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SUBMITTAL PROCEDURES

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PART 1 GENERAL

1.1 SUMMARY

The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective Sections.

Units of weights and measures used on submittals shall be the same as those used in the Contract Drawings.

Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with Contract requirements.

Contractor's Quality Control (CQC) System Manager and the Designer of Record (DOR) shall check and approve items prior to submittal and stamp, sign, and date indicating action taken. Clearly identify proposed deviations from the Contract. Within the submittals, include items such as Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals.

Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby. Pick up and dispose of samples not incorporated into the work in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

1.2 DEFINITIONS

1.2.1 Submittal Descriptions (SD)

Submittals requirements are specified in the technical Sections. Submittals are identified by Submittal Description (SD) numbers and titles as follows:

SD-01 Preconstruction Submittals

Submittals which are required prior to start of construction (work) or the start of the next major phase of the construction on a multi-phase contract, includes schedules, tabular list of data, or tabular list including location, features, or other pertinent information regarding products, materials, equipment, or components to be used in the work.

Certificates of insurance

Surety bonds

List of proposed subcontractors

List of proposed products

Construction progress schedule

Network Analysis Schedule (NAS)

Submittal register

Schedule of prices

Health and safety plan

Work plan

Quality Control (QC) plan

Environmental protection plan

SD-02 Shop Drawings

Drawings, diagrams, and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the Contractor for integrating the product or system into the project.

Drawings prepared by or for the Contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions, and brochures illustrating size, physical appearance, and other characteristics of materials, systems, or equipment for some portion of the work.

Samples of warranty language when the Contract requires extended product warranties.

SD-04 Samples

Fabricated or unfabricated physical examples of materials, equipment, or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged.

Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.

Field samples and mock-ups constructed on the project site establish standards by which the ensuring work can be judged. Includes assemblies or portions of assemblies to be incorporated into the project and those to be removed at conclusion of the work.

SD-05 Design Data

Design calculations, mix designs, analyses, or other data pertaining to a part of work.

Design submittals, design substantiation submittals, and extensions of design submittals.

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product, or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing shall have been within 3 years of date of Contract award for the project.)

Report which includes findings of a test required to be performed by the Contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports

Daily logs and checklists

Final acceptance test and operational test procedure

SD-07 Certificates

Statements printed on the manufacturer's letterhead and signed by responsible officials of manufacturer of product, system, or material attesting that product, system, or material meets Contract requirements. Shall be dated after award of project Contract and clearly name the project.

Document required of Contractor, manufacturer, supplier, installer, or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods, or personnel qualifications.

Confined space entry permits

Text of posted operating instructions

SD-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system, or material, including special notices and MSDS concerning impedances, hazards, and safety precautions.

SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative at the job site, in the vicinity of the job site, or on a sample taken from the job site, on a portion of the work, during or after installation, to confirm compliance with manufacturer's standards or instructions. The documentation shall be signed by an authorized official of a testing laboratory or agency and shall state the test results and indicate whether the material, product, or system has passed or failed the test.

Factory test reports

SD-10 Operation and Maintenance Data

Data that is furnished by the manufacturer or the system provider to the equipment operating and maintenance personnel, including manufacturer's help and product line documentation necessary to maintain and install equipment. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance, and repair of the item.

This data shall be incorporated in an operations and maintenance manual or control system.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

Special requirements necessary to properly close out a construction contract, such as as-built drawings. Also, submittal requirements necessary to properly close out a major phase of construction on a multi-phase contract.

Interim "DD Form 1354" with cost breakout for assets 30 days prior to facility turnover.

1.2.2 Approving Authority

Office or designated person authorized to approve submittal.

1.2.3 Work

As used in this section, on- and off-site construction required by Contract documents, including labor necessary to produce submittals, except those SD-01 Preconstruction Submittals noted above, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.3 SUBMITTALS

Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are for [Contractor QC approval information only](#). [When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] Submit the following in accordance with this Section.

SD-01 Preconstruction Submittals

[Submittal Register; G\[, RO\]](#)

1.4 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.4.1 Designer of Record Approved (DA)

DOR approval is required for extensions of design, critical materials,

deviations from the solicitation, the accepted proposal, or the completed design, equipment whose compatibility with the entire system shall be checked, and other items as designated by the Contracting Officer. Within the terms of Contract Clause "Specifications and Drawings for Construction", they are considered to be "shop drawings". Provide the Government with the designated number of copies of DOR-approved submittals. The Government may review DOR-approved submittals for conformance to the Solicitation, Accepted Proposal, and the completed design. The Government will review submittals designated as deviating from the Solicitation or Accepted Proposal, as described below. Design submittals shall be in accordance with Section 01 33 16 DESIGN AFTER AWARD. Generally, design submittals shall be identified as SD-05 Design Data submittals.

1.4.2 Government Approved

Government approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system shall be checked, and other items as designated by the Contracting Officer. Government approval is required for deviations from the Solicitation or Accepted Proposal and other items as designated by the Contracting Officer. Within the terms of Contract Clause "Specifications and Drawings for Construction", they are considered to be "shop drawings".

1.4.3 Government Conformance Review of Design (CR)

The Government will review intermediate and final design submittals for conformance with the technical requirements of the solicitation. Section 01 33 16 DESIGN AFTER AWARD covers the design submittal and review process in detail. Review will be only for conformance with the applicable codes, standards, and Contract requirements. Design data includes the design documents described in Section 01 33 16 DESIGN AFTER AWARD. Generally, design submittals shall be identified as SD-05 Design Data submittals.

1.4.4 Designer of Record Approved/Government Conformance Review (DA/CR)

1.4.4.1 Deviations to the Accepted Design

DOR approval and the Government's concurrence are required for proposed deviations from the accepted design which still complies with the Contract before the Contractor is authorized to proceed with material acquisition or installation. Within the terms of Contract Clause "Specifications and Drawings for Construction", they are considered to be "shop drawings". If necessary to facilitate the project schedule, the Contractor and the DOR may discuss a submittal proposing a deviation with the Contracting Officer's Representative (COR) prior to officially submitting it to the Government. However, the Government reserves the right to review the submittal before providing an opinion. The Government will not formally agree to or provide a preliminary opinion on a deviation without the DOR's approval or recommended approval. The Government reserves the right to non-concur with deviations from the design, which may impact furniture, furnishings, equipment selections, or operations decisions that were made, based on the reviewed and concurred design.

1.4.4.2 Substitutions

Unless prohibited or provided for otherwise elsewhere in the Contract, where the accepted Contract proposal named products, systems, materials, or equipment by manufacturer, brand name, model number, or other specific

identification, and the Contractor desires to substitute manufacturer or model after award, submit a requested substitution for Government concurrence. Include substantiation, identifying information, and the DOR's approval, as meeting the Contract requirements and that it is equal in function, performance, quality, and salient features to that in the accepted Contract proposal. If the Contract otherwise prohibits substitutions of equal named products, systems, materials, or equipment by manufacturer, brand name, model number, or other specific identification, the request is considered a "variation" to the Contract. Variations are discussed below in Paragraphs "Designer of Record Approved/Government Approved" and "VARIATIONS".

1.4.5 Designer of Record Approved/Government Approved (DA/GA)

In addition to the above stated requirements for proposed deviations to the accepted design, both the DOR and Government Approval and, where applicable, a contract modification are required before the Contractor is authorized to proceed with material acquisition or installation of proposed variations to the Contract (the solicitation and the accepted proposal), which constitutes a change to the Contract terms. Within the terms of Contract Clause "Specifications and Drawings for Construction", they are considered to be "shop drawings". The Government reserves the right to accept or reject such proposed deviations at its discretion.

1.4.6 Information Only

Submittals not requiring DOR or Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

1.5 TRANSMITTAL FORM

Use the transmittal form (ENG Form 4025) for submitting both Government approved and information only submittals in accordance with the instructions on the form. The form is included in the Quality Control System (QCS) software required by this Contract. Properly complete this form by filling out each heading blank spaces and identifying each item submitted. Ensure proper listing of the Specification Paragraph and sheet number of the Contract Drawings pertinent to the data submitted for each item.

[1.6 QUANTITY OF SUBMITTALS

1.6.1 Number of Copies of SD-02 Shop Drawings

Submit [6] [_____] copies of submittals of shop drawings requiring review and approval only by QC organization and [7] [_____] copies of shop drawings requiring review and approval by Contracting Officer.

1.6.2 Number of Copies of SD-03 Product Data and SD-08 Manufacturer's Instructions

Submit in compliance with quantity requirements specified for shop drawings.

1.6.3 Number of Samples SD-04 Samples

- a. Submit [2] [_____] samples, or [2] [_____] sets of samples showing range of variation, of each required item. One approved sample or set of samples will be retained by approving authority and one will be

returned to Contractor.

- b. Submit one sample panel or provide one sample installation where directed. Include components listed in technical section or as directed.
- c. Submit one sample installation, where directed.
- d. Submit one sample of non-solid materials.

1.6.4 Number of Copies SD-05 Design Data and SD-07 Certificates

Submit in compliance with quantity requirements specified for shop drawings.

1.6.5 Number of Copies SD-06 Test Reports and SD-09 Manufacturer's Field Reports

Submit in compliance with quantity and quality requirements specified for shop drawings other than field test results that will be submitted with QC reports.

1.6.6 Number of Copies of SD-10 Operation and Maintenance Data

Submit [5] [3] [_____] copies of O&M Data to the Contracting Officer for review and approval.

1.6.7 Number of Copies of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

Unless otherwise specified, submit [2] [3] sets of administrative submittals.

]1.7 INFORMATION ONLY SUBMITTALS

Normally, submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government will require the Contractor to resubmit items that do not to comply with the Contract. This does not relieve the Contractor from the obligation to furnish material conforming to the Contract; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

1.8 VARIATIONS

Variations from Contract requirements require both DOR and Government approval pursuant to Contract Clause FAR 52.236-21 and will be considered where advantageous to Government.

1.8.1 Considering Variations

Discussion with Contracting Officer prior to submission and after consulting with the DOR will help ensure functional and quality requirements are met and minimize rejections and re-submittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

Specifically point out variations from Contract requirements in transmittal

letters. Failure to point out deviations may result in the Government requiring rejection and removal of such work at no additional cost to the Government.

1.8.2 Proposing Variations

When proposing variation, deliver written request to the Contracting Officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to Government, **including the DOR's written analysis and approval**. If lower cost is a benefit, also include an estimate of the cost savings. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in the documentation.

Check the column "variation" of ENG Form 4025 for submittals which include proposed deviations requested by the Contractor. Set forth in writing the reasons for deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

1.8.3 Warranting That Variations Are Compatible

When delivering a variation for approval, the Contractor, **including its DORs**, warrants that this Contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

1.8.4 Review Schedule Is Modified

In addition to normal submittal review period, a period of [10] [_____] working days will be allowed for consideration by the Government of submittals with variations.

1.9 SUBMITTAL REGISTER

Prepare and maintain submittal register, as the work progresses. Do not change data which is output in columns (c), (d), (e), and (f) as delivered by Government; retain data which is output in columns (a), (g), (h), and (i) as approved. A submittal register showing items of equipment and materials for which submittals are required by the Specifications is attached. This list may not be all-inclusive and additional submittals may be required. Maintain a submittal register for the project in accordance with Section 01 45 00.10 10 QUALITY CONTROL SYSTEM (QCS). The Government will provide the initial submittal register in electronic format with the following fields completed, to the extent that will be required by the Government during subsequent usage.

Column (c): Lists specification section in which submittal is required.

Column (d): Lists each submittal description (SD No. and type, e.g. SD-02 Shop Drawings) required in each specification section.

Column (e): Lists one principal paragraph in specification section where a material or product is specified. This listing is only to facilitate locating submitted requirements. Do not consider entries in column (e) as limiting project requirements.

[Thereafter, track the submittals by maintaining a complete list, including completion of each data column and the dates on which submittals are received and returned by the Government.

]

The DOR shall develop a complete list of submittals during design and identify required submittals in the specifications, and use the list to prepare the Submittal Register. The list may not be all-inclusive and additional submittals may be required by other parts of the Contract. Complete the submittal register and submit it to the Contracting Officer for approval within 30 calendar days after Notice to Proceed. The approved submittal register will serve as a scheduling document for submittals and will be used to control submittal actions throughout the Contract period. Coordinate the submit dates and need dates with dates in the Contractor-prepared progress schedule. Submit monthly or until the submittals have been satisfactorily completed, updates to the submittal register showing the Contractor action codes and actual dates with Government action codes. Revise the submittal register when the progress schedule is revised and submit both for approval.

1.9.1 Use of Submittal Register

Submit submittal register with QC plan and project schedule. Verify that submittals required for the project are listed and add missing submittals. Coordinate and complete the following fields on the register submitted with the QC plan and the project schedule:

- [Column (a) Activity Number: Activity number from the project schedule.
-] [Column (g) Contractor Submit Date: Scheduled date for approving authority to receive submittals.
-] [Column (h) Contractor Approval Date: Date Contractor needs approval of submittal.
-] [Column (i) Contractor Material: Date that Contractor needs material delivered to Contractor control.

] 1.9.2 Contractor Use of Submittal Register

Update the following fields in the Government-furnished submittal register program or equivalent fields in program utilized by Contractor with each submittal throughout Contract.

Column (b) Transmittal Number: Contractor assigned list of consecutive numbers.

Column (j) Action Code (k): Date of action used to record Contractor's review when forwarding submittals to QC.

Column (l) List date of submittal transmission.

Column (q) List date approval received.

1.9.3 Approving Authority Use of Submittal Register

Update the following fields in the Government-furnished submittal register program or equivalent fields in program utilized by Contractor.

Column (b) Transmittal Number: Contractor assigned list of consecutive numbers.

Column (l) List date of submittal receipt.

Column (m) through (p) List Date related to review actions.

Column (q) List date returned to Contractor.

1.9.4 Copies Delivered to the Government

Deliver one copy of submittal register updated by Contractor to Government with each invoice request.

1.10 SCHEDULING

Schedule and submit concurrently submittals covering component items forming a system or items that are interrelated. Include certifications to be submitted with the pertinent drawings at the same time. No delay damages or time extensions will be allowed for time lost in late submittals. [An additional [_____] calendar days will be allowed and shown on the register for review and approval of submittals for [food service equipment] [and] [refrigeration and HVAC control systems].]

- a. Coordinate scheduling, sequencing, preparing, and processing of submittals with performance of work so that work is not delayed by submittal processing. Allow for potential resubmittal of requirements.
- b. Submittals required by the Contract will be listed on the register. If a submittal is called for but does not pertain to the Contract work, include the submittal in the register and annotate it "N/A" with a brief explanation. Approval by the Contracting Officer does not relieve the Contractor of supplying submittals required by the Contract documents but which have been omitted from the register or marked "N/A".
- c. Re-submit register and annotate monthly with actual submission and approval dates. When the items on the register have been fully approved, no further re-submittal is required.
- d. Carefully control procurement operations to ensure that each submittal is made on or before the submittal date shown on the approved Submittal Register.

1.10.1 Government Reviewed Design

The Government will review design submittals for conformance with the technical requirements of the solicitation. Section 01 33 16 DESIGN AFTER AWARD covers the design submittal and review process in detail. Government review is required for deviation from the completed design. Review will be only for conformance with the Contract requirements. Include only those construction submittals for which the DOR design documents do not include enough detail to ascertain Contract compliance. The Government may, but is not required to, review extensions of design such as structural steel or reinforcement shop drawings.

1.11 GOVERNMENT APPROVING AUTHORITY

When approving authority is Contracting Officer, the Government will:

- a. Note date on which submittal was received.
- b. Review submittals for approval within scheduling period specified and

only for conformance with project design concepts and compliance with Contract documents.

- c. Identify returned submittals with one of the actions defined in Paragraph "Review Notations" and with markings appropriate for action indicated.

Upon completion of review of submittals requiring Government approval, stamp and date approved submittals. [_____] copies of the approved submittal will be retained by the Contracting Officer and the remaining copies of the submittal will be returned to the Contractor. *If the Government performs a conformance review of other DOR-approved submittals, the submittals will be so identified and returned, as described above.*

1.11.1 Review Notations

Contracting Officer review will be completed within [_____] calendar days after date of submission. Submittals will be returned to the Contractor with the following notations:

- a. Submittals marked "approved" or "accepted" authorize the Contractor to proceed with the work covered.
- b. Submittals marked "approved as noted" or "approved except as noted, resubmittal not required," authorize the Contractor to proceed with the work covered provided he takes no exception to the corrections.
- c. Submittals marked "not approved", "disapproved," or "revise and resubmit" indicate noncompliance with the Contract requirements or design concept, or that submittal is incomplete. Resubmit with appropriate changes. No work shall proceed for this item until resubmittal is approved.
- d. Submittals marked "not reviewed" will indicate submittal has been previously reviewed and approved, is not required, does not have evidence of being reviewed and approved by Contractor, or is not complete. A submittal marked "not reviewed" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by Contractor or for being incomplete, with appropriate action, coordination, or change.

1.12 DISAPPROVED OR REJECTED SUBMITTALS

Make the corrections required by the Contracting Officer. If the Contractor considers a correction or notation on the returned submittals to constitute a change to the Contract, notify the Contracting Officer as required under Contract Clause "Changes". Contractor is responsible for the dimensions, design of connection details, and construction of work. Failure to point out deviations may result in the Government requiring rejection and removal of such work at the Contractor's expense.

If changes are necessary to submittals, make such revisions and submit the revised submittals in accordance with the procedures above. No item of work requiring a submittal change shall be accomplished until the changed submittals are approved.

1.13 APPROVED/ACCEPTED SUBMITTALS

The Contracting Officer's approval or acceptance of submittals is not to be

construed as a complete check, and indicates only that the general method of construction, materials, detailing and other information are satisfactory. design, general method of construction, materials, detailing and other information appear to meet the Solicitation and Accepted Proposal.

Approval or acceptance will not relieve the Contractor of the responsibility for errors which may exist, as the Contractor is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of the work design, dimensions, design extensions, such as the design of adequate connections and details, etc., and the satisfactory construction of the work.

After submittals have been approved or accepted by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.14 APPROVED SAMPLES

Approval of a sample is only for the characteristics or use named in such approval and shall not be construed to change or modify Contract requirements. Before submitting samples, ensure that the materials or equipment will be available in quantities required in the project. No change or substitution will be permitted after a sample has been approved.

Match the approved samples for materials and equipment incorporated in the work. If requested, approved samples, including those which may be damaged in testing, will be returned to the Contractor, at the Contractor's expense, upon completion of the Contract. Samples not approved will also be returned to the Contractor at its expense, if so requested.

Failure of materials to pass the specified tests will be sufficient cause for refusal to consider, under this Contract, further samples of the same brand or make of that material. Government reserves the right to disapprove materials and equipment which previously have proved unsatisfactory in service.

Samples of various materials or equipment delivered on the site or in place may be taken by the Contracting Officer for testing. Samples failing to meet Contract requirements will automatically void previous approvals. Replace such materials or equipment to meet Contract requirements.

Approval of the Contractor's samples by the Contracting Officer does not relieve the Contractor of its responsibilities under the Contract.

1.15 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained. No payment for materials incorporated in the work will be made if the required DOR and Government approvals have not been obtained. No payment will be made for materials incorporated into the work for conformance review submittals or information only submittals found to contain errors or deviations from the Solicitation or Accepted Proposal.

1.16 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets Contract requirements shall be similar to the following:

CONTRACTOR (Firm Name)
_____ Approved
_____ Approved with corrections as noted on submittal data and/or attached sheets(s)
SIGNATURE: _____
TITLE: _____
DATE: _____

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --