTION REQUEST (During the Bidding 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 ACTION

- Substitution approved - Make submittals in accordance with Specification Section 01330.
Substitution approved as noted - Make submittals in accordance with Specification Section 01330.
Substitution rejected - Use specified materials.
Substitution Request received too late - Use specified materials.

Signed by: _____ Date: _____

Supporting Data Attached: [] Drawings [] Product Data [] Samples [] Tests [] Reports [] _____