

SUBSTITUTION REQUEST

(During the Bidding/Negotiating Phase)



PROJECT: _____ _____ TO: _____ _____ RE: _____	SUBSTITUTION REQUEST NUMBER: _____ FROM: _____ DATE: _____ A/E PROJECT NUMBER: _____ CONTRACT FOR: _____
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SPECIFICATION TITLE: _____	DESCRIPTION: _____
SECTION: _____	PAGE: _____
ARTICLE/PARAGRAPH: _____	

PROPOSED SUBSTITUTION: _____

MANUFACTURER: _____ **ADDRESS:** _____ **PHONE:** _____

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 _____