



STATE OF NEW YORK
OFFICE OF GENERAL SERVICES
DESIGN AND CONSTRUCTION GROUP
THE GOVERNOR NELSON A. ROCKEFELLER
EMPIRE STATE PLAZA
ALBANY, NY 12242



ADDENDUM NO. 1 TO PROJECT NO. 44678

**CONSTRUCTION WORK, HVAC WORK, PLUMBING WORK, AND ELECTRICAL WORK
REPLACE PLUMBING FIXTURES AND PIPING
A AND B HOUSING
BUILDING NO. 44
WILLARD DRUG TREATMENT CENTER
7116 COUNTY ROUTE 132
WILLARD, NY**

July30, 2014

NOTE: This Addendum forms a part of the Contract Documents. Insert it in the Project Manual. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

COMMON DIVISION 1 SECTIONS

1. SECTION 011000 SUMMARY OF THE WORK: Discard the Section bound in the Project Manual and substitute the attached Section (pages 011000-1 thru 011000-5) noted "REVISED 7/30/14".
2. SECTION 013300 SUBMITTALS: Discard the Section bound in the Project Manual and substitute the attached Section (pages 013300-1 thru 013300-14) noted "REVISED 7/30/14".
3. Page 017329-1, Paragraph 1.02 B.: Delete this Paragraph in its entirety.

HVAC WORK SPECIFICATIONS

4. SECTION 099103 PAINTING: Change "44678-P" Project Number to read "44678-H".

ELECTRICAL WORK SPECIFICATIONS

5. DOCUMENT 000101 TITLE PAGE (COVER): Discard the Title Page (Cover) bound in the Project Manual and substitute the attached Document (page 000101) noted "REVISED 7/30/14".

END OF ADDENDUM

Margaret F. Larkin
Acting Executive Director

PROJECT MANUAL

**PRE-BID SITE VISIT SCHEDULED
ON JULY 24, 2014**
SEE ADVERTISEMENT FOR BIDS INSIDE

PROJECT NO. 44678-E

**ELECTRICAL WORK
REPLACE PLUMBING FIXTURES AND PIPING
A AND B HOUSING
BUILDING NO. 44
WILLARD DRUG TREATMENT CENTER
7116 COUNTY ROUTE 132
WILLARD, NY**

MARCH 5, 2014



NYS OFFICE OF GENERAL SERVICES

Serving New York

ANDREW M. CUOMO
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SECTION 011000

SUMMARY OF THE WORK

PART 1 GENERAL

1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. The title and location of the Work is printed on the cover of this Project Manual.
- B. Type of Contract: Fixed price.

1.02 RELATED CONTRACTS

- A. The Project consists of the following separate contracts:

Construction Work	Project No. 44678-C
HVAC Work	Project No. 44678-H
Plumbing Work	Project No. 44678-P
Electrical Work	Project No. 44678-E
- B. The suffix letter at the end of the project number distinguishes the separate Contracts. The Sections in Division 01 of the Specifications which have more than one suffix letter (such as this Section) are common to each related Contract.

1.03 SUBSTANTIAL AND PHYSICAL COMPLETION DATES

- A. Substantially complete the Work within 300 days after the Agreement is approved by the Comptroller.
 - 1. The time allocated for the performance of work under this contract includes 10 days for notification of the Contractor of the Comptroller's approval of the Agreement.
 - 2. The approval of the Agreement by the Comptroller constitutes the filing of the Contract Documents as a public record and notice to the Contractor that a fully executed contract exists between the Contractor and the State.
- B. Physically complete the Work within 90 days after the established Substantial Completion date.

1.04 PHASING

- A. Coordinate bathroom work for limited interruptions as directed by the Director's Representative, finish all work of each phase before moving to the next phase)
- B. Remove asbestos.

- C. Perform work associated with bathrooms A-1 & B-1. (Valve off cold water, hot water and hot water recirculation servicing bathrooms A-1 & B-1. Provide cold water, hot water and hot water recirculation piping parallel (and below) to existing piping in the basement.) Reactivate bathrooms A-1 & B-1.
- D. Perform work associated with bathrooms A-2 & B-2. (Valve off cold water, hot water and hot water recirculation servicing bathrooms A-2 & B-2.) Reactivate bathrooms A-2 & B-2.
- E. Perform work associated with bathrooms A-4 & B-4. (Valve off cold water, hot water and hot water recirculation servicing bathrooms A-4 & B-4.) Reactivate bathrooms A-4 & B-4.
- F. Perform work associated with bathrooms A-3 & B-3. (Temporarily cap sanitary and waste piping servicing bathrooms A-3 & B-3. Valve off cold water, hot water and hot water recirculation servicing bathrooms A-3 & B-3. Provide ventilation in bathroom A-3). Reactivate bathrooms A-3 & B-3.
- G. Connect piping at locations: Fire Risers, S, T, U, V, W, X, Y and Z (Shown on drawing P-101) one at a time during the times scheduled with the Director Representative.
- H. Remove all basement piping as detailed on drawing P-102.

1.05 CONTRACT AWARD SUBMITTALS

- A. Submittal No. 1 (Lead Contractor Only): Establish the subscription with the electronic submittals website provider as described in ELECTRONIC SUBMITTALS Article in Specifications Section 013300, and submit not later than 5 days after approval of the Contract by the Comptroller.
- B. Submittal No. 2: Submit the CONTRACTOR'S LIST OF SUBCONTRACTORS-SUPPLIERS information required in SCHEDULES AND RECORDS Article in Specification Section 013000 not later than 15 days after approval of the Contract by the Comptroller.
- C. Submittal No.3: Submit the CONTRACTOR'S PROGRESS SCHEDULE information required in SCHEDULES AND RECORDS Article in Specification Section 013000 not later than 15 days after approval of the Contract by the Comptroller.

1.06 RESTRICTED WORK PERIOD

- A. HVAC Work Contract: Do not perform Work requiring shut off of active heating piping and equipment between October 15th and May 1st unless approved otherwise, in writing, by the Director.
- B. Asbestos-containing materials will be abated by the Plumbing Work Contractor. Do not perform other Work in the area of such activity during the abatement of asbestos-containing materials.

1.07 ITEMS NOT INCLUDED

- A. The following items shown on the Drawings are not included in the Contract:
 - 1. Items indicated "NIC" (Not in Contract).
 - 2. Existing construction, except where such construction is to be removed, replaced, or altered.

1.08 CONFINED SPACE

- A. Comply with confined space and permit-required confined space as defined in Title 29, Part 1910, Section 146 of the Code of Federal Regulations (29CFR 1910.146).
- B. Comply with Safety Requirements for Confined Spaces (ANSI/ASSE Z117.1-2009).
- C. All spaces shall be treated as permit-required confined spaces until the Contractor and/or subcontractors are able to re-classify the space to a non-permit confined space as per 29CFR 1910.146 and ANSI/ASSE Z117.1-2009.
- D. Indicated confined spaces are not intended to limit or define Contractor's or subcontractors' regulatory compliance requirements. In addition to confined spaces indicated on the drawings, other confined spaces may be present or created by the work of this contract. Notify the Director's Representative, in writing, of confined spaces created or eliminated during execution of the Work.
- E. For the purpose of inspecting ongoing work, furnish at no additional cost to the State, personnel, as directed, to allow the Director's Representative to enter confined space and permit-required confined space in compliance with Title 29, Part 1910, Section 146 of the Code of Federal Regulations (29CFR 1910.146).

1.09 OCCUPANCY

- A. This is an occupied Facility. The building, except for the work areas, will be occupied during execution of the Work. Ingress to and egress from the building shall be maintained at all times.

1.10 CONTRACTOR USE OF PREMISES

- A. Comply with Facility policies relating to smoking at the Site.
- B. Routes of ingress and egress within the building to the location of the Work shall be as directed by the Director's Representative.
- C. Store materials and perform the Work so that pedestrian and vehicular traffic is not obstructed.
- D. Do not diminish the level of life safety during performance of the Work.
- E. Furniture and portable equipment which interferes with execution of the Work will be removed and reset by Facility personnel.

- F. Utility Outages and Shutdowns: Do not interrupt utility services or branch services within the building except for the time required to make new connections. Arrange with the Director's Representative for the time and duration of interruptions of services. Provide temporary services required to maintain building services at all times other than during scheduled interruptions.
 - 1. Plumbing Work Contract: During the asbestos abatement portion of the Project, comply with the requirements specified in Section 028213.
- G. Be responsible and accountable for employees, suppliers, subcontractors and their employees, with regard to their use of the premises. Direct them to comply with the Facility Regulations and with the security and traffic regulations.
- H. Furnish Facility authorities with a telephone number or method to contact the supervisor for the Work in case of an emergency after work hours, including weekends and holidays.
- I. Comply with applicable federal and State of New York Right-to-Know Law provisions and supply copies of the appropriate Material Safety Data Sheets (MSDS) to the Director's Representative, and to the Facility's Right-to-Know Information Officer.
- J. Direct employees to be watchful for people in or near the work area where safety hazards may be present. Notify the Facility Safety/Security Department, if necessary, to remove them from the work area or Site.
- K. Report fire and other emergency situations to the Facility Safety/Security Department immediately.

1.11 OPENINGS AND CHASES IN NEW CONSTRUCTION

- A. Construction Work Contract:
 - 1. Unless specifically indicated otherwise, provide openings, chases, and similar items in new construction provided under this Contract, as required for items to be provided under related contracts.
 - 2. After the installation and completion of the items for which openings and chases have been provided, build in, over, around and finish the openings and chases to complete the Work.
 - 3. Provide all cutting, patching, and refinishing resulting from failure to provide the required openings and chases, if the necessary information was furnished by the related contractor before 24 hours of start of the applicable part of the Work.
 - 4. If related contractors fail to furnish drawings or written information covering the openings and chases they require in new construction at least 24 hours before installation of the Work affected by those items, the related contractors will be required to do all cutting, patching, and refinishing of the construction so affected, at their own expense.
- B. HVAC Work, Plumbing Work, and Electrical Work Contracts:

1. Unless specifically indicated otherwise, furnish drawings or written information to the Construction Work Contractor covering the openings and chases required in new construction for the Work. If such information is not furnished at least 24 hours before start of the applicable part of the Construction Work Contractor's work, all necessary cutting, patching and refinishing will be included in the Contract at no additional cost to the State.

1.12 REFERENCE SPECIFICATIONS AND STANDARDS

- A. Comply with the requirements of the various specifications and standards referred to in these Specifications, except where they conflict with the requirements of these Specifications. Such reference specifications and standards shall be the date of latest revision in effect at the time of receiving bids, unless the date is given.

1.13 LAYING OUT

- A. Examine the Contract Documents thoroughly and promptly report any errors or discrepancies to the Director's Representative before commencing the Work.
- B. Lay out the Work in accordance with the Contract Documents.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION

SECTION 013300

SUBMITTALS

PART 1 GENERAL

1.01 RELATED REQUIREMENTS SPECIFIED ELSEWHERE

- A. Other requirements pertaining to submittals are included in the General Conditions and in the various sections of the Specifications.
- B. Administrative Requirements: Section 013000.
- C. Contract Closeout Submittals: Section 017716.

1.02 DEFINITIONS

- A. Deviation: Changes in products, materials, equipment and methods of construction from those required by the Contract Documents and proposed by the Contractor.

1.03 DEVIATIONS FROM REQUIREMENTS OF THE CONTRACT DOCUMENTS

- A. Deviations from the requirements of the Contract Documents will not be allowed unless a request for deviation is made in writing prior to or at the time of submission and the specific deviation is approved by the Director's Representative subject to the requirements of Article 4 of the General Conditions. The request for deviation shall be made utilizing the CONTRACT DOCUMENT DEVIATION REQUEST FORM (Form BDC 49) bound in the Appendix or from the OGS Web Site.
 - 1. The submission of a deviation shall be done in a timely manner according to the schedule of submittals to allow the Director sufficient time for review.

1.04 "OR EQUAL" TO BRAND NAME PRODUCTS

- A. Whenever a product is specified by brand name, a comparable brand, equal to that named, may be submitted for approval subject to the requirements of Article 5 of the General Conditions.
 - 1. The contractor shall bear the burden of proving that the proposed product is equal to the specified product. The submission of an "or equal" shall be done in a timely manner to allow the Director sufficient time to review the proposed product.
 - 2. Whenever a color or pattern is indicated by a specific manufacturer's name or number, the intent is to communicate the required color or pattern of the material. Other manufacturers' comparable colors or patterns may be submitted for approval as equal.

1.05 WAIVER OF CERTAIN SUBMITTAL REQUIREMENTS

- A. Unless otherwise specified, the requirement to submit product data and samples for approval will be waived for products specified by brand name if the specifically named products are furnished for the Work. In such cases, submit required Product Data to the Director's Representative via the Submittals Website for information only.

1.06 ADMINISTRATIVE AND COST REQUIREMENTS

- A. The Plumbing Work Contractor shall include the full cost of an internet web-based submittals service (Submittals Website) to transmit and track project related documents including the documents of all related contracts. Include the costs and/or fees of the Submittals Website subscription in the Contract Amount. Contact service provider to verify cost prior to bid.
The Contractor shall:
 - 1. Not later than 5 days after Award, execute the form of agreement with the Submittals Website System Vendor and shall have notified the Director's Representative and the related work contractors of agreement.
 - 2. Not later than 15 days after Award provide the Submittal Website with all required information from Project Manual in regard to set up of the Submittal Website and ensure it is fully ready for use.
 - 3. Not later than 15 days after Award provide proof of payment from the vendor including OGS project number and other relevant data.
 - 4. Provide the Submittals Website project subscription in the name of, and administered by the Director's Representative.
 - 5. Provide the Director's Representative and primary design consultant full control over required items list and access to edit, add or remove items during project.
 - 6. Submit at completion of the project a minimum four sets of archival discs that include all documents and tracking logs in a navigable format shall be sent by system vendor to Director's Representative. Acceptable archive formats include the following: CD, DVD, USB flash drive or downloadable link.
- B. The related contracts shall:
 - 1. Utilize the Submittals Website at no additional charge.
 - 2. Not later than 15 days after award provide the Submittals Website with all required information from Project Manuals in regard to set up of the Submittals Website.
 - 3. Resubmitting of submittals not approved to be completed within 7 calendar days.
- C. Identify all submittals by project title and number. Include Contractor's name, date, and revision date. On shop drawings, product data and samples, also include the name of the supplier and subcontractor (if any), and applicable specification section number. Stamp each submittal and initial or sign the stamp to certify review and approval of submittal.

- D. Assemble submittals in accordance with the requirements in the individual sections of the Specifications and as required by this section. It is the Contractor's responsibility to review and verify that all information required for each submittal is included in the submittal package. Errors or omissions found by the Contractor are to be corrected prior to the submission of the submittal package for approval. Incomplete submittal packages that have been submitted for review and approval will be returned.
 - 1. It is the Contractor's responsibility to verify that portions of the submittal package to be provided by a subcontractor (or supplier) are complete, as well as portions of the submittal package being provided directly by the Contractor.
 - 2. Do not combine the submittals of more than one specification section with submittals required by other specification sections unless specifically stated in the contract specifications.

- E. If a submittal is based on, or the result of, a change order or field order to the Contract documents, include copies of the applicable change order or field order with the submittal.

1.07 SUBMITTALS

- A. Product Data: Proof of payment not later than 15 days after Award.

- B. Schedule of Submittals acknowledgement: provide written acknowledgement that the Schedule of Submittals has been received and reviewed.

1.08 RE-EVALUATION FEE

- A. In accordance with Article 4.7 of the General Conditions, a re-evaluation processing fee will be levied against the Contractor for each re-evaluation of any Submittal or Submittal Package submission that was returned for failure to comply with the submittal requirements relative to completeness, content or format.

1.09 ELECTRONIC SUBMITTALS

- A. A Submittals Website, an internet (web-based) service shall be used to provide an on-line database and repository which shall be used to transmit and track project related documents. The intent for using the Submittals Website is to expedite the construction process by reducing paperwork, improving information flow, and decreasing submittal review turnaround time.
 - 1. Project submittals (shop drawing, product data and quality assurance submittals) shall be transmitted by the Contractor in Portable Document Format (PDF) to the Submittals Website, where it will be tracked and stored for retrieval for review. After the submittal is reviewed it is uploaded back to the Submittals Website for action or use by the Contractor and Director's Representatives.
 - 2. The service also tracks and stores documents related to the project such as RFI's (Request for Information), IB's (Information Bulletins), CAD Coordination, Minutes, Testing, Closeout, and SWPPP documents.

- B. For each submittal, the Contractor shall review and apply electronic stamp certifying that the submittal complies with the requirements of the Contract Documents, including verification of manufacturer/product, dimensions and coordination of information with other parts of the work.
- C. It is the Contractor's responsibility to provide the submittals in a PDF format. The contractor may use any of the following options:
 - 1. Subcontractors and suppliers provide electronic submittals in PDF format to the Contractor via the Submittals Website.
 - 2. Subcontractors and suppliers provide paper submittals to the Contractor, who electronically scans and converts them to PDF format.
 - 3. Contract a Scanning Service, which will allow the Contractor and the Contractor's subcontractors and suppliers to provide paper submittals to the Scanning Service, which electronically scans and converts them to PDF format. It will be the Contractor's responsibility to transmit the scanned submittals to the Submittals Website.
- D. Image Quality:
 - 1. Image resolution: The PDF files shall be created at a minimum resolution of 200 dots per inch utilizing the original document size. The Contractor will be responsible to increase the resolution of the scanned file or images being submitted as required to adequately present the information.
 - 2. Image Color Rendition: When information represented requires color to convey the intent and compliance, provide full color PDF reproduction.
- E. Internet Service and Equipment Requirements:
 - 1. The Contractor will be required to have an Email address and Internet access at Contractor's main office.
 - 2. Unless the Contractor will exclusively be using a Scanning Service to create all PDF documents, the Contractor will be required to own a PDF reviewing, creating and editing software, such as Adobe Acrobat (www.adobe.com), Bluebeam PDF Revu (www.bluebeam.com), or other similar PDF reviewing, creating and editing software for applying electronic stamps and comments.
- F. Training and Support:
 - 1. Web-based training and support shall be available, free of charge from the Submittals Website, for all project participants regarding use of the Submittals Website and PDF submittals.
 - 2. Coordinate training schedule through the Director's Representative.
- G. Products:
 - 1. Basis of specification is Submittal Exchange, 800-714-0024, www.submittalexchange.com.
 - 2. If a Pre-Award Meeting is held, it may include discussion regarding conformance of the Contractor proposed Submittal Website based on the criteria established below.
 - 3. Submit documented conformance and provide an online demonstration to the Director's Representative within five days of Award of Contract if a product other than Submittal Exchange is proposed.

4. Acceptable Submittal Website shall document conformance with the following requirements:
 - a. Independently hosted, web-based system for automated tracking, storage and distribution of contract submittals and other contract related documents. FTP sites, e-mail exchanges, and server-based systems hosted from inside a contractor's office will not be considered.
 - b. Utilize 256-bit SSL encryption and hosted at SAS70 Type II compliant data centers.
 - c. Minimum four years experience of use on comparable commercial construction projects. "Comparable commercial construction projects" shall include documented use on a minimum of twenty governmental or public-entity projects of ten million dollar construction value or greater.
 - d. Website requirements:
 - 1) Minimum of four years documented 99.5% website uptime.
 - 2) Minimum of four gigabytes of on-line storage available for each contract, for storage of all documents related to that contract.
 - 3) Minimum of two gigabytes of on-line storage for common documents relating to all contracts for the project.
 - 4) Redundant storage of all project information (all contracts) at a minimum of two geographically separate storage sites (not in the same building).
 - e. Unlimited secure individual user accounts and system access for all project subcontractors, prime contractors, OGS staff, design consultants, and subconsultants.
 - f. Separate locations for OGS staff, design consultant, and subconsultant review comments with contractors restricted from viewing comments until final review or release by OGS staff or primary design consultants.
 - g. Full version histories and dates of exchanges automatically tracked and available for viewing, searching, and reporting in a linear log format compatible with the Design and Construction Schedule of Submittals.
 - 1) Each Contract's Submittal Log shall be tracked and maintained independent of the Submittal Logs of the related Contracts.
 - 2) Each Contract's Submittal Log shall identify and highlight long lead items and critical submittals.
 - h. Automatic, email reminders of past due items to related reviewers by specification and discipline.
 - i. Customized, automated PDF form generation matching OGS standard templates for Transmittal, IB, RFI, and Design & Construction Submittal Comment forms. Documentation and demonstration of automatic form generation using OGS templates must be submitted for approval.
 - j. Automated workflow processes
 - 1) Two stage review workflows for Submittal, and RFI,

- 2) Posting Only for IB, CAD Coordination, Minutes, Testing, Closeout, and SWPPP documents.
 - 3) Documentation of automated workflow processes matching requirements must be submitted for approval.
 - k. Functionality to group submittals as required packages and apply forms and review comments to entire package simultaneously.
 - l. System vendor shall provide minimum one-hour live web meeting training sessions to prime contractors, design consultants, subconsultants, and OGS staff prior to project start.
 - m. System vendor shall make available minimum thirty-minute live web meeting training sessions for subcontractors at least once weekly for the entire duration of the project.
 - n. System vendor shall provide access for OGS staff, design consultants, subconsultants, prime contractors, and subcontractors to live technical support by phone and email minimum of 8 AM to 5 PM EST on standard business days for the entire duration of the project at no additional cost.
 - o. During the project, the system shall allow the Director's Representative to have the ability to download project data periodically at key milestones.
- H. Paper prints (hardcopies) of reviewed submittals:
- 1. Record Copy: Each Contractor shall provide one paper copy of the submittal they are responsible for to the Director's Representative within 14 days of receipt of a released submittal (i.e. marked "Approved", "Approved As Noted", or other implied acceptance of a submittal), or meeting the requirements of Article 1.05 of this specification section.
 - a. Exception: Paper copies are not required for a submittal that is disapproved or requiring resubmission.
 - b. Paper copies shall be printed in a size format equal to the original document.
 - c. Scaled Shop Drawings shall be printed to the scale noted on the drawings.
 - d. The resolution of the printed copy shall be equal to that of the PDF file that it is being printed from.
 - e. The Record Copy shall be used by the Director's Representative during the construction of the project and shall be retained as a turn-over item to the facility at the end of the project as required section 017716 Contract Closeout.
 - 2. The Contractor shall not commence work for related activities until the appropriate submittals are approved and the corresponding record copies are delivered to the Director's Representative.
 - 3. Contractor Copies: The Contractor will be responsible for making copies, for the Contractors own use and for use by its subcontractors and suppliers.

1.10 SHOP DRAWINGS

- A. Provide shop drawings in the format required by the specifications. Show the information, dimensions, connections and other details necessary to insure that the shop drawings accurately interpret the Contract Documents. Show adjoining construction in such detail as required indicating proper connections. Where adjoining connected construction requires shop drawings or product data, submit such information for approval at the same time so that connections can be accurately checked.
- B. Have shop drawings prepared by a qualified detailer. Shop drawings shall be neatly drawn and clearly legible. Machine duplicated copies of Contract Drawings will not be accepted as shop drawings.
 - 1. Where shop drawings are indicated to be drawn to scale:
 - a. Use scale normally found on an "Architect" or "Engineer" scale.
 - b. Written Scale: Clearly label scales being used on each drawing and/or on each detail on the drawing.
 - 1) Examples: 1/8" = 1'-0" 1" = 40'-0".
 - c. Graphic Scale: Adjacent to each Written Scale, provide a graphic scale delineating the scale being used. Graphic scale shall be divided into measuring units relating to the accuracy required for the drawing or details.
 - d. Clearly dimension key elements of the drawing or detail.
 - 2. When the drawing sheet is printed full size, the minimum text size shall be 1/8" (3.2 mm) for hand drafting and 3/32" (2.5 mm) for CADD drawings.
- C. Submit the shop drawings through the Submittals Website. The shop drawings will be reviewed and the review results will be posted on the Submittals Website. Contractor will receive email notice of completed review. If the review results in disposition of "DISAPPROVED" or "RETURNED FOR CORRECTION", promptly correct the deficiencies and resubmit the shop drawings meeting Contract requirements.

1.11 PRODUCT DATA

- A. Provide product data in the format required by the specifications. Modify product data by deleting information that is not applicable to the project or by marking the product data to identify pertinent products. Supplement standard information, if necessary, to provide additional information applicable to project.
- B. Submit the product data through the Submittals Website. The product data will be reviewed and the review results will be posted on the Submittals Website. Contractor will receive email notice of completed review. If the review results in disposition of "DISAPPROVED" or "RETURNED FOR CORRECTION", promptly correct the deficiencies and resubmit the product data meeting Contract requirements.

1.12 QUALITY ASSURANCE

- A. Provide quality assurance information in the format required by the specifications, including supporting documentation as required.
- B. Submit the quality assurance information through the Submittals Website. The quality assurance information will be reviewed and the review results will be posted on the Submittals Website. Contractor will receive email notice of completed review. If the review results in disposition of “DISAPPROVED” or “RETURNED FOR CORRECTION”, promptly correct the deficiencies and resubmit the quality assurance information meeting Contract requirements.

1.13 SAMPLES

- A. Submit 2 (unless a different number is specified) of each sample required by the Specifications.
- B. Samples will become the property of the State when submitted and will not be incorporated in the Work unless specifically stated otherwise.
- C. The electronic submittal process is not intended for color samples, color charts, or physical material samples.
- D. Record transmittal of each sample required by the Specifications through the Submittals Website.
- E. Consult with the Director’s Representative for direction on where Samples will be sent for review.
- F. The sample will be reviewed and the review results will be posted on the Submittals Website. Contractor will receive email notice of completed review.

1.14 REVIEW OF SUBMITTALS

- A. Items submitted for review will be reviewed for compliance with the contract documents, based upon the information submitted. The items will be acted upon with the following dispositions:
 - 1. Approved (or No Exception Noted): Where the submittal is marked “Approved”, the work covered by the submittal may proceed provided it complies with the contract documents. Final acceptance will depend on that compliance.
 - 2. Approved as Noted (or Make Corrections Noted): Where the submittal is marked “Approved as Noted”, the work covered by the submittal may proceed provided it complies with the review comments noted on the submittal and the contract documents. Final acceptance will depend on that compliance.
 - 3. Disapproved (or Rejected): Where the submittal is marked “Disapproved”, do not proceed with the work covered by the submittal, including purchasing, fabrication, delivery or other activity for the item submitted. Prepare a new submittal according to the review comments noted on the submittal and meeting the contract documents.

4. Returned for Correction (or Revise and Resubmit): Where the submittal is marked “Returned for Correction”, do not proceed with the work covered by the submittal, including purchasing, fabrication, delivery or other activity for the item submitted. Revise or prepare a new submittal according to the review comments noted on the submittal and meeting the contract documents.
5. Acknowledged: Where the submittal is marked “Acknowledged”, receipt of the submittal is acknowledged and has been recorded.
6. No Action: Where the submittal is marked “No Action” or “No Action Taken”, no review was made of this item, see comments noted on submittal and take appropriate action.
7. Multi-Action: Where the submittal is marked “Multi-Action”, separate dispositions were made for the items submitted, see the review comments for the disposition of each item submitted.

1.15 SCHEDULES AND RECORDS

- A. Submit the following Schedules and Records information not later than 15 days after approval of the Contract unless the Contractor or the Director determines an earlier submission is required to properly schedule or progress the Work.
 1. SCHEDULE OF SUBMITTALS (S.O.S.):
 - a. Follow the Instructions to the Contractor in the S.O.S (cover page of the Microsoft Excel form supplied by the State).
 - b. Confirm submittal items listed and indicate in the spaces following each item, the date the item will be submitted (Projected Transmittal Date).
 - c. Confirm critical submittals and long lead items identified by the Architect / Engineer. Identify and mark with “X” additional submittals deemed as critical or having long lead times. In addition to the date each item will be submitted, include the date approval is required (allow at least 3 weeks), and the date delivery of the material or equipment is necessary for timely completion of the Work in accordance with the Project Schedule.
 - d. Notify the Director’s Representative of modifications and/or additional submittals necessary for the project prior to coordinating any revisions with the Submittals Website service provider.
 2. SUBMITTALS WEBSITE LOG:
 - a. The Submittals Website Log will be populated by the Submittals Website service provider using the S.O.S.
 - b. Review the log and verify that all long lead items and critical submittals are properly indicated according to the latest version of the S.O.S. For each item to be submitted indicate the following:
 - i. In the “Date Expected” column insert the date the item will be submitted for review and approval (this is the same date as the S.O.S “Projected Transmittal Date”).
 - ii. In the “Date Requested on Site” column insert the date the item will be delivered to the project site (this is the same date as the S.O.S “Projected Delivery Date”).

- c. The submission date that is entered shall provide sufficient time for the item to be reviewed, ordered, delivered and installed for timely completion of the Work in accordance with the Project Schedule. The date entered for submittal of each item is the last day a deviation will be considered.

1.16 TRANSMITTALS

- A. Submittal Transmittal (Form BDC 42):
 - 1. Furnish separate Form BDC 42 for each submitted item sent to Submittals Website for review.
 - a. Contractor may utilize their own Transmittal Form (or Transmittal Letter) in lieu of utilizing the Form BDC 42, contingent on the Contractor's Transmittal Form includes all information and certifications required by Form BDC 42.
 - 2. Clearly identify applicable specification section number of submitted item (product data, shop drawing, etc.) on the Form BDC 42.
- B. All Contracts:
 - 1. Transmit items designated in the Schedule of Submittals (and project specifications) to the Submittals Website.

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION (Not Used)

END OF SECTION

JRC:jc

