

# Substitution Request Form

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: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Trade Name: \_\_\_\_\_ Product Number: \_\_\_\_\_  
Installer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
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:      Drawing      Product Data      Samples      Tests      Reports

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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 ACTION

Substitution approved – Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.

Substitution approved as noted – Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.

Substitution rejected – Use specified materials.

Substitution Request received too late – Use specified materials.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Additional Comments: Contractor Subcontractor Supplier Manufacturer A/E Other