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|  | STATE OF MISSOURIOFFICE OF ADMINISTRATIONDIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION**PRODUCT SUBSTITUTION REQUEST** |
| PROJECT NUMBER |
| PROJECT TITLE AND LOCATION      |
| CHECK APPROPRIATE BOX |
| [ ]  | SUBSTITUTION PRIOR TO BID OPENING(Minimum of (5) working days prior to receipt of Bids as per Article 4 – Instructions to Bidders) |
| [ ]  | SUBSTITUTION FOLLOWING AWARD(Maximum of (20) working days from Notice to Proceed as per Article 3 – General Conditions) |
| FROM: BIDDER/CONTRACTOR (PRINT COMPANY NAME)      |
| TO: ARCHITECT/ENGINEER (PRINT COMPANY NAME)      |
| Bidder/Contractor hereby requests acceptance of the following product or systems as a substitution in accordance with provisions of Division One of the Bidding Documents: |
| SPECIFIED PRODUCT OR SYSTEM      |
| SPECIFICATION SECTION NO.      |
| SUPPORTING DATA |
| [ ]  | Product data for proposed substitution is attached (include description of product, standards, performance, and test data) |
| [ ]  | Sample | [ ]  | Sample will be sent, if requested |
| **QUALITY COMPARISON** |
|  | SPECIFIED PRODUCT | SUBSTITUTION REQUEST |
| NAME, BRAND |       |       |
| CATALOG NO. |       |       |
| MANUFACTURER |       |       |
| VENDOR |       |       |
| **PREVIOUS INSTALLATIONS** |
| PROJECT | ARCHITECT/ENGINEER      |
| LOCATION      | DATE INSTALLED |
| **SIGNIFICANT VARIATIONS FROM SPECIFIED PRODUCT** |

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| **REASON FOR SUBSTITUTION** |
| **DOES PROPOSED SUBSTITUTION AFFECT OTHER PARTS OF WORK?** |
| [ ]  | YES | [ ]  | NO |
| IF YES, EXPLAIN |
| **SUBSTITUTION REQUIRES DIMENSIONAL REVISION OR REDESIGN OF STRUCTURE OR A/E WORK** |
| [ ]  | YES | [ ]  | NO |
| **BIDDER’S/CONTRACTOR’S STATEMENT OF CONFORMANCE OF PROPOSED SUBSTITUTION TO CONTRACT REQUIREMENT:**We have investigated the proposed substitution. We believe that it is equal or superior in all respects to specified product, except as stated above; that it will provide the same Warranty as specified product; that we have included complete implications of the substitution; that we will pay redesign and other costs caused by the substitution which subsequently become apparent; and that we will pay costs to modify other parts of the Work as may be needed, to make all parts of the Work complete and functioning as a result of the substitution. |
| BIDDER/CONTRACTOR | DATE      |
| REVIEW AND ACTION |
| [ ]  | Resubmit Substitution Request with the following additional information: |
|  |
| [ ]  | Substitution is accepted. |
| [ ]  | Substitution is accepted with the following comments: |
|  |
| [ ]  | Substitution is not accepted. |
| ARCHITECT/ENGINEER | DATE      |

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 COPIES: Designer, Contractor, Agency, Project Manager, Construction Rep

 SECTION 006325 – SUBSTITUTION REQUEST