

**SECTION 016010  
SUBSTITUTION REQUEST FORM**

**PROJECT:** \_\_\_\_\_ **ARCHITECT'S PROJECT NUMBER:** \_\_\_\_\_

**1.01 SUBMITTED FOR CONSIDERATION IS THE FOLLOWING PRODUCT INSTEAD OF THE SPECIFIED ITEM FOR THE ABOVE NOTED PROJECT.**

Specification Section and Paragraph: \_\_\_\_\_

Drawings and Details affected: \_\_\_\_\_

Proposed Substitution/ Description: \_\_\_\_\_

Manufacturer's Name: \_\_\_\_\_

**1.02 WHY IS SUBSTITUTION BEING SUBMITTED?(CHECK THE FOLLOWING THAT APPLY):**

\_\_\_\_ Pre-Bid Substitution: Include detailed analysis comparing proposed substitution against specified product, including redlined Specification Section showing differences.

\_\_\_\_ Specified product is not available. Explain in detail using attached letter.

\_\_\_\_ Cost savings to Owner. Indicate comparative cost analysis as attachment.

\_\_\_\_ Other. Explain: \_\_\_\_\_

**1.03 EFFECTS OF PROPOSED SUBSTITUTION**

A. (Attach complete explanations and technical data, including laboratory test, if applicable.)

B. Include complete information changes to Drawings and/or Specifications that proposed substitution would require for its proper installation. Select and complete the following:

A. Does the substitution affect dimensions shown on Drawings? \_\_\_\_ NO \_\_\_\_ YES

B. What affect does substitution have on other trades, including cost?

\_\_\_\_\_  
C. Differences between proposed substitution and specified item? (Include attachment if necessary.)  
\_\_\_\_\_

\_\_\_\_\_  
D. Manufacturer's guarantees of proposed and specified items are:

\_\_\_\_ SAME \_\_\_\_ DIFFERENT (Explain in detail using attached letter.)

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

Submitted by: \_\_\_\_\_ For Architect's use:

Company: \_\_\_\_\_ Accepted

Address: \_\_\_\_\_ Not Accepted

\_\_\_\_\_  
Accepted as Noted

Phone: \_\_\_\_\_ Incomplete Information

Signature: \_\_\_\_\_ Received too late

Date: \_\_\_\_\_ No substitutions Accepted for this

Reviewed by/Date: \_\_\_\_\_

Comments/Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**END OF SECTION**