



SUBSTITUTION REQUEST

(After the Bidding/Negotiation Phase)

Project:
To:
Re:

Substitution Request Number:
From:
Date:
A/E Project Number:
Contract For:

Specification Title:
Section: Page:

Description:
Article/Paragraph:

Proposed Substitution:
Manufacturer: Phone:
Address:
Trade Name: Model No.:
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:

SUBSTITUTION REQUEST

(After the Bidding/Negotiation Phase – Continued)

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 _____

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:

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(After the Bidding/Negotiation Phase – Continued)

A/E'S REVIEW AND ACTION

- Substitution approved – Make submittals in accordance with Specification Substitution Procedures.
- Substitution approved as noted – Make submittals in accordance with Specification Substitution Procedures.
- Substitution rejected – Use specified materials.
- Substitution Request received too late – Use specified materials

Signed by: _____ Date: _____
Supradheep L. Kanthan, *Director of Design*

Additional Comments:

- Contractor
- Subcontractor
- Supplier
- Manufacturer
- A/E
- Other: