

**UNIVERSITY of MARYLAND, BALTIMORE
REQUEST FOR SUBSTITUTION FORM (RFS)**

Request for Substitution (RFS) No.:

Date:

Project Name:

Project Number:

Requestor Name:

Requestor Contact Information:

Phone:

Fax:

Cell Phone:

Email:

Specification Reference:

Description of Specified Product:

Trade Name, Model Number, and Name of Proposed Product Substitution:

Does the Proposed Product Substitution Effect the Applicable Code Requirements?

Describe the Differences Between the Specified Products the Proposed Substitution?

(Use attachment for additional space, if required.)

Manufacturer's Warranty on the Specified Products and Proposed Products are:

Same:

Different: *(if different Explain on attachment.)*

Reason for requesting substitution:

Monetary considerations:

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Specified Products:

Proposed Substitution Products:

Will the Undersigned Pay for Changes to the Building Design, Including Engineering and Detailing Costs, Caused by the Request for Substitution?

Yes No

State the Effects of this Substitution Request on the Construction Schedule, Including Any Changes Required in Other Work or Products:

Substitution Data Includes the following:

Catalog Cuts Drawings Samples Test Reports

List the Availability of Maintenance Service and Replacement Materials:

Any License Fees or Royalties: Yes No

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 not affect or delay Progress Schedule.
- Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived by the Contractor.
- Proposed substitution does not affect dimensions or functional clearances.
- Payment will be made for changes to building design, including architectural or engineering design, detailing, and construction costs caused by proposed substitution.
- Coordination, installation, and changes to the Work as necessary for accepted substitution will be complete in all respects.

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Action Taken:

Accepted
Accepted as Noted
Not Accepted
Received Too Late

Remarks:

Reviewed By:

Date Reviewed:

Submit To: Design and Construction Department – UMB Project Manager