

SUBSTITUTION REQUEST FORM

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

Specification Title: _____ Description: _____
Section Number: _____
Page Number: _____ Article: _____

Proposed Substitution: _____
Manufacturer: _____ Website URL: _____
Trade Name: _____ Model No.: _____
Installer: _____ Phone: _____

Differences between proposed substitution and specified product: _____

Point-by-point comparative data attached (Note: This is REQUIRED for consideration as a proposed Substitution)

Reason for not providing specified item: _____

Similar Installation:
Project: _____ Architect: _____
Address: _____ Owner: _____
Does proposed substitution affect other Work? No Yes (explain) _____

Cost Savings: [Deduct] _____ Dollars \$ _____
Schedule Impact: [Add] [Deduct] _____ days.

THE UNDERSIGNED CERTIFIES:

- Proposed substitution has been fully investigated by the General Contractor, and determined to be equal or superior in all respects to specified product.
- General Contractor acknowledges that this proposed substitution must also meet the design intent expressed in the Contract Documents, as judged by the Architect and substantiated by the materials submitted herewith.
- General Contractor will furnish the same warranty for proposed substitution as for specified product.
- General Contractor has verified that the same level of maintenance service and similar availability of replacement parts, as applicable, is available.
- General Contractor has verified that the 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 will be waived by the General Contractor.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made by the General Contractor for changes to building design, including A/E design, detailing, and construction costs caused by this substitution.
- Coordination, installation, and changes in the Work as necessary for accepted substitution will be completed by the General Contractor in all respects.

Submitted By (Name): _____

Signature: _____

On Behalf of (Company): _____

Address: _____

Email: _____

Attachments: _____

ARCHITECT'S REVIEW AND ACTION

- Substitution approved - Make submittals in accordance with Specification Section 01 3300.
- Substitution approved as noted - Make submittals in accordance with Specification Section 01 3300.
- Substitution rejected - Use specified materials.
- Substitution Request received too late - Use specified materials.

Architect: Manns Woodward Studios, Inc.

Reviewed By (Name): _____

Signature: _____

Date: _____

END OF SUBSTITUTION REQUEST FORM