

SECTION 01 33 23

SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES

PART1 - GENERAL

1.1 RELATED WORK

- A. 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 DEFINITIONS

- B. 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 referenced requirements. The following text refers to all items collectively as SUBMITTALS.

1.3 SUBMITTAL PROCEDURES

Within 30 days of execution of the NTP provide to the COR a SUBMITTAL SCHEDULE for all required items specifically mentioned under the separate sections of the contract specifications. The SUBMITTAL SCHEDULE shall be fully synchronized with the PROJECT SCHEDULE 01 32 16.13

List each submittal item. For each item in calendar days and dates list:

- a. Date Contractor receives submittal-1 from Material Supplier.
- b. 2 weeks for Contractor to review and stamp approval on submittal-1.
- c. Date COR/ Architect-Engineer receives submittal-1.
- d. 2 weeks for COR/ Architect-Engineer to review submittal-1 and return to Contractor. If required by comments:
- e. 2 weeks for Material Supplier to revise submittal-2.
- f. Date Contractor receives submittal-2.
- g. 2 weeks for Contractor to review and stamp approval on submittal-2.
- h. Date COR/ Architect-Engineer receives submittal-2.
- i. 2 weeks for COR/ Architect-Engineer to review submittal-2 and return to Contractor. If required by comments:
- j. 2 weeks for Material Supplier to revise submittal-3.
- k. Date Contractor receives submittal-3.
- l. 2 weeks for Contractor to review and stamp approval on submittal-3.
- m. Date COR/ Architect-Engineer receives submittal-3.
- n. 2 weeks for COR/ Architect-Engineer to review submittal-3 and return to Contractor.
- o. Date Contractor orders material.
- p. Order processing time and time of manufacture if product is not a stock item.
- q. Shipping time from product supplier to construction site.

r. Date product is required on construction site (from Project Schedule 01 32 16.13).

1.3 SUBMITTAL PROCEDURES

- A. 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:
1. Satisfactory written evidence is presented to, and approved by Contracting Officer's Representative, that manufacturer cannot make scheduled delivery of approved item or;
 2. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
 3. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- B. 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.
- C. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer and the COR, and action thereon will be taken by Contracting Officer's Representative on behalf of the Contracting Officer.
- D. 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.
- E. 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 therefore by Contracting Officer's Representative, 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.
- F. 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's Representative and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.

- G. Submittals must be submitted by Contractor electronically in reproducible PDF format. If hard copy is required the contractor shall ship to the AE and COR prepaid at his own expense. AE & Contracting Officer's Representative assumes no responsibility for checking quantities or exact numbers included in such submittals.
1. Submit physical samples required by Section 09 06 00, SCHEDULE FOR FINISHES, in quadruplicate to AE and one sample to COR. **Submit other samples in single units to (1)unit to AE & (1) unit to** COR unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified.
 2. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor. Transmittal letter 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.
 - a. 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.
 - b. 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.
 - c. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
- H. In addition to complying with the applicable requirements specified in preceding Paragraph G, 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 Contracting Officer's Representative.

1. Laboratory shall furnish Contracting Officer's Representative 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 by the contractor at his own expense.
 4. Contractor shall send a copy of transmittal letter to both Contracting Officer's Representative and to Architect-Engineer simultaneously with submission of material to a commercial testing laboratory.
 5. Laboratory test reports shall be sent electronically directly to Contracting Officer's Representative 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.
- I. 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.
- J. Approved samples will be kept on file by the Contracting Officer's Representative at the site until completion of contract, at which time such samples will become property of the VA.
- K. 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 print ready PDF. All submittal drawings shall be submitted electronically.

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, fully formatted for printing.
 6. One electronic PDF file 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 under one cover.
- L. All submittals including samples (except laboratory samples), shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted at the contractor's own expense for approval directly to:

The KPA Group
1 Kaiser Plaza, Suite 445
Oakland, California 94612

All physical samples will include an electronic photocopy of the actual physical sample.

- M. At the time of transmittal to the Architect-Engineer, the Contractor shall also send an identical copy of the complete submittal directly to the Contracting Officer's Representative. All physical samples will also include an electronic photocopy of the actual physical sample.

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