

SUBSTITUTION REQUEST

(After 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.: _____
INSTALLER: _____ ADDRESS: _____ PHONE: _____
HISTORY: New Product 1-4 years old 5-10 years 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 _____

CONTINUE ON NEXT PAGE



SUBSTITUTION REQUEST

(After the Bidding/Negotiating Phase— 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 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:** _____

OWNER'S REVIEW AND ACTION:

- Substitution approved—Make submittals in accordance with Specification Section 01 33 00 Submittal Procedures. Prepare Change Order
- Substitution approved as noted—Make submittals in accordance with Specification Section 01 33 00 Submittal Procedures. Prepare Change Order.
- Substitution rejected—Use specified materials.

SIGNED BY: _____ **DATE:** _____

ADDITIONAL COMMENTS: **Contractor** **Subcontractor** **Supplier** **Manufacturer** **A/E**