

## SECTION 01 2500 SUBSTITUTION PROCEDURES

### PART 1 – GENERAL

#### 1.1 RELATED DOCUMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this section.

#### 1.2 SUMMARY

- A. This section includes administrative and procedural requirements governing substitutions.
- B. The materials, products and equipment specified in these Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.
- C. Definition: Substitution: products that are proposed in lieu of specified products.

The words “no substitutions” will be used to indicate products or systems where a sole source provider is intended.

#### 1.3 PROCESS

- A. Requests for substitutions will be considered by the Owner and Design Professional until fourteen calendar days prior to the Bid Due date. Notice of all approved substitutions will be set forth in an Addendum. Decisions which are conveyed in any other manner are invalid.

Substitution requests will be considered when a specific manufacturer of a product is specified and the documents do not indicate that equal products will be accepted.

Also, substitution requests will be considered when the specified requirements are so restrictive as to limit the product to a sole source provider, except in cases where “no substitutions” is specified.

- B. Where these bid documents state that equal products are acceptable and where the specified requirements do not overly restrict participation by multiple vendors, proposed products will be judged during the normal submittal process. These are not considered to be substitutions.
- C. Substitution requests will not be considered after the award of Contract **unless the specified product or system has been discontinued or determined to be defective or hazardous**. Notice of approval will be set forth in the form of a Change Order. Decisions which are conveyed in any other manner are invalid, including approval of construction submittals and shop drawings which may include the substituted product or system.

Substitution Requests after award of contract are to be submitted immediately on discovery of the need for change, but no later than 15 days prior to the time required for preparation and review of related submittals.

- D. Requests for substitutions are to be considered “rejected” unless specifically approved.
- E. All substitution requests are to be submitted directly to the Owner.

## 1.4 SUBMITTALS

- A. Substitution requests are to include the following information:
1. Coordination information, including a list of potential impacts to other parts of the Work.
  2. Comparison of the qualities of the substituted product with those specified, to include an annotated copy of applicable Specification Section.
  3. Product Data, including drawings and descriptions of products, fabrication and installation procedures.
  4. Samples, where applicable or requested.
  5. Certificates and qualification data, where applicable or requested.
  6. Material test reports indicating compliance with specified requirements, where applicable or requested.
  7. Confirmation that the proposed substitution has no negative impact on the construction schedule.
  8. In addition: for substitution requests after award of contract, submit the following:
    - a. Evidence that the specified product has been discontinued or determined to be defective or hazardous.
    - b. Evaluation of schedule impacts using proposed substitution, including the effect on the overall Contract Time.
- B. Architect's Actions:
1. The Owner and/or Design Professional will notify the Contractor of acceptance or rejection of the proposed substitution within 7 calendar days of receipt of initial submittal or within 7 calendar days of receipt of additional information, if requested.
  2. Conditions: the Design Professional will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, the Design Professional will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution is consistent with the Contract Documents.
    - b. Requested substitution will not adversely affect project cost or schedule.
    - c. Requested substitution is compatible and coordinated with other portions of the Work.
    - d. Requested substitution will provide the intended results.
    - e. Requested substitution will provide the specified warranty.

## 1.5 FORMS OF ACCEPTANCE

Substitutions will be approved by Addenda or Supplemental Instructions. Decisions conveyed in any other manner are invalid.

### PART 2 – PRODUCTS

Not Applicable

### PART 3 – EXECUTION

Not Applicable

## END OF SECTION