

SECTION 01 33 23
SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

- 1-1. Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in GENERAL CONDITIONS.
- 1-2. 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.
- 1-3. 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. Before an item is approved through the submittal process, there needs to be sufficient information provided that all of the specified and/or indicated requirements in the specifications and/or drawings have been submitted, reviewed, modified as required to receive approval indicating full compliance with the Contract . Submittal of some of the requirements indicated in the specifications and/or drawings, even if they are approved, does not create an approval of the submitted item. It is the Contractor's responsibility to create the submittals that comply with these requirements, and he Contractor is responsible for ensuring that there has been full compliance with the Contract. Where the submittal materials are not in full compliance, the Contractor shall so indicate in the submittals. All submittal materials shall be referenced to the applicable specification paragraph(s) and/or drawing details or requirements as well as indicating where in the work the submitted materials are to be used. When the submittal materials show alternatives for size, color, or any features of the items or related to the performance of the item, the submittal shall be annotated to show only the applicable portions or specific selections related to this project. 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:
 - A. Satisfactory written evidence is presented to, and approved by the Contracting Officer or Contracting Officer's Representative (CO/COR), that manufacturer cannot make scheduled delivery of approved item or;
 - B. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
 - C. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- 1-4. 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.

- 1-5. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by CO/COR.
- 1-6. Upon receipt of submittals, Architect-Engineer 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.
- 1-7. 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/COR, 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.
- 1-8. Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The CO/COR and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
- 1-9. Submittals must be submitted by Contractor only and shipped prepaid. CO/COR assumes no responsibility for checking quantities or exact numbers included in such submittals.
 - A. Submit samples required by Section 09 06 00, SCHEDULE FOR FINISHES, in quadruplicate. Submit other samples, in single units unless otherwise specified. Physical submittals shall be distributed, one to the RE and one to the reviewing A/E. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified.
 - B. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Letter shall be sent via TRIRIGA and shall contain the list of items, name of Cemetery, name of Contractor, contract number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location for each item), manufacturer and brand, ASTM or Federal specification Number (if any) and such additional information as may be required by specifications for particular item being furnished. In addition, catalogs, and all other materials shall be marked with the applicable paragraph information for which the information is being provided, and highlighted where applicable to show the language in the submittal material that shows compliance with the applicable paragraph indicated. The Contractor shall verify that the submittals comply with the requirements identified herein, before signing the letter sending in the submittal materials. The submittal materials shall be reviewed and approved by someone in the Contractor's organization

that has corporate authority to sign on behalf of the Contractor, and the signature shall have the typed name and position of the signatory as well as a certification that the submittal is in full compliance with the process and Contract Documents as bid and or legally modified.

1. A copy of letter must be enclosed with items, and any items received without identification letter will be considered "unclaimed goods" and held for a limited time only.
 2. Each sample, certificate, manufacturers' literature and data shall be labeled to indicate the name and location of the Cemetery, name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable, applicable paragraph(s) for which the submittal is being provided, and location(s) on project.
 3. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
- C. In addition to complying with the applicable requirements specified in preceding Article 1.9, samples which are required to have Laboratory Tests (those preceded by symbol "LT" under the separate sections of the specification shall be tested, at the expense of Contractor, in a commercial laboratory approved by CO/COR.
1. Laboratory shall furnish CO/COR 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.
 2. Certificates shall also set forth a list of comparable projects upon which laboratory has performed similar functions during past five years.
 3. Samples and laboratory tests shall be sent directly to approved commercial testing laboratory.
 4. Contractor shall forward a copy of transmittal letter to CO/COR simultaneously with submission to a commercial testing laboratory.
 5. Laboratory test reports shall be sent directly to CO/COR for appropriate action.
 6. 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.
 7. Laboratory test reports shall also include a recommendation for approval or disapproval of tested item.
- D. 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.

- E. Approved samples will be kept on file by the CO/COR at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.
- F. 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.
 - 1. For each drawing required, submit one legible photographic paper or vellum reproducible.
 - 2. Reproducible shall be full size.
 - 3. Each drawing shall have marked thereon, proper descriptive title, including Cemetery location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.
 - 4. A space 4-3/4 by 5 inches shall be reserved on each drawing to accommodate approval or disapproval stamp.
 - 5. Submit drawings, ROLLED WITHIN A MAILING TUBE, fully protected for shipment.
 - 6. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.
 - 7. When work is directly related and involves more than one trade, shop drawings shall be submitted to Architect-Engineer under one cover.
- 1-10. Samples (except laboratory samples), shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to: the CO/COR.
- 1-11. Samples (except laboratory samples) for approval shall be sent to Architect-Engineer, in care of CO/COR.

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