

This substitution request form may be used for Pre-Bid Substitution Requests or Post-Bid Substitution Requests as specified in Divisions 1 Section -"Substitutions".

TO: _____

PROJECT: _____

SPECIFICATION ITEM: _____

Section	Page	Paragraph	Description
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Substitution approval is an acceptance of only the manufacturer and product for general conformance with the design concept reflected in the Contract Documents. The A/E has made no attempt to verify specific performance data, or to check the details of the proposed substitution as to special features, capacities, physical dimensions or code and/or regulatory compliance, all of which remain the responsibility of the person/entity submitting the proposed substitution.

The undersigned requests consideration of the following:

PROPOSED SUBSTITUTION: _____

Attached data includes product description, specifications, drawings, photographs, 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 that the following paragraphs, unless modified by attachments, are correct:

1. The proposed substitution does not affect dimensions shown on the Drawings.
2. The undersigned will pay for changes to the building design, including engineering design, detailing, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse affect on other trades, the construction schedule, or specified warranty requirements.
4. Maintenance and service parts will be **locally** available for the proposed substitution.

The undersigned further certifies that the function, appearance, and quality of the proposed substitution are *equivalent or superior* to the specified item.

The undersigned agrees that, if this page is reproduced, the terms and conditions for substitutions found in the Bidding Documents apply to this request.

SUBMITTED BY:

Name (Printed)

General Contractor (if after award of Contract)

Signature

For use by the A/E

Approved Approved as noted

Not Approved Received too late

Firm Name

Address

City, State, Zip

By

Date

Date

Telephone

Fax

Remarks