SUBSTITUTION REQUEST
(During the Bidding/Negotiating Stage)

Project: __________________________ Substitution Request Number: __________________________

From: __________________________

To: __________________________ Date: __________________________

A/E Project Number: __________________________

Re: __________________________ Contract For: __________________________

Specification Title: __________________________ Description: __________________________

Section: __________________________ Page: __________________________ Article/Paragraph: __________________________

Proposed Substitution:
Manufacturer: Insulfoam Address: __________________________ Phone: __________________________
Trade Name: InsulFoam Model No.: __________________________

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

• Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
• Same warranty will be furnished for proposed substitution as for specified product.
• Same maintenance service and source of replacement parts, as applicable, is available.
• Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
• Proposed substitution does not affect dimensions and functional clearances.
• Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted by: __________________________
Signed by: __________________________

Firm: __________________________
Address: __________________________

Telephone: __________________________

A/E’s REVIEW AND ACTION

☐ Substitution approved - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
☐ Substitution approved as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
☐ Substitution rejected - Use specified materials.
☐ Substitution Request received too late - Use specified materials.

Signed by: __________________________ Date: __________________________

Supporting Data Attached: ☐ Drawings ☐ Product Data ☐ Samples ☐ Tests ☐ Reports ☐