

Appendix A: Substitution Request Form

[Sample Form]

Substitution Request Form

SR #: _____

Task Order #: _____

Project Name: _____

Contractor: _____

Subject:

Spec. Section: _____ Dwg. #: _____

Page #: _____ Sub: _____

PRIORITY: Routine Urgent Please Expedite

PM USE ONLY
Directed To: __
Date Received: _____
Date Transferred: _____
Date Received: _____
Date Transferred: _____

INFORMATION NEEDED

- Bid Item:
- Justification:
- Cost Comparison to Original Product:
- Time Impact:
- Quality Impact:
- Maintenance Impact:
- Warranty Impact:
- Safety Impact:
- Energy Usage Impact:
- Product Lifecycle Impact:

Date

Contractor

REPLY

Date

Reviewer

CC: PM, CM, Consultant, Jobsite File, Inspector File