

SECTION 01 33 23

SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236 21) and SPECIAL NOTES (VAAR 852.236-91) in GENERAL CONDITIONS.
- B. For the purposes of this Contract, samples (including laboratory samples to be tested), test reports, certificates, and manufacturers' literature and data shall also be subject to the previously-referenced requirements. The following text refers to all items collectively as SUBMITTALS.
- C. Submit for approval all of the items specifically mentioned under the separate sections of the Specification, with information sufficient to evidence full compliance with Contract requirements. Materials, fabricated articles, and the like to be installed in permanent Work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:
  - 1. Satisfactory written evidence is presented to and approved by CO that manufacturer cannot make scheduled delivery of approved item; or
  - 2. Item delivered has been rejected and substitution of a suitable item is an urgent necessity; or
  - 3. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- D. Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of Contract-required items. Delays attributable to untimely and rejected submittals (including any laboratory samples to be tested) will not serve as a basis for extending Contract time for completion.
  - 1. The duration for VA approval of any required submittal, shop drawing, or other submittals shall not be less than ten (10) workdays.
- E. Submittals will be reviewed for compliance with Contract requirements by A/E and action thereon will be taken by COR on behalf of the CO.
- F. Upon receipt of submittals, A/E will assign a file number thereto. Contractor, in any subsequent correspondence, shall refer to this file and identification number to expedite replies relative to previously approved or disapproved submittals.
- G. The Government reserves the right to require additional submittals, whether or not particularly mentioned in this Contract. If additional submittals beyond those required by the Contract are furnished pursuant to request therefor by CO, adjustment in Contract price and time will be made in accordance with Articles

titled CHANGES (FAR 52.243 4) and CHANGES SUPPLEMENT (VAAR 852.236 88) of the GENERAL CONDITIONS.

- H. Contractor shall not submit Substitutions under the Submittals process. Contractor's requested substitutions shall be clearly labeled as a Substitution Request and shall include all design, drawing, material, and cost information and any other information requested related to the substitution such that the COR can evaluate the entire scope of the substitution prior to rendering a decision.
- I. Schedules called for in Specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and A/E. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The CO and A/E assume no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
- J. Submittals must be submitted by Contractor only and shipped prepaid. CO assumes no responsibility for checking quantities or exact numbers included in such submittals.
  - 1. Submittals shall be made for full sections. Partial submittals will not be accepted.
  - 2. Submit samples in duplicate unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified.
  - 3. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Letter shall be sent via first class mail, or email if approved and subject to the limitations of the VA's system, and shall contain the list of items, name of Cemetery, name of Contractor, Contract number, applicable Specification paragraph numbers, including Product paragraph number to which submittal applies, applicable drawing numbers and other information required for exact identification of location for each item, manufacturer and brand, ASTM or Federal Specification Number as applicable, and such additional information as may be required by Specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.
    - a. A copy of a transmittal letter must be enclosed with items, and any items received without identification letter will be considered "unclaimed goods" and discarded.
    - b. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the Project name, name and location of the Cemetery, name of Contractor, manufacturer, brand, Contract number, and ASTM or Federal Specification Number as applicable, and location(s) on Project.
    - c. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material and by Contractor.
  - 4. In addition to complying with the applicable requirements specified in preceding Article, samples which are required to have Laboratory Tests shall be tested, at the expense of Contractor, in a commercial laboratory approved by CO.

- a. Laboratory shall furnish CO with a certificate stating that it is fully equipped and qualified to perform intended Work, is fully acquainted with Specification requirements and intended use of materials, and is an independent establishment in no way connected with organization of Contractor or with manufacturer or supplier of materials to be tested.
  - b. Certificates shall also set forth a list of comparable Projects upon which laboratory has performed similar functions during past five years.
  - c. Samples and laboratory tests shall be sent directly to approved commercial testing laboratory.
  - d. Contractor shall send a copy of transmittal letter to both COR and to A/E simultaneously with submission of material to a commercial testing laboratory.
  - e. Laboratory test reports shall be sent directly to COR and A/E for appropriate action.
  - f. Laboratory reports shall list Contract Specification test requirements and a comparative list of the laboratory test results. When tests show that the material meets Specification requirements, the laboratory shall so certify on test report.
  - g. Laboratory test reports shall also include a recommendation for approval or disapproval of tested item.
5. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.
6. Approved samples will be kept on file by the COR until completion of Contract, at which time such samples will be destroyed.
  - a. Where noted in technical sections of Specifications, approved samples in good condition may be used in their proper locations in Contract Work upon written approval from the CO.
  - b. At completion of Contract, samples (approved or not approved) will be destroyed. Samples may be returned to Contractor only upon Contractor's written request and at Contractor's expense. Such request should be made prior to completion of the Contract.
7. Submittal drawings (shop, erection or setting drawings) and schedules required for Work of various trades shall be checked before submission by technically qualified employees of Contractor for accuracy, completeness, and compliance with Contract requirements. These drawings and schedules shall be stamped and signed by Contractor certifying to such check.
  - a. For each drawing required, submit one legible photographic paper or vellum reproducible.
  - b. Reproducible shall be full size.
  - c. Each drawing shall have marked thereon proper descriptive title, including Cemetery location, Project name and number, manufacturer's number, reference to Contract Drawing number, detail section number, and Specification section number.
  - d. A space 4 3/4 inches x 5 inches shall be reserved on each drawing to accommodate approval or disapproval stamp.

- e. Submit Drawings, rolled within a mailing tube, fully protected for shipment.
- f. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.
- g. When Work is directly related and involves more than one trade, shop drawings shall be submitted to A/E under one cover.
- h. A copy of the Contract Drawing shall not be acceptable as a submittal or shop drawing. Submittal shop drawings shall be created, original, by the Contractor performing the Work and/or the supplier providing the indicated material or fabrication.

- 1.2 Samples, shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for review to:

Jacobs Engineering Group Inc  
1050 20th Street, Suite 200  
Sacramento, California 95811  
ATTN: San Joaquin Valley National Cemetery Project Manager  
Phone: 916.929.3323

- A. Digital Submittals: Digital submittals will be permitted, upon COR's approval, only after the Contractor has demonstrated that the process can be accommodated within the limits of the VA and A/E network limitations.

- 1.3 At the time of transmittal to the A/E, the Contractor shall also send a copy of the complete submittal directly to the COR.

Department of Veterans Affairs  
National Cemetery Administration (43B)  
425 I Street, NW, 5E425G  
Washington, DC 20001  
ATTN: Mr. Mark Ivory  
Phone: 202.632.5159

END OF SECTION