

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