



# REQUEST FOR PLANT MATERIAL SUBSTITUTION

DISTRICT \_\_\_\_\_

COUNTY \_\_\_\_\_

SEE INSTRUCTIONS AT BOTTOM

Contract or Agreement No. \_\_\_\_\_ Route \_\_\_\_\_ Section \_\_\_\_\_

Department Forces  Contractor \_\_\_\_\_ Sub-Contractor \_\_\_\_\_

**MATERIAL FOR SUBSTITUTION IS REQUESTED:**

Item No. \_\_\_\_\_ Common Name \_\_\_\_\_

Size \_\_\_\_\_ Quantity \_\_\_\_\_ Contract Unit Price \_\_\_\_\_

**PROPOSED SUBSTITUTION:**

Common Name \_\_\_\_\_ Scientific Name \_\_\_\_\_

Size \_\_\_\_\_ Quantity \_\_\_\_\_ Unit Price (if different from Contract) \_\_\_\_\_

Justification for Substitution \_\_\_\_\_

Copies of the (sub) contractor's letters of records of the telephone contacts to and replies from at least five (5) nurseries, must be attached to or indicated on the reverse of this form to verify conscientious attempt to secure contracted material.

\_\_\_\_\_  
(Sub) Contractor

\_\_\_\_\_  
(Date)

Approved

Disapproved

\_\_\_\_\_  
District Roadside Specialist

\_\_\_\_\_  
(Date)

**REMARKS:**

Approved

Disapproved

\_\_\_\_\_  
Roadside Manager, Bureau of Maintenance and Operations

\_\_\_\_\_  
(Date)

**REMARKS:**

**INSTRUCTIONS:**

1. This form shall be prepared by the (sub) contractor in triplicate and submitted to the District Engineer for action by the District Roadside Specialist.
2. Prepare a separate request for each item involving substitution.
3. The District Roadside Specialist will review this request prior to submittal of the original and first copy to the Roadside Manager, Bureau of Maintenance and Operations.
4. Upon final approval of substitution by the Roadside Manager, Bureau of Maintenance and Operations, the original and supporting documents will be returned to the District for final action and attachment to appropriate CS-442-A (Work Order).