

SECTION 012500 – SUBSTITUTION PROCEDURES

Latest Update: 8/6/2026

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Remove text underlines and highlights)

PART 1 - GENERAL

1.1 SUMMARY

- A. This Section includes administrative and procedural requirements for handling requests for substitutions made after Contract Award.
- B. Substitution requests cannot be submitted as part of Shop Drawings, Product Data, or Sample Submittals. Inclusion of same in a does not constitute an acceptable or valid request for substitution, nor does approval of the submittal constitute approval. A formal Substitution Request must be submitted and approved.
- C. Nothing in this Section shall be construed to relieve the Contractor of responsibility for compatibility, coordination, or performance of approved substitutions in accordance with the Contract Documents.

1.2 EXCLUSIONS FROM SUBSTITUTION REQUIREMENTS

- A. The substitution requirements of this Section do not apply to the following:
 - 1. Substitutions requested during the bidding period and accepted by addendum prior to award of the contract, which are incorporated into the contract documents.
 - 2. Revisions to the contract documents initiated by the University, including changes directed by change order, Construction Change Directive, or other written directive.
 - 3. Specified options of products, materials, equipment, or construction methods explicitly included in the Contract Documents.
 - 4. Compliance with governing laws, codes, regulations, and orders issued by authorities having jurisdiction, provided such compliance does not alter the intent or performance requirements of the Contract Documents.

1.3 ACTION SUBMITTALS

- A. Substitution Request Submittal: The University will consider requests for substitution if received within 60 **<EDIT FOR PARTICULAR PROJECT>** days after issuance of Notice to Proceed. Requests received more than 60 **<EDIT FOR PARTICULAR PROJECT>** days after issuance of Notice to Proceed may be considered or rejected at the discretion of the University.
1. Substitution Request Form: Use form in the University's PMIS. Submit one request per form using the standard submittal process under 012500-Substitution Request [Submittal Name].
 2. Identify proposed Substitution. Include reference Specification Section and Drawings.
 3. Provide complete documentation showing compliance with the requirements for substitutions, and the following information, as appropriate:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by the University and other contractors that will be necessary to accommodate the proposed substitution.
 - c. Detailed comparison of significant qualities of the proposed substitution with those of the Work specified. Significant qualities may include elements such as performance, weight, size, durability, and visual effect.
 - d. Product Data, including drawings, descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Detailed comparison of Contractor's CPM Construction Schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time.
 - g. Cost information, including change related to the proposed substitution, if any, in the Contract Sum.
 - h. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - i. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of substitution to perform adequately.
 - j. Confirmation that substitute product warranty matches specified product warranty.
 - k. Sustainable design compliance, if applicable

1.4 UNIVERSITY’S ACTION

- A. University will review and take action on Substitution Requests.
 - 1. University’s action will be taken with reasonable promptness, while allowing sufficient time in University’s professional judgement to permit adequate review.
 - 2. University shall be entitled to rely upon adequacy, accuracy, and completeness of data, and certifications prepared by Contractor.
 - 3. If necessary, University will request additional information or documentation for evaluation after initial review

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION