



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**REMARKS:**_____
District Roadside Specialist_____
(Date)☐ Approved☐ Disapproved**REMARKS:**_____
Roadside Manager, Bureau of Maintenance and Operations_____
(Date)

INSTRUCTIONS:

1. This form shall be prepared by the (sub) contractor 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 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 form and supporting documents will be returned to the District for final action and attachment to appropriate CS-442-A (Work Order).