



SUBSTITUTION REQUEST FORM

RFS # _____

PROJECT: San Mateo County Community College District Athletic Facilities Improvements SMCCCD Project No: 403	GENERAL CONTRACTOR:
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Substitution Request By:	Firm:
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Transmittal Record	Attn:	Firm:	Date Sent:	Date Rec'd:	Date Due:
Contractor to SMCCCD District Representative					
SMCCCD District Representative to Architect					
Architect to SMCCCD District Representative					
SMCCCD District Representative to Contractor					

We hereby submit for your consideration the following product instead of the specified item for the Project:

Section / Drawing	Article	Specified Item
Proposed Substitution:		

Attach complete technical data, including laboratory tests as applicable.

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

Submitted by: _____ Signature: _____

Firm: _____ Date: _____

Address: _____ Phone/ Fax: _____

Remarks: _____

A.	Does the substitution affect dimensions shown on Drawings?
B.	Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution?
C.	What effect does the substitution have on other trades?
D.	Will substitution cause change to Project Schedule, or to critical delivery dates? Add ? Shorten ?
E.	Differences between proposed substitution and specified item?
F.	What is the Cost Differential including all mark-ups?
G.	Are Manufacturer's guarantees for the proposed item the same as for item specified? Explain differences.
H.	The undersigned accepts full responsibility for delays caused by redesign of other items of the Work necessitated by substitution.
I.	The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

Architect Response:

Accepted

Not Accepted

Accepted As Noted

Received Too Late

Consultant Response:

Accepted

Not Accepted

Accepted As Noted

Received Too Late

District Representative Response:

Accepted

Not Accepted

Accepted as Noted

Received Too Late

Remarks: _____

Remarks: _____

Remarks: _____

By: _____

By: _____

By: _____