

# SUBSTITUTION REQUEST

(During 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: ClarkDietrich ADDRESS: Local ClarkDietrich Plant PHONE: 800-543-7140

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 ☐ \_\_\_\_\_