

PART 1 - GENERAL

1.1 SECTION
INCLUDES

- .1 Product data.
- .2 Samples.
- .3 Certificates.

1.2 SUBMITTAL
GENERAL REQUIREMENTS

- .1 Submit to Departmental Representative for review submittals listed, including samples, certificates and other data, as specified in other sections of the Specifications.
- .2 Submit with reasonable promptness and in orderly sequence so as to allow for Departmental Representative's review and not cause delay in Work. Failure to submit in ample time will not be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed.
- .3 Do not proceed with work until relevant submissions are reviewed by Departmental Representative.
- .4 Present product data, samples and mock-ups in SI Metric units.
- .5 Where items or information is not produced in SI Metric units, provide soft converted values.
- .6 Review submittals prior to submission to Departmental Representative. Ensure during review that necessary requirements have been determined and verified, required field measurements or data have been taken, and that each submittal has been checked and co-ordinated with requirements of Work and

Contract Documents.

- .1 Submittals not stamped, signed, dated and identified as to specific project will be returned unexamined by Departmental Representative and considered rejected.
- .7 Notify Departmental Representative, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .8 Verify field measurements and affected adjacent work and coordinate.
- .9 Contractor's responsibility for errors and omissions in submission is not relieved by Departmental Representative's review of submittals.
- .10 Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Departmental Representative's review.
- .11 Submittal format: paper originals, or alternatively clear and fully legible photocopies of originals. Facsimiles are not acceptable, except in special circumstances pre-approved by Departmental Representative. Poorly printed non-legible photocopies or facsimiles will not be accepted and be returned for resubmission.
- .12 Make changes or revision to submissions which Departmental Representative may require, consistent with Contract Documents and resubmit as directed by Departmental Representative. When resubmitting, notify Departmental Representative in writing of any revisions other than those requested.
- .13 Keep one reviewed copy of each submittal document on site for duration of Work.

- 1.3 PRODUCT DATA
- .1 Product data includes drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
 - .2 Submit sufficient copies of product data which are required by the General Contractor and sub-contractors plus 2 copies which will be retained by Departmental Representative. Ensure sufficient numbers are submitted to enable one complete set to be included in each of the maintenance manuals specified, if applicable.
 - .3 Allow 10 calendar days for Departmental Representative's review of each submission.
 - .4 Adjustments or corrections made on product data by Departmental Representative are not intended to change Contract Price. If adjustments affect value of Work, advise Departmental Representative in writing prior to proceeding with Work.
 - .5 If upon review by Departmental Representative, no errors or omissions are discovered or if only minor corrections and comments are made, fabrication and installation may proceed upon receipt of shop drawings. If product data are rejected and noted to be Resubmitted, do not proceed with that portion of work until resubmission and review of corrected product data, through same submission procedures indicated above.
 - .6 Accompany each submission with transmittal letter, containing:
 - .1 Date.
 - .2 Project title and project number.
 - .3 Contractor's name and address.
 - .4 Identification and quantity of each product data and sample.
 - .5 Other pertinent data.

- .7 Submissions shall include:
 - .1 Date and revision dates.
 - .2 Project title and project number.
 - .3 Name and address of:
 - .1 Subcontractor.
 - .2 Supplier.
 - .3 Manufacturer.
 - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
 - .5 Cross references to particular details of contract drawings and specifications section number for which product data submission addresses.
 - .6 Details of appropriate portions of Work.
- .8 After Departmental Representative's review, distribute copies.
- .9 The review of product data by the Departmental Representative or their delegated representative is for sole purpose of ascertaining conformance with general concept. This review shall not mean that Public Works and Government Services Canada approves the detail design inherent in the product data, responsibility for which shall remain with Contractor submitting same, and such review shall not relieve Contractor of responsibility for errors or omissions in product data or of responsibility for meeting all requirements of the construction and Contract Documents. Without restricting generality of foregoing, Contractor is responsible for dimensions to be confirmed and correlated at job site, for information that pertains solely to fabrication processes or to techniques of construction and installation and for co-ordination of Work of all sub-trades.

1.4 SCHEDULES,
PERMITS AND
CERTIFICATES

- .1 Upon acceptance of bid, submit to Departmental Representative copy of Work Schedule and various other schedules, permits, certification documents and project management plans as specified in other sections of the Specifications.
- .2 Submit copy of permits, notices, compliance Certificates received by Regulatory Agencies having jurisdiction and as applicable to the Work.
- .3 Submission of above documents to be in accordance with Submittal General Requirements procedures specified in this section.