

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

- 1-1. Refer to SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91).
- 1-2. For the purposes of this contract, samples, 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. 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 Contracting Officer Technical Representative (COTR), 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 will not serve as a basis for extending contract time for completion. Submittal Forms will be sent electronically and will be digitally signed by the contractor using a PDF writer program; such as Adobe Reader/Writer or Pro V Nuance, etc. Supporting Data, such as cut-sheets, etc., shall be scanned and emailed with each submittal.
- 1-5. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, then in turn reviewed by the VA COTR, and final acceptance will be by the COTR.

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- 1-6. Contractor shall sequentially number the electronic submittal by division. The 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 by the COTR, adjustment in contract price and time will be made via a Change Order Request in accordance with CHANGES (FAR 52.243-4) and CHANGES - SUPPLEMENT (VAAR 852.236-88).
- 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 if requested by the COTR the Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The COTR and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
- 1-9. If the Contractor is unable to scan large file submittals electronically, upon COTR Approval, the submittals may be shipped by the contractor prepaid. COTR assumes no responsibility for checking quantities or exact numbers included in such submittals.
- A. Submit physical samples required in quadruplicate. 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 sent via electronic method signed by Contractor. The Contractor must have a PDF writer program to electronically sign material submittals. Submittals other than material submittals, such as Shop Drawings, Coordination of Trade Drawings, etc., shall be sent via first class mail and shall contain the list of items, name of Medical Center, 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 shall be marked to indicate specific items submitted for approval.

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 Medical Center, name of Contractor, manufacturer, brand, contract number and ASTM or Federal Specification Number as applicable 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. If electronic submittals or samples have been disapproved, resubmit new electronic submittal or samples within five (5) working days 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.
- D. Approved samples will be kept on file by the VA COTR 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.
- E. 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

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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 Medical Center location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.
 4. A space 120 mm by 125 mm (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 or COTR, under one cover.
- 1-10. Material Samples, shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for review to:

- 1-11. At the time of transmittal to the Architect-Engineer, if requested by the Contracting Officer, the COTR shall also send an electronic copy of the submittal directly to the VA COTR.
- 1-12. Samples for review sent to the Architect-Engineer, as requested by the COTR, Shall be Marked "Contract _____
Submittal Number _____ "

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