

APRIL 2015

PART 1 - GENERAL

1.1 SECTION  
INCLUDES

- .1 Samples.

1.2 SUBMITTAL  
GENERAL REQUIREMENTS

- .1 Submit samples to Departmental Representative or Inspection and Testing Facility for review and testing, 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 samples 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.

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1.2 SUBMITTAL  
GENERAL REQUIREMENTS  
(Cont'd)

- .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 SAMPLES

- .1 Allow 10 calender days for inspection and/or testing of each submission.

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

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| 1.4 SCHEDULES,<br>PERMITS AND<br>CERTIFICATES<br>(Cont'd) | .2 (Cont'd)<br>having jurisdiction and as applicable to the<br>Work.   |
|   | .3 Submission of above documents to be in<br>accordance with Submittal General Requirements<br>procedures specified in this section. |