

**SECTION 00 49 18****REQUEST FOR SUBSTITUTION (RFS)**

This form must be submitted no later than 10 calendar days prior to the date for opening bids. Refer to Section 00 21 13 (Instructions to Bidders – Substitutions) for instructions. If the successful Bidder wishes to propose an “or equal” or other substitutions after Bid Opening, said Bidder must make such request within 10 calendar days after the date of Award. Refer to Division 1, Section 01 25 13, for requirements for obtaining approval of substitutions. *Submit this completed form and necessary data substantiating a request for a substitution to Project Engineer/Architect.*

Contract No.: \_\_\_\_\_ RFS No. \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Spec. Section: \_\_\_\_\_ Paragraph(s): \_\_\_\_\_  
Drawing Sheet: \_\_\_\_\_ Detail(s): \_\_\_\_\_

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

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

Address/Phone: \_\_\_\_\_

Trade Name/Model No.: \_\_\_\_\_

On-Site Representative: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Installer: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Product History: ☐ New ☐ 2-5 years old ☐ 5-10 years old ☐ More than 10 years old

(a) Differences between proposed substitution and specified product (Attach required point by point comparative data):

\_\_\_\_\_

(b) Reason for not providing specified item: \_\_\_\_\_

\_\_\_\_\_

(c) Similar installation where proposed substitution has been used  
(Project/Address/Architect/Owner/Date Installed):

\_\_\_\_\_

\_\_\_\_\_

(d) Proposed substitution affecting other parts of Work: ☐ No ☐ Yes: Explain \_\_\_\_\_

\_\_\_\_\_

(e) Changes or modifications needed to coordinate other parts of the Work that will be necessary to accommodate the proposed substitution:

\_\_\_\_\_

\_\_\_\_\_

(f) Savings to City for accepting substitution: \_\_\_\_\_ (\$ \_\_\_\_\_)

(g) Proposed substitution changes Contract Time: ☐ No ☐ Yes:

If "Yes" ☐ Add ☐ Deduct \_\_\_\_\_ calendar days.

(h) Supporting data attached: ☐ Product Data ☐ Drawings ☐ Test Reports ☐ Samples  
☐ Other: \_\_\_\_\_

The undersigned certifies that:

1. The proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
2. The proposed substitution conforms in all respects to the requirements of the Contract Documents and is appropriate for the applications intended.
3. The same warranty will be furnished for proposed substitution as for specified product.
4. The proposed substitution will not affect or delay progress schedule.
5. The cost data as stated above is complete. There shall be no claims to the City for additional costs related to an accepted substitution.
6. The proposed substitution does not affect dimensions and functional clearances.
7. Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_

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

Attachments \_\_\_\_\_

CITY'S REVIEW AND ACTION	
<input type="checkbox"/> Substitution accepted - Make submittals in accordance with Division 1. <input type="checkbox"/> Substitution accepted as noted - Make corrections and submit in accordance with Division 1. <input type="checkbox"/> Substitution rejected - Use specified materials and equipment. <input type="checkbox"/> Substitution Request received too late - Use specified materials.	
Signed _____	Date _____
Note: The City's acceptance of Contractor's submittal of shop drawings, product data, or samples supporting this Substitution Request shall not constitute approval of submittals which do not conform to the requirements of the Contract Documents.	
Additional Comments: _____	

**END OF SECTION**