

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

PART 1 - GENERAL

1.1 RELATED ARTICLES

- 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 GENERAL INFORMATION

- A. 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.
- B. 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, 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.
- C. 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, 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.
- D. 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.
- E. The COTR and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.

1.3 SCHEDULE

- A. 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.
- B. Contractor shall not begin work until all submittals have been returned marked "No exception taken" or "make corrections noted".

1.4 SUBMITTAL FORMAT

- A. Submittals will receive consideration only when:
1. Submittal is accompanied by a transmittal letter signed by Contractor. Except samples, all submittals shall be submitted electronically, in .pdf format, including the Submittal Cover Sheet, transmittal, and all attachments. Samples shall be sent via first class mail (or hand delivered).

2. Submittal is accompanied by a copy of the "Submittal Cover Sheet" (included at the end of this section), fully executed and signed by the Contractor.
 3. Manufacturer's data, information, and catalogs shall be marked to indicate specific items submitted for approval.
 4. Each submittal shall be labeled to indicate the name and location of the project, name of Contractor, manufacturer, contract number and ASTM or Federal Specification Number as applicable and location(s) on project.
 5. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor. Each drawing shall have marked thereon, proper descriptive title, including project name, contractor name, location, project number, manufacturer's name, reference to contract drawing number, detail Section Number, and Specification Section Number.
- B. 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.
- C. Coordination Drawing
1. The Contractor is responsible for preparing a coordination drawing, for the purposes of coordinating the ceilings, HVAC, plumbing, fire protection, electrical, communications, building structure. The Architect - Engineer will provide a base drawing (mylar and electronic format) for the Contractor and Subcontractors to show their prospective system on. This drawing shall be submitted to the Architect for approval.

1.5 PROCEDURE

- A. All submittals, including cover sheet and transmittal, shall be submitted electronically, in .pdf format, for approval to the Engineer with copies to the COTR and CO.
 1. Scanned documents for email shall be black & white or grayscale with resolution no greater than 200 dpi, unless required for detail.
 2. No emails larger than 5 MB will be accepted.
- B. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by COTR on behalf of the Contracting Officer.
- C. If a submittal has been disapproved, resubmit new submittal as soon as possible after notification of disapproval. Such new submittal shall be marked "Resubmittal" 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 Engineer until completion of contract.
- E. Three originals of all color charts and samples shall be submitted for approval to:

SCHOPFER ARCHITECTS
 1111 JAMES STREET
 SYRACUSE, NY 13203
 ATTN: BOB SEIGART

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 33 23