SECTION 01340

SUBMITTALS AND SUBSTITUTIONS

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work included: Make submittals required by the Contract Documents, and revise and resubmit as necessary to establish compliance with the specified requirements.

B. Related work:
   1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, and other sections of these Specifications.
   2. Individual requirements for submittals also may be described in pertinent Sections of these Specifications.

C. Work not included:
   1. Unrequired submittals will not be reviewed by the Office of the County Engineer.
   2. The Contractor may require his subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the work, but such data shall remain between the Contractor and his subcontractors, and will not be reviewed by the Office of the County Engineer.

1.2 QUALITY ASSURANCE

A. Coordination of submittals:
   1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
   2. Verify that each item and the submittal for it conform in all respects with the specified requirements.
   3. By affixing the Contractor's signature to each submittal certify that this coordination has been performed.

B. Substitutions:
   1. The Contract is based on the standards of quality established in the Contract Documents. Substitutions will be considered only when listed at time of bidding, on the form provided therefore in the bidding documents, and when substantiated by the Contractors submittal of required data within 30 calendar days after award of the Contract.

2. The following products do not require further approval, except for interface with the work:
   a. Products specified by reference to standard specifications, such as ASTM and similar standards.
   b. Products specified by manufacturer's name and catalog number.
3. Do not substitute materials, equipment, or methods unless such substitution has been specifically approved in writing for this Work by the County Engineer.

C. "Or equal":
   1. Where the phrase "or equal", or "or equal as approved by the Engineer", occurs in the Contract Documents, do not assume that the materials, equipment, or methods will be approved as equal unless the item has been specifically so approved for this Work by the County Engineer.
   2. The decision of the County Engineer shall be final.

1.3 SUBMITTALS

A. Make submittals of Shop Drawings, Samples, substitution requests, and other items in accordance with the provisions of this Section. Identify P.O. number issued by Aiken County on all Submittals.

PART 2 – PRODUCTS

2.1 SHOP DRAWINGS

A. Scale and measurements: Make Shop Drawings accurately to a scale sufficiently large to show all pertinent aspects of the item and its method of connection to the work.

B. Types of prints required:
   1. Submit four sets of Shop Drawings in the form of a plan sized to provide item A. above.
   2. When appropriate, and with advance approval of the County Engineer, a PDF or other electronic transmission may be an acceptable method of providing a submittal.

C. Review comments of the County Engineer will normally be shown on the submittal drawing, when it is returned to the Contractor. Comments may be a separate attachment returned as an attachment to the submittal. The Contractor may make and distribute such copies as are required for his purposes.

2.2 MANUFACTURERS' LITERATURE

A. Where contents of submitted literature from manufacturers includes data not pertinent to the submittal, clearly show which portion(s) of the contents is/are being submitted for review.

B. Submit the number of copies which are required to be returned, plus a minimum of one copy, which shall be retained by the County Engineer.

2.3 SAMPLES

A. Provide Sample or Samples identical to the precise article proposed to be provided. Identify as described under "Identification of submittals" in Part 3 below.

B. Number of Samples required:
   1. Unless otherwise specified, submit Samples in the quantity which is required to be returned, plus one which will be retained by the County Engineer.
   2. By prearrangement, with advance agreement by the County Engineer, in specific cases, a single Sample may be submitted for review, and, when approved, be installed in the Work at a location agreed upon by the County Engineer.

2.4 COLORS AND PATTERNS

A. Unless the precise color and pattern is specifically called out in the Contract Documents, and whenever a choice of color or pattern is available in the specified products, submit accurate and current color and pattern charts to the County Engineer for selection.

PART 3 – EXECUTION

3.1 IDENTIFICATION OF SUBMITTALS

A. Consecutively number all submittals, and indicate project P.O. number on all.
   1. When material is resubmitted for any reason, transmit under a new letter of transmittal, and with a new transmittal number.
   2. On resubmittals, cite the original submittal number for reference.

B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.

C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.

D. Maintain an accurate submittal log for the duration of the work, showing current status of all submittals at all times. Make the submittal log available to the County Engineer for his review upon request.

3.2 GROUPING OF SUBMITTALS

A. Unless otherwise specified, make submittals in groups containing all associated items to assure that information is available for checking each item when it is received.
   1. Partial submittals may be rejected as not complying with the provisions of the Contract.
   2. The Contractor may be held liable for delays so occasioned.

3.3 TIMING OF SUBMITTALS

A. Make submittals far enough in advance to scheduled dates for installation to provide time required for reviews, for securing necessary approvals, for possible revisions and re-submittals, and for placing orders and securing delivery.

B. In scheduling, allow at least ten working days for review by the County Engineer following his receipt of the submittal.

3.4 ENGINEER'S REVIEW

A. Review by the County Engineer does not relieve the Contractor from responsibility for errors which may exist in the submitted data.

B. Revisions:
   1. Make the revisions required by the County Engineer in a timely manner.
   2. If the Contractor considers any required revision to be a change, he shall so notify the County Engineer as provided for in Paragraph 13 of the General Conditions.
   3. Make only those revisions directed or approved by the County Engineer.

END OF SECTION

SECTION 01640

PRODUCT HANDLING

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work included: Protect products scheduled for use in the Work by means including, but not necessarily limited to, those described in this Section.

B. Related work:
   1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions and these Specifications.
   2. Additional procedures also may be prescribed in other Sections of these Specifications.

1.2 QUALITY ASSURANCE

A. Include within the Contractor's quality assurance program such procedures as are required to assure full protection of work and materials.

1.3 MANUFACTURERS' RECOMMENDATIONS

A. Except as otherwise approved by the Owner, determine and comply with manufacturers' recommendations on product handling, storage and protection.

1.4 PACKAGING

A. Deliver products to the job site in their manufacturer's original container, with labels intact and legible.
   1. Maintain packaged materials with seals and unbroken labels intact until time of use.
   2. Promptly remove damaged material and unsuitable items from the job site, and promptly replace with material meeting the specified requirements, at no additional cost to the Owner.

B. The Owner may reject as non-complying such material and products that do not bear identification satisfactory to the Owner as to manufacturer, grade, quality and other pertinent information.

1.5 PROTECTION

A. Protect finished surfaces, including jambs and soffits of openings used as passageways, through which equipment and materials are handled.

B. Provide protection for finished floor surfaces in traffic areas prior to allowing equipment or materials to be moved over such surfaces.

C. Maintain finished surfaces clean, unmarred, and suitably protected until accepted by the Owner.

D. Provide protection for existing sidewalks, exterior walls, roofs, landscaping and vehicles.

E. Provide protection at all times for the general public.

1.6 REPAIRS AND REPLACEMENTS

A. In event of damage, promptly make replacements and repairs to the approval of the Owner and at no additional cost to the Owner.

B. Additional time required to secure replacements and to make repairs will not be considered by the Owner to justify an extension in the Contract Time of Completion.

END OF SECTION

PRODUCT HANDLING
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