

EQUIVALENT PRODUCT SUBMISSION FORM

Project	
Bidder Legal Name	

We are submitting the following items as proposed equivalents to products, systems or components of the work specified as brand names in the Scope of Work specifications (together, the “Specified Products”) for the Town’s approval prior to bid close.

We acknowledge that the Town’s acceptance of a substitution requires that the proposed equivalent product “demonstrably fulfil the requirement of the procurement”. For the test to be met, the Town requires Bidders to demonstrate equivalency by providing all the information required in this form and returning an executed version.

Bidders must submit one Submission Form per Equivalent Product Request.

Bidders will be notified of any accepted equivalents by way of Addendum.

PRODUCT

	Specified Product (in RFT)	Proposed Equivalent
Name of Product		
Manufacturer		
Product Number		
Manufacturing Location		
Cross Reference to the RFT Scope of Work Division/Sections (<i>if multiple, list all of them</i>)		

EQUIVALENCY TABLE

Technical Specifications	RFT Specified Product	Proposed Equivalent	Explanation of equivalency or superiority

<i>If more lines required, attach a schedule to this table using the same format.</i>			
Product Warranty Period			
Standards and Certifications			

EVALUATION AND DISCLOSURES

Evaluation of Compatibility and Integration into RFT Scope of Work specifications (consult with professional if required)	
Risk Disclosure (any known limitations, safety data, environmental)	
Effect on other Work:	

BIDDER ATTESTATION

I, the undersigned, declare and affirm that:

- The specifications and warranty for the Proposed Equivalent provided in this Equivalent Product Submission Form **has been verified and confirmed by the product supplier** and is accurate and complete to the best of the bidder's knowledge.
- All other information provided in this form is s accurate and complete to the best of the bidder's knowledge.
- If awarded, the bidder assumes full responsibility for ensuring the equivalent product complies with all requirements of the contract.

I, the undersigned, acknowledge and agree on behalf of Bidder that:

- A complete submission does not guarantee the Town’s approval. The Town may perform its own review of the proposed substitution and reserves the right to accept or reject the request following its own evaluation.
- The Town may, prior to contract award, perform further validation of the information in the submission form, and perform a more detailed impact and cost analysis of accepting the equivalent product. Where the Town performs a further validation, the award will be conditional upon satisfactory validation and, if requested by the Town, Bidder’s acceptance to pay additional costs relating to substituting the proposed equivalent.
- The Town may revoke its consent to an equivalent product at any time post award in which case the change will be administered as a change order.

Bidder Authorized Signature	
Printed Name	
Title	
Company	
Date	