

**SUBSTITUTION**

**REQUEST**

 **After Bid Request**

Project:

To:

Re:

Substitution Request Number:      .

From:

Date:

A/E Project Number:

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 years old [ ]  More than 10 years old

Differences between proposed substitution and specified product:

[ ]  Point-by-point comparative data attached -

Reason for not providing specified item:

Similar Installation:

Project:       Architect:

Address:       Owner:

      Date Installed:

Proposed substitution affects other parts of Work: X [ ]  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 [ ]

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 **(Continued)**

The Undersigned certifies:

1. Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
2. Same warranty will be furnished for proposed substitution as for specified product.
3. Same maintenance service and source of replacement parts, as applicable, is available.
4. Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
5. Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.
6. Proposed substitution does not affect dimensions and functional clearances.
7. Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.
8. 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 [ ]