INSTRUCTIONS FOR USE OF SUBSTITUTION REQUEST FORM

STEPS

1. Substitution request **including all required documentation** must be emailed to the Project Leader at the Architects office no later than the date indicated in the specifications. Requests submitted late will not be considered. Contact information can be found on the Huckabee website bidding section under the specific project at: [www.huckabee-inc.com/construction](http://www.huckabee-inc.com/construction)

2. The Huckabee “Substitution Request Form” must be used for each project submitted for consideration.

3. The Individual or Firm requesting a substitution must document that the requested substitution is equal or superior to the specified product. Failure to provide clear, accurate, and adequate documentation will be grounds for rejection. Any re-submit will be handled as a new request.

4. Required documentation shall consist of applicable information which would aid the Architect in making an informed decision. Include **side-by-side product comparisons**, technical data, laboratory test results, product drawings, etc. References shall include three projects which are from one to two years old, and three projects older than five years. Provide a list of references with the owner’s contact name and telephone number.

5. If use of the proposed product would result in changes to the design of the building, the submittal shall describe fully the changes required to the drawings or specifications. Any cost differences resulting from modifications to the drawings and specifications and the cost of making the changes shall be borne by the Product Supplier.

6. **No** product will be considered “as equal” to the product specified until it has been included as an allowable substitution in a written Addendum to the project.

7. The decision of the Architect is final.
SUBSTITUTION REQUEST FORM

Architect Project No:_________________ Bid Date:_________________ Date of Request:_________________

Project Name: ______________________________________________________

SUBSTITUTION REQUEST BY:

Firm:______________________________________________________________
Address:___________________________________________________________
Phone:____________________________________________________________
Fax:_______________________________________________________________

We hereby request that the following Substitution be allowed in lieu of the Product specified on the above project.

SPECIFIED PRODUCT__________________________________________
SPECIFICATION SECTION __________________
PROPOSED PRODUCT SUBSTITUTION___________________________________

This request includes the following: attached Technical Data, Laboratory Tests and proposed changes to the Drawings and Specifications, which the proposed Substitution will require for proper installation.

____________________________________________________________________
____________________________________________________________________

The Firm requesting the Substitution agrees to pay for changes to the building design, including Architectural, Engineering, and detailing costs caused by the requested Substitution.

What effect does the Substitution have on other trades? ___________________

What effect does Substitution have on Construction Schedule? ______________

Differences between proposed Substitution and specified item? __________________

Manufacturer’s guarantees of the proposed and specified items are: 

_________________________ Same _______________ Different
(If different, explain on attachment)

The undersigned state that the function, appearance and quality are equivalent or superior to the specified item.

________________________________________
SIGNATURE

________________________________________
TITLE

ARCHITECT / ENGINEERS RESPONSE:

☐ APPROVED  ☐ APPROVED AS NOTED
☐ NOT APPROVED  ☐ SUBMITTED TOO LATE
☐ FAILED TO PROVIDE ADEQUATE INFORMATION

REMARKS:

____________________________________________________________________
____________________________________________________________________

BY:________________________________________DATE:__________________

ARCHITECT / ENGINEERS RESPONSE:

☐ APPROVED  ☐ APPROVED AS NOTED
☐ NOT APPROVED  ☐ SUBMITTED TOO LATE
☐ FAILED TO PROVIDE ADEQUATE INFORMATION

REMARKS:

____________________________________________________________________
____________________________________________________________________

BY:________________________________________DATE:__________________

ARCHITECT / ENGINEERS RESPONSE:

☐ APPROVED  ☐ APPROVED AS NOTED
☐ NOT APPROVED  ☐ SUBMITTED TOO LATE
☐ FAILED TO PROVIDE ADEQUATE INFORMATION

REMARKS:

____________________________________________________________________
____________________________________________________________________

BY:________________________________________DATE:__________________

ARCHITECT / ENGINEERS RESPONSE:

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REMARKS:

____________________________________________________________________
____________________________________________________________________

BY:________________________________________DATE:__________________

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REMARKS:

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REMARKS:

____________________________________________________________________
____________________________________________________________________

BY:________________________________________DATE:__________________