

**SECTION 012500.13**  
**SUBSTITUTION REQUEST FORM**

PROJECT: \_\_\_\_\_ **(After Contract Award)**

TO: \_\_\_\_\_  
\_\_\_\_\_

NO. \_\_\_\_\_ DATE: \_\_\_\_\_

Contractor hereby requests acceptance of the following product or system as a substitution in accordance with provisions of Division 01 Section 012500 "Substitution Procedures":

**1. SPECIFIED PRODUCT OR SYSTEM**

Substitution request for: \_\_\_\_\_

Specification Section No.: \_\_\_\_\_ Article/ Paragraph: \_\_\_\_\_

**2. REASON FOR SUBSTITUTION REQUEST**

**SPECIFIED PRODUCT**

- Is no longer available
- Is unable to meet project schedule
- Is unsuitable for the designated application
- Cannot interface with adjacent materials
- Is not compatible with adjacent materials
- Cannot provide the specified warranty
- Cannot be constructed as indicated
- Cannot be obtained due to one or more of the following:

- Strike
- Bankruptcy of manufacturer or supplier
- Lockout
- Similar occurrence (explain below)

**PROPOSED PRODUCT**

- Will reduce construction time
- Will result in cost savings of \$ \_\_\_\_\_ to Project
- Is for supplier's convenience
- Is for subcontractor's convenience
- Other: \_\_\_\_\_

**3. SUPPORTING DATA**

- Drawings, specifications, product data, performance data, test data, and any other necessary information to facilitate review of the Substitution Request are attached.
- Sample is attached
- Sample will be sent if requested

**4. QUALITY COMPARISON**

Provide all necessary side-by-side comparative data as required to facilitate review of Substitution Request:

SPECIFIED PRODUCT                      PROPOSED PRODUCT

Manufacturer: \_\_\_\_\_

Name / Brand: \_\_\_\_\_

Catalog No.: \_\_\_\_\_

Vendor: \_\_\_\_\_

Variations: \_\_\_\_\_

(Add Additional Sheets If Necessary)

Local Distributor or Supplier: \_\_\_\_\_

Maintenance Service Available:     Yes         No

Spare Parts Source: \_\_\_\_\_

Warranty:  Yes         No        \_\_\_\_\_ Years

**5. PREVIOUS INSTALLATIONS**

Identification of at least three (3) similar projects on which proposed substitution was used:

**PROJECT #1**

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Architect: \_\_\_\_\_

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date Installed: \_\_\_\_\_

**PROJECT #2**

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Architect: \_\_\_\_\_

Owner: \_\_\_\_\_

Contractor: \_\_\_\_\_

Date Installed: \_\_\_\_\_

**PROJECT #3**

Project: \_\_\_\_\_

Address: \_\_\_\_\_

Architect: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Date Installed: \_\_\_\_\_

**6. EFFECT OF SUBSTITUTION**

Proposed substitution affects other work or trades:  No  Yes (if yes, explain)

\_\_\_\_\_  
\_\_\_\_\_

Proposed substitution requires dimensional revisions or redesign of architectural, structural, M-E-P, life safety, or other work:

No  Yes (if yes, attach data explaining revisions)

**7. STATEMENT OF CONFORMANCE OF REQUEST TO CONTRACT REQUIREMENTS**

Contractor and Subcontractor have investigated the proposed substitution and hereby represent that:

- A. They have personally investigated the proposed substitution and believe that it is equal to or superior in all respects to specified product, except as stated above;
- B. The proposed substitution is in compliance with applicable codes and ordinances;
- C. The proposed substitution will provide same warranty as specified for specified product;
- D. They will coordinate the incorporation of the proposed substitution into the Work, and will include modifications to the Work as required to fully integrate the substitution;
- E. They have included complete cost data and implications of the substitution (attached);
- F. They will pay any redesign fees incurred by the Architect or any of the Design Professional's consultants, and any special inspection costs incurred by the Owner, caused by the use of this product;
- G. They waive all future claims for added cost or time to the Contract related to the substitution, or that become known after substitution is accepted.
- H. The Design Professional's approval, if granted, will be based upon reliance upon data submitted and the opinion, knowledge, information, and belief of the Design Professional at the time decision is rendered and Addendum is issued; and that Design Professional's approval therefore is interim in nature and subject to reevaluation and reconsideration as additional data, materials, workmanship, and coordination with other work are observed and reviewed.

Contractor: \_\_\_\_\_  
(Name of Contractor)

Date: \_\_\_\_\_ By: \_\_\_\_\_

Subcontractor: \_\_\_\_\_  
(Name of Subcontractor)

Date: \_\_\_\_\_ By: \_\_\_\_\_

**Note: Unresponsive or incomplete requests will be rejected and returned without review.**

**8. DESIGN PROFESSIONAL'S REVIEW AND ACTION**

- Substitution is accepted.
- Substitution is accepted, with the following comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Resubmit Substitution Request:
  - Provide more information in the following areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Provide proposal indicating amount of savings / credit to Owner
  - Bidding Contractor shall sign Bidder's Statement of Conformance
  - Bidding Subcontractor shall sign Bidder's Statement of Conformance
- Substitution is not accepted:
  - Substitution Request received too late.
  - Substitution Request received directly from subcontractor or supplier.
  - Substitution Request not submitted in accordance with requirements.
  - Substitution Request Form is not properly executed.
  - Substitution Request does not indicate what item is being proposed.
  - Insufficient information submitted to facilitate proper evaluation.
  - Proposed product does not appear to comply with specified requirements.
  - Proposed product will require substantial revisions to Contract Documents.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Design Professional has relied upon the information provided by the Contractor, and makes no claim as to the accuracy, completeness, or validity of such information. If an accepted substitution is later found to be not in compliance with the Contract Documents, Contractor shall provide the specified product.

**9. OWNER'S REVIEW AND ACTION**

- Substitution is accepted for items not involving additional costs.
- Substitution is not accepted.

By: \_\_\_\_\_  
(Owner's Construction Manager)

Date: \_\_\_\_\_

**END OF FORM**