

WELCOME TO THE SEPTEMBER installment of the 2010 series of DHI Tech Tips. If you missed the Tech Tips from previous months, you can catch up by reading them in their respective issues of *Doors & Hardware*, reading the PRM sections, and completing the assignments.

This month's Tech Tip focuses on product substitutions, before and after the contract is awarded.

In a professionally written proprietary hardware specification, the specifier will include model numbers for each of the manufacturers' products that are listed under the **MATERIALS** article. For example, if the specifier is listing hinges from three manufacturers then the specifier needs to list the exact model numbers for each of the products from each manufacturer. Ideally, the specifier will mark the products from one of the manufacturers with a symbol (e.g., an asterisk) and include a statement along the lines of "products marked with an asterisk (*) indicate the product numbers that appear in the hardware sets." Another method that some specifiers use when specifying hardware products is to identify which products are the "base" and which products are the "alternate" products; model numbers of the base products appear in the hardware sets. In both cases, the specifier lists the model numbers for each of the products, which means that all of the hardware products are specified.

Product substitutions come into play when a supplier, manufacturer, or contractor wants or needs to use products that are not specified on the project. Depending on the nature of the project and the Owner's requirements, there might be justifiable reasons for not allowing substitutions for some or

all of the specified products. For instance, a school district might have standardized the locking hardware (e.g., cylinders, keyways, locks, panic hardware, fire exit hardware, and auxiliary locks) or other hardware and requires that all new construction and renovation projects include these same products. Other items of hardware (e.g., hinges, auxiliary hardware, protection plates, and gasketing) might be permitted to vary from project to project and could be candidates for product substitutions.

Some projects require that the specifications be "open" in order to create the most competitive bidding environment in the Owner's favor. In these cases, the specifiers are permitted to write proprietary specifications (as described above), provided the **SUBSTITUTIONS** article clearly describes the process for submitting product substitution requests. Open-proprietary specifications do not need to be written so vaguely as to be all-inclusive, nor do they require the Owner to accept any or all products. Instead, open-proprietary specifications, when correctly written, allow the Owner to exercise control over the decision making process.

Occasionally, a specified product might be unavailable for a particular project. Perhaps the specified product has been discontinued or the lead time for manufacturing it is beyond the project's timeline. In this situation, the Supplier/Contractor might need to request a product substitution be made in order to complete the project on time. Typically, this scenario is covered in the Agreement; however, the specifier should include some language in the **SUBSTITUTIONS** article to address this issue.

Study on Your Own... September, 2010

Reading Assignments: Read the following sections in the CSI Project Resource Manual (PRM):

- **7.8.3, "Substitutions"** (pages 7.119 and 7.123)
- **5.2.3.2(D), "Instructions for Procurement"** (page 5.11)
- **5.6.4.2, "Section 01 20 00—Price and Payment Procedures"** (pages 5.48 and 5.49)
- **5.7.4, "Proprietary Specifications"** (pages 5.65 through 5.68)

Exercise: Based on the information you learned in the reading assignment, complete the following on a separate sheet of paper:

1. Write the **SUBSTITUTIONS** article for a hardware specification. Include the "rules" for requesting product substitutions (before and after award of contract), such as:
 - Time frame for submitting requests
 - Suitability of proposed product
 - Cost and time savings
 - Warranty considerations
 - Serviceability

Only Tech Tip assignments that are submitted via fax or mail and are accompanied by the monthly form will be accepted. Email submissions will not be acknowledged or accepted. Each Tech Tip is valued at 3 technical CEP points—partial points are NOT awarded for incomplete submissions. Be sure to include your name (and DHI ID number), date of submission, and the Tech Tip number at the top of each page of your written assignment(s).

CAUTION: *Remember, the specification writing assignments are to be your original work. Do NOT submit manufacturers' or other specifications, regardless of their source, as your own work. Submission of plagiarized work will result in non-recognition of CEP points for that assignment.)*

On the first working day of the following month, the answer(s) will be posted in the Tech Tips section of the DHI web site. In some cases, examples (good and bad) of specifications that were submitted will be posted with an explanation discussing the highlights and important elements of each month's assignment.

You will earn 3 CEP points by reading the article and answering the problems. Upon completion, copy or detach this page, fill in the form below, and submit your answers by mailing or faxing the page to DHI.



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