

APPENDIX D – SUBSTITUTION REQUEST

To: City of Albany
Finance – Procurement
Email: contracts@cityofalbany.net

Project: City Property Mowing Services

Substitution Requests must be received no later than Wednesday, November 15, 2023, at 12:00 p.m.

The undersigned Bidder submits and requests consideration of the following proposed substitution as an "Approved Equal" for the Specified Item:

Proposed Substitution: _____

Attached data included product description, specifications, drawings, photographs, performance, and test data adequate for evaluation of the request; applicable portions of the data are clearly identified. The City reserves the right to request additional information of a clarifying nature. Attached data also includes description of changes to contract documents which proposed substitutions will require for its proper installation or use.

The undersigned states that the following paragraphs, unless modified on the attachments, are correct:

1. *The proposed substitution does not change the quality from the product description in the bid specifications.*
2. *The proposed substitution will have no adverse effects when used with existing product(s) described within the specifications, or with delivery schedule, or specified warranty requirement.*
3. *Support, maintenance, and service parts will be locally available for the proposed substitution.*
4. *References from satisfied users of the proposed substitution item shall be made available to the City of Albany with this request form.*

The undersigned further states that the function, appearance, and quality of the proposed substitution are equivalent or superior to the specified item.

Submitted by: _____

For use by Contract Administrator

Signature: _____

Accepted

Accepted as Noted

Firm: _____

Not Accepted

Received too late

Address: _____

By: _____

Contract Administrator

Date: _____

Date: _____

Email: _____

Remarks: _____