

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

PART 1 - GENERAL

- 1.1 Refer to Articles titled SPECIFICATIONS AND DRAWINGS FOR CONSTRUCTION (FAR 52.236-21) and, SPECIAL NOTES (VAAR 852.236-91), in Section 00 72 00, GENERAL CONDITIONS.
- 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 in the MATERIAL SUBMITTAL REGISTER (see 1.11) and 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. The submittal must contain MATERIAL SUBMITTAL FORM provided in section 1.12 of this specification. This form leads the submittal paperwork and must be signed by the Contractor.
 - B. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
 - C. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
 - D. 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. Unless stipulated elsewhere in the contract, the government will have a minimum of 14 days to respond to a submittal. 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.
- 1.5 Submittals will be reviewed for compliance with contract requirements by Contracting Officer, and action thereon will be taken by Resident Engineer on behalf of the Contracting Officer.
- 1.6 Upon receipt of submittals, Resident-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 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.
- 1.8 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 Contracting Officer 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. Contracting Officer 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 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 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 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.
 - D. Approved samples will be kept on file by the Resident Engineer 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 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.

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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 under one cover.

1.10 Samples shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to

Contracting Officer (90C/NLR)

Central Arkansas Veterans Healthcare System

2200 Fort Roots Drive - Bldg. 41

No. Little Rock, AR 72114

1.11 Material Submittal Register: (Electronic Excel Form to be provided by VA Contracting)

SCHEDULE OF MATERIAL SUBMITTALS										Project Name: XXX			Project Number: 598-XX-XXX								
(To be completed by A-E Designer)										(To be completed by COR/VA)											
LINE NUMBER	SUBMITTAL NUMBERING (to be entered by Construction Contractor)	Reference Specification/Paragraph	ITEM OR DESCRIPTION OF ITEM, CONTRACT REFERENCE, TYPE OF SUBMITTAL	REQUIRED SUBMITTAL INFORMATION (COPIES: 3 + ELECTRONIC)										DATE RECEIVED IN CONTRACTING	DATE TO CIVIL ENGINEERING	RETURN SCHEDULE DATE	DATE CONTRACTOR NOTIFIED		CONTRACTOR RESUBMITTAL	FINAL APPROVAL	REMARKS
				CERTIFICATION OF COMPLIANCE	SHOP DRAWINGS	SAMPLES	COLOR SELECTION	MANUFACTURER'S RECOMMENDATION	MANUFACTURER'S WARRANTY	CATALOG DATA	OPERATING INSTRUCTIONS	SCHEDULES, LISTINGS, REPORTS, PLANS	TECHNICAL DATA				TEST REPORTS	FIELD REPORTS			
1																					
2																					
3																					
4																					
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1.12 Material Submittal Form (Following Page)

MATERIAL APPROVAL SUBMITTAL (See Instructions on Reverse)								
TO:		FROM:			DATE:			
CONTRACT NUMBER:		SUBMISSION NUMBER:			SUBMITTAL <input type="checkbox"/> NEW <input type="checkbox"/> RESUBMITTAL			
PREVIOUS SUBMISSION NUMBER:				PROJECT NUMBER:				
TO BE COMPLETED BY CONTRACTOR					FOR GOVERNMENT USE ONLY			
ITEM	SPECIFICATION SECTION/ PARA NO./DR AWING NO.	DESCRIPTION OF MATERIAL (Include type, Model Number, Catalog Number, Mfg., etc.)			AP-	DISAP-	SEE	INITIAL
BY COMPLETING THIS FORM, THE UNDERSIGNED CONTRACTOR CERTIFIED THAT THE MATERIAL COMPLIES WITH ALL SPECIFICATIONS OF SUBJECT CONTRACT.								
DATE		TYPE OF PRINT NAME AND TITLE			SIGNATURE			
FOR GOVERNMENT USE ONLY								
TO: (Engineering Officer)								
For Evaluation and Action								
DATE		TYPE OF PRINT NAME AND GRADE			SIGNATURE			
TO: (Contracting Officer)								
RECOMMEND:		<input type="checkbox"/> APPROVAL	<input type="checkbox"/> APPROVED AS NOTED, COMMENTS ON THE REVERSE			<input type="checkbox"/> DISAPPROVAL AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE		
DATE		TYPE OF PRINT NAME AND GRADE			SIGNATURE			
TO: (Contractor)								
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED AS INDICATED ABOVE AND SUBJECT TO ANY APPLICABLE COMMENTS ON THE REVERSE SIDE. REQUEST RESUBMITTAL ON DISAPPROVED ITEMS WITHIN ____ DAYS OF DATE SHOWN BELOW.								
DATE		TYPE OF PRINT NAME AND GRADE			SIGNATURE			

COMMENTS

(Number to correspond with applicable Item Number on reverse)

INSTRUCTIONS TO CONTRACTORS

1. The term "material" is defined as articles, supplies, raw materials, equipment, parts, components, and end items that are to be incorporated into the work required by the contract.
2. This form is to be used by contractors for submitting Shop Drawings, Equipment Data, Manufacturer's Literature and Certificates and samples of Materials to the Government for approval in accordance with the provisions of this contract. Unless otherwise specified, it is to be prepared in 3 hard copies and an electronic copy (PDF), signed, and provided to the contracting officer with appropriate attachments.
3. Item(s) to be approved will be clearly tabbed or identified. Data pertaining to item(s) to be approved will be clearly identified or tabbed, particularly where documents are voluminous, in order to properly evaluate the materials or articles to be incorporated in the work. Each attachment will be numbered to correspond with the item number shown on the face of this form.
4. Requests submitted shall be numbered consecutively, by contract, in the space entitled "Submission No.". This number, in addition to the Contract No., will be used to identify each Material Approval Submittal. Resubmissions will be indicated in the appropriate block and the Insertion of previous submission number and data in addition to a new submission number. A single submission should be used for all work of a section of the specifications, but in NO instance should the submission include work for more than one (1) contract. Submittals requiring priority handling will be submitted by separate submittal using the form and so marked across the face of the form.
5. This Material Approval Submittal is not valid unless it is signed by the contracting officer. This approval is required as called for by the contracting officer under the terms of this contract.

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