

DATE: _____

PROJECT: _____

TO: _____

FROM: _____

SPECIFIED PRODUCT

SUBSTITUTION REQUEST FOR: _____

SPECIFICATION SECTION: _____ PAGE: _____ ARTICLE/PARAGRAPH: _____

PROPOSED SUBSTITUTION

PRODUCT: _____

MANUFACTURER: _____ WEBSITE: _____

ADDRESS: _____

REASON FOR SUBSTITUTION

- | | |
|---|---|
| <input type="checkbox"/> Discontinuation of product | <input type="checkbox"/> Not available |
| <input type="checkbox"/> Project cost savings | <input type="checkbox"/> Proven shortage (explain) |
| <input type="checkbox"/> Supplier, subcontractor, or contractor convenience | <input type="checkbox"/> Unavailable to meet project schedule |
| <input type="checkbox"/> Reduce project construction time | <input type="checkbox"/> Other: _____ |

EXPLANATION: _____

REASON FOR NOT GIVING PRIORITY TO SPECIFIED ITEMS

SUPPORTING DATA ATTACHED

- Product Data / Info Sheet
 - Samples
 - Drawings
 - Reports / Tests
-

PRODUCT / SYSTEM COMPARISON

Provide a one-to-one comparison of proposed substitution with ALL specified attributes and qualities of specified item(s).

	SPECIFIED PRODUCT	PROPOSED SUBSTITUTION
MANUFACTURER:	_____	_____
PRODUCT NAME/BRAND:	_____	_____
UNIT COST:	_____	_____
ATTRIBUTES:	_____	_____
QUALITIES:	_____	_____
VARIATIONS:	_____	_____
WARRANTY:	_____	_____
Etc:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

EFFECT OF SUBSTITUTION

- Same warranty provided as specified base product: No Yes (If no, explain below.)
- Substitution affects other parts of work: No Yes (If yes, explain below.)
- Substitution requires dimensional revision or redesign of structure or mechanical or electrical work: No Yes (If yes, explain below.)

EXPLANATION: _____

TOTAL COST IMPLICATIONS OF SUBSTITUTION ON PROJECT: \$ _____ Additional Savings

TOTAL TIME IMPLICATIONS: _____ days Additional Savings

STATEMENT OF CONFORMANCE OF REQUEST TO CONTRACT REQUIREMENTS

Supplier, Subcontractor, and Contractor in making substitution request or in using an approved substitution represent:

- Has personally investigated the proposed substitution and determined it is equal or superior in all respects to specified product or system and will perform intended function, except as stated above.
- Is in full compliance with applicable code requirements.
- Will provide same warranty for substitute item as for product, system, or method specified.
- Will coordinate installation of accepted substitution into Work, to include building modifications if necessary, making such changes as may be required for Work to be complete in all respects.
- If a finish product, color wise and pattern wise complies with base specified items.
- Certifies cost data presented is complete and includes all related costs under this Contract, excluding Architect's review and redesign cost.
- Will modify other parts of Work as needed, to make all parts of Work complete and functioning.
- Acknowledge acceptance of these provisions.

ACKNOWLEDGEMENTS

THE FOLLOWING FIRM HEREBY REQUESTS CONSIDERATION OF THIS PRODUCT OR SYSTEMS AS A SUBSTITUTION IN ACCORD WITH PROVISIONS OF CONTRACT DOCUMENTS

REQUESTED BY (FIRM): _____

ACKNOWLEDGED BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

SUBCONTRACTOR: _____

ACKNOWLEDGED BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

CONTRACTOR: _____

ACKNOWLEDGED BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

CONSTRUCTION MANAGER'S ACKNOWLEDGMENT AND RECOMMENDATION:

- Recommend approval for following reasons: COMMENTS: _____
- Do not recommend approval for following reasons: _____
- Returned to requester - Need more information: _____

CONSTRUCTION MANAGER: _____

ACKNOWLEDGED BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

DISTRIBUTION: Architect File

ARCHITECT'S ACTION / RECOMMENDATION:

- Recommend Owner's approval.
- Submitted to Owner for authorization for Architect's as Change in service to further evaluate.
- Do not recommend (see comments below).
- Rejected:
 - Submitted after stipulated time period.
 - Not submitted in accordance with Section 01 25 13.
 - Acceptance will require substantial revision of Contract Documents, building or systems.
 - Request does not indicate specific item which is being requested.
 - Requested for manufacturer acceptance only.
 - Request form is not properly executed and signed.
 - Subcontractor or supplier requested directly.
 - Insufficient information submitted.
 - Does not comply color wise or pattern wise with base specified items.
 - Insufficient information submitted to evaluate.
 - Does not appear to comply with requirements of specifications for base product.
 - Other: _____

Additional information needed - Returned to CM/Contractor for providing following:

COMMENTS: _____

ARCHITECT: _____

BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

DISTRIBUTION: Owner CM/Contractor File

OWNER ACTION:

Reject - Do not want to consider.

Approved - Contractor may proceed with request as submitted.

Approved - Architect directed as Change in Services to issue change document to incorporate substitution into contract Documents, adjust Contract Sum and/or Project time.

Architect authorized as Change in Services to further evaluate and make recommendation.

Additional information needed - Returned for providing following:

COMMENTS: _____

OWNER: _____

BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

DISTRIBUTION: Architect CM/Contractor File

ARCHITECT FURTHER ACTION / RECOMMENDATION (if needed):

- Incorporating into change document _____ as directed by Owner.
- Recommend Owner's approval.
- Do not recommend.

COMMENTS: _____

ARCHITECT: _____

BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

DISTRIBUTION: Owner CM/Contractor File

OWNER FURTHER ACTION (if needed):

- Reject - Do not want to consider.
- Approved - Contractor may proceed with request as submitted.
- Approved - Architect directed as Change in Services to issue change document to incorporate substitution into contract Documents, adjust Contract Sum and/or Project time.
- Additional information needed - Returned for providing following:

COMMENTS: _____

OWNER: _____

BY (PRINT): _____ (SIGN): _____

POSITION: _____ DATE: _____

PHONE: _____

DISTRIBUTION: Architect CM/Contractor File

END OF SUBSTITUTION REQUEST