

DIVISION 1 - GENERAL REQUIREMENTS
SECTION 01 33 00 - SUBMITTALS

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Submittal procedures.
- B. Construction progress schedules.
- C. Proposed products list.
- D. Shop drawings.
- E. Product data.
- F. Samples.
- G. Manufacturers' instructions.
- H. Manufacturers' certificates.
- I. Steel Products Certification form.
- J. Shop Drawing Work.

1.02 SUBMITTAL PROCEDURES

- A. Submittals are to be transmitted to the Authority in electronic (PDF) format using a FTP site or other file sharing site established and maintained by the Authority. Submit a discrete electronically created PDF document for each product (converted scans are unacceptable). PDF documents must be searchable and bookmarked in accordance the documents table of contents. Where documents are marked with a scale, the PDF size must correspond.
- B. Sequentially number the transmittals. Resubmittals to have original number with an alphabetic suffix.
- C. Identify Project, Contract Number, subcontractor or supplier, and specification Section number, as appropriate.
- D. Apply certification stamp, signed or initialed by Contractor, certifying that review, verification of products required, field dimensions, and coordination of information, is in accordance with the requirements of the Contract Documents. Submittals not containing a certification stamp shall be returned without review.
- E. Identify variations from Contract Documents and Product or system limitations, which may be detrimental to successful performance of the completed Goods.
- F. Provide 4" by 4" space for the Authority's review stamps.
- G. Revise and resubmit submittals as required, clearly identify all changes made since

previous submittal.

- I. Distribute copies of reviewed submittals to concerned parties. Instruct parties to promptly report any inability to comply with provisions.

1.03 ACTION ON SUBMITTALS

- A. Authority's Action: Where action and return is required or requested, the Authority will review each submittal, mark with the action taken, and return within a reasonable time period. Where submittal must be held for coordination, Contractor will be so advised by the Authority.
- B. Submittals returned with "APPROVED" action indicates that the information submitted was found to be in conformance with the design concept and in compliance with the requirements of the Contract Documents. Contractor may proceed with performance of the work covered by the submittal.
- C. Submittals returned with "APPROVED AS CORRECTED" action indicates that the information submitted was found to be in conformance with the design concept and in compliance with the requirements of the Contract Documents, provided the noted clarifications or corrections are completed. Submission of a corrected submittal indicating the changes noted by the Authority is not required. Contractor may proceed with performance of the work covered by the submittal.
- D. Submittals returned with "REVISE AND RESUBMIT" action indicate that: (1) information submitted is at least partially not in conformance with the design concept, (2) information submitted is at least partially not in compliance with the requirements of the Contract Documents, (3) submittal is incomplete and does not include all items required by the individual specification Sections, or (4) certifications or computations required by the individual specification Sections have not been included in the submittal. Submittal will be returned to Contractor noting the reasons for noncompliance. Contractor shall not proceed with the performance of the work covered by submittal until corrected information is submitted and approved.
- E. Submittals returned with "NOT APPROVED" action indicates that the Authority interprets the information submitted to be not in conformance with the design concept or not in compliance with the Contract Documents. Performance of the work shall not proceed until submittal is revised, resubmitted and approved.

1.04 PROPOSED PRODUCTS LIST

- A. Submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.

1.05 SHOP DRAWINGS

- A. Submit electronically.
- B. Each submission of shop drawings must be accompanied by a letter of transmittal listing the items in the submission. Each shop drawing must be marked with the name of the project, the name of the Contractor, and numbered consecutively.

1.06 PRODUCT DATA

- A. Submit electronically
- B. Identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to this Project.
- C. After review, distribute in accordance with Submittal Procedures.

1.07 SAMPLES

- A. Submit samples to illustrate functional and aesthetic characteristics of the Product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
- B. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for the Authority's selection.
- C. Include identification on each sample, with full Project information.
- D. Submit the number or samples specified in individual specification Sections; two of which will be retained by the Authority.
- E. Reviewed samples which may be used in the Work are indicated in individual specification Sections.

1.08 MANUFACTURER'S INSTRUCTIONS

- A. When specified in individual specification Sections, submit manufacturers' printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for Product Data.
- B. Identify conflicts between manufacturers' instructions and Contract Documents.

1.09 MANUFACTURER'S CERTIFICATES

- A. When specified in individual specification Sections, submit manufacturers' certificate to the Authority for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
- C. Certificates may be recent or previous test results on material or Product, but must be acceptable to the Authority.

1.10 PENNSYLVANIA STEEL PRODUCTS ACT CERTIFICATION

- A. Use form attached to this Section (as applicable).

1.11 SHOP DRAWING WORK

- A. All work, which is related to shop drawing approval shall not be initiated until approved Shop Drawings have been received from the Authority.
- B. All work initiated by Contractor prior to receipt of approved shop drawings shall be at the sole risk of Contractor. Any and all rework, modifications, reinstallations, etc. necessitated by changes in the Work due to changes required by subsequently approved shop drawings will be completed by Contractor at no cost to the Authority.

PART 2 - PRODUCTS

Not Used.

PART 3 – EXECUTION

Not Used.

This form must be executed by the Contractor and delivered to the Engineer before any item containing steel may be incorporated into any public works project in the Commonwealth of Pennsylvania. Execute and present this form for each type of steel product to be incorporated as provided above.

STEEL PRODUCTS PROCUREMENT CERTIFICATION: Contractors

A. TO BE COMPLETED BY ALL CONTRACTORS:

1. Name of Contractor's firm: _____ 2. Date Submitted: _____
3. Firm's address: _____ 4. Phone Number: () _____
5. Contract No. _____ 6. Contract title: _____
7. Steel Product: _____
8. Name and address of supplier: _____

B. TYPE OF STEEL PRODUCT (check and complete applicable category)

1. Identifiable steel product: 100% of the steel in a product is identifiably marked as manufactured in the United States.
a. Other documentation required: NONE
b. Manner in which steel product is identifiable: _____
2. Non-identifiable structural steel: Less than 100% of the steel contained in the product is identifiable as provided above. Structural steel is defined as steel products used as a basic structural element of a project (i.e. steel beams, columns, decking, stairways, reinforcing bars, structural lintels, pipes, etc.)
a. Other documentation required: Bills of lading, invoices and mill certificates that certify that the steel contained in the product was melted or manufactured in the United States.
3. Non-identifiable non-structural steel: all other steel products including door and window frames, machines, equipment, etc.
a. Other documentation required: i.e. certification from supplier/fabricator.

C. CERTIFICATION: I, the undersigned officer of the above named firm, do certify that, to the best of my knowledge, the steel product listed above complies with the provisions of the Steel Products Procurement Act (73 P.S. §1881 et seq, as amended). I understand that by signing this document I certify that the facts contained herein are true. I further understand that this document is subject to the provisions of the Unsworn Falsification to Authorities Act (18 P.S. §4904) and the Steel Products Procurement Act, which provide penalties including, but not limited to, debarment from bidding on any Commonwealth of Pennsylvania public works project for a period of five years.

Witness:

Secretary or Treasurer

(Corporate Seal)

President or Vice President (SEAL)

END OF SECTION