

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

- 1.1 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 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 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 Specifications, 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 the Contracting Officer or the Contracting Officer's 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 all submittals in sufficient time to permit proper consideration and approval action by Government. Timely submission should be observed to assure adequate lead time for procurement of items required by the contract. 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 the COTR, and action thereon will be taken by the COTR on behalf of the Contracting Officer.
- 1.6 Upon receipt of submittals, the RFP A/E 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 therefore by the 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 the Specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and the COTR. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and COTR assume 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 in single units unless otherwise specified. Submit shop drawings, schedules, manufacturers' literature and data, and certificates in quadruplicate, except where a greater number is specified. A PDF format submittal with electronic signature may be accepted at the COTR's discretion.
- B. Submittals will receive consideration only when covered by a transmittal letter signed by the Contractor. Submittal shall be sent via FedEx package prepaid by the Contractor and shall contain the list of items, name of Cemetery, 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, industry standard or Federal Specification Number (if any) and such additional information as may be required by the Specifications for particular item being furnished. In addition, catalogs shall be marked to indicate specific items submitted for approval.
  - 1. A copy of the transmittal letter must be enclosed with items. Any items received without transmittal 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 Cemetery, name of Contractor, manufacturer, brand, contract number, industry standard 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 the Contractor.
- C. In addition to complying with the applicable requirements specified in the preceding subsection 1.9, samples which are required to have Laboratory Tests shall be tested in a commercial laboratory approved by the Contracting Officer.
  - 1. Laboratory shall furnish the Contracting Officer 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 the Contractor or with the 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 an approved commercial testing laboratory.
  - 4. Contractor shall forward a copy of transmittal letter to the COTR simultaneously with submission to a commercial testing laboratory.
  - 5. Laboratory test reports shall be sent directly to the COTR 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.
- D. 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.
- E. Approved samples will be kept on file by the RFP A/E until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of the 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.
- F. 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. Each drawing shall have marked thereon, proper descriptive title, including Cemetery name and location, project number, manufacturer's number, reference to contract drawing number, detail number, and Specification section number.
  2. A space 4-3/4 by 5 inches shall be reserved on each drawing to accommodate approval or disapproval stamp.
  3. Submit drawings, ROLLED WITHIN A MAILING TUBE, fully protected for shipment.
  4. One reproducible print of approved or disapproved shop drawings will be forwarded to Contractor.
  5. When work is directly related and involves more than one trade, shop drawings shall be submitted to the COTR under one cover.
- 1.10 Samples (except laboratory samples), shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to the RFP A/E at the following address:

Charles Phillips  
AMEC Environment & Environment, Inc.  
3200 Town Point Drive, Suite 100  
Kennesaw, GA 30144  
770-421-3357  
charles.phillips@amec.com

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