



SUBSTITUTION REQUEST (After 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.:
Installer: Address: Phone:

History: [] New product [] 2-5 years old [] 5-10 yrs old [] More than 10 years old

Differences between proposed substitution and specified product:

[] Point-by-point comparative data attached - REQUIRED BY A/E

Reason for not providing specified item:

Similar Installation:
Project: Architect:
Address: Owner:
Date Installed:

Proposed substitution affects other parts of Work: [] No [] Yes; explain

Savings to Owner for accepting substitution: (\$)

Proposed substitution changes Contract Time: [] No [] Yes [Add] [Deduct] days.

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

**SUBSTITUTION
REQUEST**
(Continued)

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.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
- 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.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Telephone: _____

Attachments: _____

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:

Additional Comments: Contractor Subcontractor Supplier Manufacturer A/E _____
