

# SUBSTITUTION REQUEST

(During the Bidding/Negotiating Phase)



<b>PROJECT:</b> _____  _____  <b>TO:</b> _____  _____  <b>RE:</b> _____	<b>SUBSTITUTION REQUEST NUMBER:</b> _____  <b>FROM:</b> _____  <b>DATE:</b> _____  <b>A/E PROJECT NUMBER:</b> _____  <b>CONTRACT FOR:</b> _____
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<b>SPECIFICATION TITLE:</b> _____	<b>DESCRIPTION:</b> _____
<b>SECTION:</b> _____	<b>PAGE:</b> _____
<b>ARTICLE/PARAGRAPH:</b> _____	

**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     \_\_\_\_\_