

***Substitution Request Form\****

Specified Item	Requested Substituted Item	Agree to Provide Specific Item in the Event Request is Denied (circle one)		District Decision (circle one)	
		Yes	No	Grant	Deny
1)		Yes	No	Grant	Deny
2)		Yes	No	Grant	Deny
3)		Yes	No	Grant	Deny

This Substitution Request Form must be accompanied by evidence as to whether the proposed substitution (1) is equal in quality to the specified item; (2) will entail no change to existing processes; (3) will be acceptable in consideration of the required needs; (4) will provide no cost disadvantage to the District; and (5) will provide adequacy and availability of inventory.

Name of Bidder: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

District Authorization (Name): \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE: Bidder must state whether bidder will provide the Specified Item in the event that District denies the request for substitution. If bidder states that bidder will not provide the Specified Item in the event their request for substitution is denied, bidder's bid will be considered non responsive. However, if bidder states that bidder will provide the Specified Item in the event that bidder's request for substitution is denied, bidder shall execute the Agreement and provide such Specified Item(s) and if bidder fails to execute the Agreement with the Specified Item(s), bidder's bond will be forfeited.**

**Make additional copies as necessary but all forms must be included and signed.**

**NOTE: District must receive any request for substitution a minimum of FOURTEEN (14) calendar days prior to the date of bid opening.**