

SUBSTITUTION REQUEST FORM

We hereby submit for your consideration the following product instead of the specified item for the following project:

PROJECT TITLE \_\_\_\_\_ PROJECT NO. \_\_\_\_\_

DRAWING NO. \_\_\_\_\_ DRAWING TITLE \_\_\_\_\_

SPEC. SECTION	SPEC. TITLE	PARAGRAPH	SPECIFIED ITEM
_____	_____	_____	_____

Proposed Substitution: \_\_\_\_\_

Attach complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation.

Submit, with request, all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.

**Substitutions of the materials and equipment described in the Contract Documents will be considered during the bidding period upon receipt of a written request to the Design Professional for approval prior to the date set for receipt of bids as described in Section 00 74 13, Project Requirements.**

**CERTIFICATION OF EQUAL PERFORMANCE AND ASSUMPTION OF LIABILITY FOR EQUAL PERFORMANCE**

The undersigned states that the function, appearance, and quality are equivalent or superior to the specified item.

Submitted by:

Signature \_\_\_\_\_ Title \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ FAX Number \_\_\_\_\_ Date \_\_\_\_\_

Signature shall be by person having authority to legally bind his firm to the above terms. Failure to provide legally binding signature will result in retraction of approval.

**For Use by Design Professional:**

\_\_\_\_ Recommended      \_\_\_\_\_ Recommended as Noted  
\_\_\_\_ Not Recommended      \_\_\_\_\_ Received Too Late

Signed By \_\_\_\_\_

Date \_\_\_\_\_

**For Use by Owner's Representative or Owner:**

\_\_\_\_ Approved      \_\_\_\_\_ Approved as Noted  
\_\_\_\_ Not Approved      \_\_\_\_\_ Received Too Late

Signed By \_\_\_\_\_

Date \_\_\_\_\_

Fill in Blanks Below:

A. Does the substitution affect dimensions shown on Drawings? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, clearly indicate changes:

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B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, fully explain: \_\_\_\_\_

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C. What effect does substitution have on other Contracts or other trades?

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D. What effect does substitution have on construction schedule?

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E. Manufacturer's warranties of the proposed and specified items are:

\_\_\_\_\_ Same \_\_\_\_\_ Different (Explain on Attachment)

F. Reason for Request: \_\_\_\_\_

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G. Itemized comparison of specified item(s) with the proposed substitution.  
List significant variations:

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H. Accurate cost data comparing proposed substitution with product specified:

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I. Designation of maintenance services and sources:

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(ATTACH ADDITIONAL SHEETS IF REQUIRED)

END OF SECTION