This document is not part of the contract and is provided for the contractor’s convenience only.

**Contractors shall observe the Project Manual’s instructions for questions:**

From Section 00 00 10 (emphasis added): *Questions regarding this project shall be submitted in writing to Anneke Davis, via fax (425) 587-3807. Questions via phone or e-mail will not be accepted. Bidders shall submit questions no later than 7 calendar days before bid opening.*

**Contractors shall observe the Project Manual’s instructions for substitution requests:**

For Substitution Requests, Utilize provided form in Section 01 61 00.

For Substitution Requests, Observe the following from Section 00 20 00 (emphasis added):

**C. PRODUCT SUBSTITUTIONS:**

1. Substitutions: *Bids must be based upon the specific articles and materials named in the Project Manual, Drawings, and any Addenda. Substitution may be made only under the following conditions:*  
   a. **Prior to Bid Opening:** Not less than seven (7) calendar days prior to bid opening, **prime bidders** may submit to the City of Kirkland written requests for approval of articles or materials, accompanied by complete descriptions, technical data and samples. Approval or rejection of the proposed substitutions will be made by addenda issued to all bidders. Submit material/product requests as specified in Section 01 61 00 to Anneke Davis via fax (425) 587-3807.