

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

**PART 1 - GENERAL**

- 1.1 **DEFINITION:** For the purpose of this contract, samples, manufacturers' literature, data sheets, test reports, letters of compliance, shop drawings, performance schedules, schedules of value, and anything else required to be furnished for review and approval shall be referred to collectively as 'submittals.'
- 1.2 **INCLUSION AND SUBSTITUTION:** 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 be equivalent to those indicated in 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 that the manufacturer cannot make scheduled delivery of the approved item.
  - B. The item delivered has been rejected and substitution of a suitable item is an urgent necessity.
  - C. Other conditions become apparent which indicate approval of such substitute item to be in best interest of the SAVAHCS.
- 1.3 **PREPARATION AND TIMING:** Submittals shall be prepared by technically-knowledgeable personnel who have thoroughly reviewed the drawings and specifications. Forward submittals in sufficient time to permit proper consideration and approval action by Government. Plan the transmittal to assure adequate lead time for review and approval (including adjustments and resubmittal, should that be necessary), purchase, delivery, and fabrication necessary to correctly place items in the work. Delays attributable to untimely and non-approved submittals will not serve as a basis for extending the contract performance period. Submittals not formatted and transmitted in accordance with the requirements of this section (specifically see article 'format and review') will be returned to the Contractor with the review disposition "no action." If this occurs, the Contractor will need to correct the submittal and resubmit in order to obtain any contractual review.
- 1.4 **SUBMITTAL ROUTING:** Submittals shall be delivered to the Architect-Engineer's office by any means suitable to the Contractor. However, any delivery services shall be pre-paid. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by Resident Engineer on behalf of the Contracting Officer. Submittals will be returned to the Contractor by placement in a two-way mail basket at the Resident Engineer's office.

- 1.5 FILE REFERENCING: The Contractor should use a transmittal number for each transmittal letter, which will be cross-referenced on returns of submittal from the Resident Engineer. Upon receipt of submittals from the Architect-Engineer (or directly from the Contractor, where so specified) the Resident Engineer will assign a file number to each return form, except where no review action has been taken. The Contractor, in any subsequent correspondence, shall refer to this file number to expedite replies relative to any previously approved or disapproved submittals.
- 1.6 ADDITIONAL SUBMITTALS: 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 Contracting Officer, 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.
- 1.7 DETAILING, MEASURING AND QUANTITIES: Schedules of material and dimensions requiring field measurement shall be submitted for information. However, the Contractor shall assume responsibility for coordinating and verifying schedules and for conducting field measurements to assure proper functioning of of items to be installed. The Contracting Officer and Architect-Engineer assume no responsibility for checking schedules or layout drawings for exact sizes, exact quantities, location, and detailed positioning of items.
- 1.8 MSDS: Submit, concurrent with product submittals, copies of the Material Safety Data Sheets (MSDS) furnished by product manufacturers in accordance with Occupational Safety and Health Administration (OSHA) standards and requirements, for all hazardous or presumed hazardous (OSHA listed) materials to be used at the work site. Particular attention is called to insulating and waterproofing products (such as those in division 7), paints, finishes and their required adhesives (division 9), sealants used for HVAC ducts and casings (23\_31\_10).
  - A. For any products that are required to be used, via drawing notes, but are not required to to be submitted for approval, submit any applicable MSDS directly to the Resident Engineer, either before or concurrent with bringing the product to the work site. Where products are being used by the Contractor, but not being incorporated into the finished work, submittal of MSDS to the Resident Engineer is not required. However, assure compliance with the General Industry standard for hazard communication 29 CFR 1910.1200 and assure that any applicable MSDS are available the at points of use.
  - B. The Contractor shall take all measures consistent with MSDS protection and precautions information, to use products so that no persons are exposed to injurious or discomforting conditions. Whenever ventilation is appropriate to control and dissipate odors, vapors, etc., high-volume mechanical ventilation shall be provided by the Contractor. Exhaust discharge shall be directed in such a manner as to promote maximum dilution and shall be directed away from outside air intake openings.

- 1.9 **FORMAT AND REVIEW:** Submittals shall be transmitted by the Contractor only and any delivery service shall be pre-paid. Submittal of data in electronic format, where necessary to expedite transmittal and review, is acceptable to the extent that all documents are transmitted within the constraints of the data servers and software being used by the Architect-Engineer and the Resident Engineer and hard (printed) copies follow within two (2) days. Internet e-mail addresses and other pertinent information will be provided to the Contractor at the pre-construction conference.
- A. Submit all items for an individual specification section at one time, to the extent feasible, and under a single transmittal letter (one transmittal letter per specification section). At the time of submittal, indicate any information (on the transmittal letter or on a separate enclosed sheet) necessary for the reviewer to understand the Contractor's intent. Examples of such information might include a request to waive a particular submittal requirement, with a specific justification; an indication that a particular item is being delayed, with the estimated time of delay; an indication that certain products listed in the specification are not intended to be used, therefore they are not included in the submittal.
  - B. Submit physical samples in single units, unless indicated otherwise in the applicable specification section. Physical samples will be retained by the Resident Engineer. For all other items, submit the number of copies for which return is desired plus three (3) copies. Submit a maximum of six (6) copies. Shop drawings shall be drafted so that, at full scale, one dimension of the drawing is no longer than 36 inches.
  - C. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Additionally, catalogs, manufacturer's literature, etc., shall be marked with arrows, highlights, or some similar designation to indicate the specific items, sizes, ratings, colors, etc. which are being submitted for approval. The transmittal letter shall contain the following information:
    - 1. Project number and project title
    - 2. Contract number
    - 3. Specification section and title
    - 4. Any applicable references to specific drawings
    - 5. A specific list of the items submitted, including manufacturer name and brand name, and referenced paragraph number(s) from the specification to each item
    - 6. Any additional information required by the individual specification section for the item submitted
    - 7. Qualifying information as referenced in subparagraph A above
  - D. Each physical sample shall be labeled to indicate the project number, manufacturer, brand, color, and any other applicable information for proper identification. Color samples shall also include the color code from the specified color design, as well as the manufacturer's color code.

- E. Submittals will be returned with one of five possible dispositions - approved (as submitted), approved as noted, revise and resubmit, rejected, or no action. If insufficient/incomplete information is provided, as noted in the requirements above, or such that the data in the submittal cannot be technically evaluated, the package will be returned with a status of 'no action.' If submittals have been designated 'revise and resubmit' or 'rejected,' correct and resubmit as soon as possible after return. (Note that revise and resubmit does not mean that a product is disapproved, rather that information to assure acceptance is not present in the submittal. If a submittal is returned with the disposition 'rejected,' then one or more products are not acceptable for use on the project.) Resubmittals shall have "RESUBMITTAL" marked boldly on the transmittal letter, in addition to the other requirements noted above.
  - F. Shop drawings required for the work of various trades shall be checked, before transmittal, by technically-qualified employees of the Contractor for accuracy, completeness, and conformance to the contract requirements. These drawings shall be signed by a representative of the Contractor certifying to such a check.
    - 1. Shop drawings prints submitted shall be to full scale.
    - 2. Each shop drawing shall have a title block with the project number, project title, VA facility title, specification section, and other proper descriptive information.
- 1.10 Unless noted otherwise, submit items for initial review to the Architect-Engineer at:
- SBBL Architecture + Planning  
1001 North Alvernon Way #105  
Tucson, Arizona 85711-1019
- At the time of transmittal to the Architect-Engineer, the Contractor shall also deliver two (2) copies of the transmittal letter to the Resident Engineer at the two-way mail basket.

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