

# 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**