

SECTION 01630 - SUBSTITUTIONS

PART 1 - GENERAL

1.1 Summary:

- A. Requests for product and material substitutions shall be received in writing by the Architect for approval a minimum of ten (10) calendar days prior to receipt of bids. Requests received after that time will not be considered.

1.2 Products not considered substitutions:

- A. Revisions to Contract Documents requested by Owner or Architect.
- B. Specified or listed product options and alternative construction methods indicated in Contract Documents.
- C. Revisions to Contract Documents required to conform with governing regulations and orders issued by governing authorities.

PART 2 - PRODUCTS (not used)

PART 3 - EXECUTION

3.1 Requests for Substitutions:

- A. Requests for substitution must be submitted in writing. Requests for substitution shall not be submitted by facsimile ("faxed") or e-mail.
- B. Submit three (3) copies of "Request for Substitution" cover letter with the following information:
 - 1. Project Name
 - 2. Today's date
 - 3. Firm/Manufacturer's name with street address and phone no.
 - 4. Bid Date
 - 5. Referenced section of project specifications
 - 6. Proposed product
 - 7. Brief description of proposed request for substitution listing any required changes to other parts of the Work necessary to accommodate proposed substitution.
 - 8. Estimated savings or cost increase over specified product(s), including cost of changes to other parts of Work required to accommodate proposed substitution.
 - 9. Impact on construction schedule
- C. Submit separate cover letters for each "Request for Substitution."

- D. Submit three (3) photocopies of referenced section of project specifications with paragraph by paragraph comparison of specified product and proposed substitution product listed on attached sheets of similar format.
 - E. Submit manufacturer's descriptive literature, copy of guarantee and recommended installation instructions for proposed substitution product.
 - F. Submit product samples if requested by Architect. Bidders shall contact Architect to determine if samples are required.
 - G. If requested by Architect as a means of determining whether or not a material or item submitted is equal to standards established by Contract Documents, Contractor shall submit data for both specified and proposed item or materials in the form of engineering data or calculations; results of tests conducted by independent testing laboratories; experience records of material or equipment used under conditions similar to that proposed in Project; any other means required by Architect to establish the fact that proposed item is equal to specified.
 - H. Furnishing of items listed above will be at expense of Contractor and without cost to Owner.
- 3.2 Evaluation:
- A. Architect shall evaluate information submitted and recommend to Owner acceptance or rejection of request for substitution. Incomplete submittals will not be considered. Owner will make final decision. If proposed substitution is accepted, bidders will be notified by means of an Addendum to Contract. If a decision on a request for substitution cannot be made or obtained before receipt of bids, bidders must use product(s) specified.
- 3.3 Implementation
- A. Contractor is responsible for identifying and implementing requirements, material process or otherwise, which are affected by permissible substitutions or deviations from products or assemblies described in Contract Documents to complete Work as described in Bidding and Contract Documents.

END OF SECTION