

# 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**