

# REQUEST FOR SUBSTITUTION GUIDELINES DISTRICT-WIDE PAINTING PROJECTS

1. Any Bidder may submit Request for Substitution on the form provided herein, together with all substantiating data, and a side-by-side comparison no later than **Fourteen (14)** days prior to the scheduled closing time for receipt of the Bid Proposals, in accordance with Public Contract Code §3400. Bidder must use the District Substitution Form or will be deemed non-responsive and the proposal will be rejected.
2. Items must conform to given specifications or brands requested and must be provided free of cost for evaluation purposes. Failure to follow this procedure and to provide the sample will result in a non-responsive proposal.
3. Items not manufactured in the USA must be noted on the Substitution Form. Bidder must disclose if prices are based on close-out specials or manufacturer's overruns.
4. The District shall use its best efforts to consider and act upon such Request for Substitution in a timely fashion. Actions taken, if any, concerning the Request for Substitution will be by written addendum issued by the District, a copy of which will be sent to each Bidder. In the absence of written addendum, the Request for Substitution shall be deemed denied for purposes of the District's evaluation of the Bid Proposals and award of the Contract.

*Rosana McLeod*

Director of Purchasing

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