

PRIOR APPROVAL / SUBSTITUTION REQUEST FORM

EMAIL THIS FORM TO THE FOLLOWING

Project Manager: andersong@mckeeassoc.com

ALL products, materials, systems, pieces of equipment, & services requesting prior approval shall be submitted to the architect for approval no later than 2:00 PM, 5 days prior to the bid date.

DATE: _____

COMPANY SUBMITTING REQUEST: _____

(Name and Address)
CONTACT NAME: _____ PHONE: _____

FAX: _____ EMAIL: _____

PROJECT NAME: _____

SPECIFIED PRODUCT: _____
(Section) (Page) (Description)

Procedures for “Substitutions” and “Pre-bid Approval”.

a) The identification of any product, material, system, item of equipment, or service in the Bid Documents by reference to a trade name, manufacturer’s name, model number, etc. (hereinafter referred to as “source”), is intended to establish a required standard of performance, design, and quality and is not intended to limit competition unless the provisions of paragraph “d” below apply.

b) When the Bid Documents identify only one or two sources, or three or more sources followed by “or approved equal” or similar wording, the bidder’s proposal may be based on a source not identified but considered by the bidder to be equal to the standard of performance, design and quality as specified; however, such substitutions must ultimately be approved by the Architect. If the bidder elects to bid on a substitution without “Pre-bid Approval” as described below, then it will be understood that proof of compliance with specified requirements is the exclusive responsibility of the bidder.

c) When the Bid Documents identify three or more sources and the list of sources is not followed by “or approved equal” or similar wording, the bidder’s proposal shall be based upon one of the identified sources, unless the bidder obtains “Pre-bid Approval” of another source as described below. Under these conditions it will be expressly understood that no product, material, system, item of equipment, or service that is not identified in the Bid Documents or granted “Pre-Bid Approval” will be incorporated into the Work unless such substitution is authorized and agreed upon through a Contract Change Order.

d) If the Bid Documents identify only one source and expressly provide that it is an approved sole source for the product, material, system, item of equipment, or service, the bidder’s proposal must be based upon the identified sole source.

e) **Procedures for “Pre-bid Approval”.** If it is desired that a product, material, system, piece of equipment, or service from a source different from those sources identified in the Bid Documents be approved as an acceptable source, application for the approval of such source must reach the hands of the

Architect at least ten days prior to the date set for the opening of bids. At the Architect's discretion, this ten day provision may be waived. **The application for approval of a proposed source must be accompanied by technical data which the applicant desires to submit in support of the application.**

The Architect will give consideration to reports from reputable independent testing laboratories, verified experience records showing the reputation of the proposed source with previous users, evidence of reputation of the source for prompt delivery, evidence of reputation of the source for efficiency in servicing its products, or any other pertinent written information. **The application to the Architect for approval of a proposed source must be accompanied by a schedule setting forth in which respects the materials or equipment submitted for consideration differ from the materials or equipment designated in the Bid Documents. The burden of proof of the merit of the proposed substitution is upon the proposer. To be approved, a proposed source must also meet or exceed all express requirements of the Bid Documents.** Approval, if granted, shall not be effective until published by the Architect in an addendum to the Bid Documents.

The undersigned requests consideration of the following product substitution:

PROPOSED SUBSTITUTION: _____
(Provide Product Name / Model / Manufacture)

1. _____ Yes / No the materials or equipment submitted for consideration differ from the materials or equipment designated in the Bid Documents. If Yes, submit marked-up data reflecting the differences as described above.
2. Attached Data Includes: _____ Product Description _____ Performance and Test Data
_____ Drawings _____ Specifications
_____ Photographs
3. _____ Yes / No changes will be required to the Contract Documents for the proper installation of the proposed product substitution. If Yes, attach data that indicates description of changes.

The undersigned states that the following paragraphs, unless modified by attachments, are correct:

1. _____ The proposed substitution does not affect dimensions shown on the drawings.
2. _____ No changes to the building design, engineering design, or detailing are required by the substitution.
3. _____ The proposed substitution will have no adverse affect on other trades, the construction schedule, or specified warranty requirements.
4. _____ No maintenance is required by the proposed substitution other than that required for originally specified product.
5. _____ Other information.

The undersigned further states that they have read the corresponding specification sections in the project manual and confirms that the function, appearance and quality of the proposed substitution are equivalent or superior to the originally specified product: _____ initial.

SIGNATURE: _____ **PRINTED NAME:** _____