



University of Washington

Capital Planning and Development

Substitution Request Form

To: _____ Date: _____

Attn: _____

Project Name: _____

University of Washington project name and number

Requester: _____

1. We hereby submit for consideration, the following product instead of the specified item for above project (submit 4 copies of all information):

Section	Paragraph	Specified Item
Proposed substitution:		

2. Attach complete dimensional information and technical data, including laboratory tests, if applicable.

3. Include complete information on changes to Drawings and Specifications which proposed substitution will require for its proper installation.

4. Submit with request all necessary samples and substantiating data to provide equivalent quality, performance, and appearance to that specified. Clearly mark Manufacturer's literature to indicate equivalence in performance. Indicate differences in quality of materials and construction.

5. Fill in blanks below:

A. Does the substitution affect the dimensions shown on the drawings?

No _____ Yes _____ If yes, clearly indicate changes:

B. Will the undersigned pay for the changes to the building design, including engineering and detailing costs caused by the requested substitution? No _____ Yes _____

Comment: _____

C. What effect does the substitution have on other trades, other Contracts, and the completion date? _____

D. What effect does the substitution have on applicable code requirements? _____

E. List any differences between the proposed and specified item: _____

F. Manufacturer's warranties of the proposed and specified items are:

_____ Identical _____ Different

Comment: _____

G. List the names and addresses of three similar projects in which the product was used, the date of installation, and the A/E's name and address (attach a list with the requested information):

1 _____
2 _____
3 _____

H. Cost impact: _____

The undersigned attests function and quality are equivalent to the specified items.

Certification of equivalent performance and assumption of liability for equivalent performance.

_____	By _____	_____
Signature	Remarks	Type or Print Name
_____	_____	_____
Firm	_____	_____
_____	_____	_____
Address	_____	_____
_____	_____	_____

Signature must be by a person having authority to legally bind the Contractor to the above terms.

For use by A/E _____ Accepted _____ Not Accepted
_____ Accepted as Noted _____ Received Too Late

Final approval by the University of Washington

_____ Accepted _____ Not Accepted by _____

Reviewed by plant engineering

_____ Accepted _____ Not Accepted by _____