

SECTION 01 33 23 01
ELECTRONIC SUBMITTAL PROCEDURES

- I. Summary:
1. Shop drawing and product data submittals shall be transmitted to COR in electronic (PDF) format using VA contracted website service designed specifically for transmitting submittals between all construction team members: Submittal Exchange (www.submittalexchange.com).
 2. The required use of electronic submittals is to expedite the construction process by reducing paperwork, tracking and documenting information flow, and decreasing turnaround time.
 3. The electronic submittal process is not intended for color samples, color charts, or physical material samples.
 4. The Contractor will submit the following items electronically and provide as a minimum 3 hard copies of the following information:
 - a. Shop Drawings.
 - b. Structural and Civil drawing submissions
 - c. Operation and Maintenance Manuals
 - d. As-Built Drawings
 - e. Warranty Documents
 5. The COR may request up to three hard copies of any electronically submitted material.
- II. Procedures:
1. Create submittal log in Submittal Exchange by inserting required submittals listed in individual specification sections.
 2. Submittal Preparation - Contractor may use any or all of the following options:
 - a. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via the Submittal Exchange website.
 - b. Subcontractors and Suppliers provide electronic (PDF) submittals to Contractor via email.
 - c. Subcontractors and Suppliers provide paper submittals to Scanning Service which electronically scans and converts to PDF format.
 3. All electronic submittals will have at front a filled out copy of the Material Approval Submittal Form in specification 01 33 23
 4. Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents including verification of manufacturer / product, dimensions and coordination of information with other parts of the work.
 5. Contractor shall transmit each submittal to the VA COR using the Submittal Exchange website, www.submittalexchange.com.
 6. Architect / Engineer review comments will be made available on the Submittal Exchange website for downloading. Contractor will receive email notice of completed review.
 7. Distribution of reviewed submittals to subcontractors and suppliers is the responsibility of the Contractor.
- III. Product Training and Requirements:
1. After award of contract, training will be provided by Submittal Exchange regarding use of website and PDF submittals. Contact Submittal Exchange at 1-800-714-0024.
 2. Internet Service and Equipment Requirements:
 - a. Email address and Internet access at Contractor's main office.

ELECTRONIC SUBMITTAL PROCEDURES

- b. Adobe Acrobat (www.adobe.com), Bluebeam PDF Revu (www.bluebeam.com), or other similar PDF review software for applying electronic stamps and comments.