



RFC

**LANDSCAPE PLAN PLANT MATERIAL SUBSTITUTION REQUEST**

**Request for Change Number:** \_\_\_\_\_

Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Landscape Contractor: \_\_\_\_\_

Submitter Name: \_\_\_\_\_

Submitter Email: \_\_\_\_\_

Submitter Phone Number: \_\_\_\_\_

**Original Contract Item:**

<i>Item Number</i>	<i>Description</i>	<i>Size</i>	<i>Quantity</i>

**Reason for request to substitute plant material:**

The material was found to be unavailable in the region. Inquiries were made to at least three sources in attempt to locate the material.

Other: \_\_\_\_\_  
\_\_\_\_\_

**Attempted Sources:**

<i>Name</i>	<i>Address</i>	<i>Phone Number</i>	<i>Representative</i>

**Proposed Substitution(s):**

<i>Description</i>	<i>Size</i>	<i>Quantity</i>

**Change In Cost:** Original Item Unit Price: \_\_\_\_\_ Proposed Substitution Unit Price: \_\_\_\_\_

**Department Response**

	Comments:
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