SUBMITTAL PROCEDURES

PART 1 GENERAL

1.0 SUMMARY (Not Applicable)

1.1 REFERENCES (Not Applicable)

1.2 SUBMITTAL CLASSIFICATION

1.2.1 Submittals are classified as follows:

1.2.1.1 Contracting Officer Approval: The Contracting Officer (CO) approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the CO. Within the terms of the Contract Clause NFC-236-21 entitled "Specifications and Drawings for Construction", they are considered to be "shop drawings."

1.2.1.2 Information Only: All submittals not requiring the Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

1.3 APPROVED SUBMITTALS:
The approval of submittals by the CO shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information are satisfactory.

Approval will not relieve the Contractor of the responsibility for any error, which may exist, as the Contractor is responsible for the dimensions and design of adequate connections, details and satisfactory construction of all work. After submittals have been approved by the CO, no resubmittal for the purpose of substituting materials or equipment will be given consideration unless accompanied by an explanation as to why a substitution is necessary.

1.4 DISAPPROVED SUBMITTALS:
The Contractor shall make all corrections required by the CO and promptly furnish a corrected submittal in the form and number of copies as specified for the initial submittal. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, notice as required under the Contract Clause entitled "Changes" shall be given promptly to the CO.

PART 2 EXECUTION

2.0 GENERAL:
The Contractor shall submit all items listed on the Submittal Register (Material Submittal Schedule (MSS), or equivalent) or specified in the other sections of these specifications. The CO may request submittals in addition to those listed when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals shall be the same used in the contract drawings. Submittals shall be made in three (3) copies unless otherwise noted on the Submittal Register to the CO. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked and approved and each respective transmittal form or material approval submittal (AF 3000, Material Approval Submittal) shall be stamped, signed and dated by the Contractor certifying that the accompanying submittal complies with the contract requirements. Submittals shall include line number of item from Government-prepared Submittal Register. Proposed deviations from the contract requirements shall be clearly identified. Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating

charts or curves; test reports; test cylinders; samples; O&M manuals including parts list; certifications; warranties and other such required submittals. Submittals requiring CO approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby.

2.1 SUBMITTAL REGISTER: Material Submittal Schedule (MSS):
A Submittal Register on the MSS shall be provided to the Contractor as an attachment to the awarded contract. During the pre-construction meeting, the Contractor shall meet with the CO to jointly review the CO prepared Submittal Register. The Contractor shall be responsible for providing all items listed on the Submittal Register in accordance with the scheduled submittal dates.

2.2 SCHEDULING:
Submittals covering component items forming a system or items that are interrelated, shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. The Contractor shall take special care to timely schedule the submittal date required for long lead-time items and shall allow 30 days for CO review action on all submittals except as noted below. No delays, damages, or time extensions will be allowed for time lost in late submittals.

All submittals will be made on AF 3000, Material Approval Submittal as specified below.

2.2.1 The number of days for CO action on the following submittals will be as indicated:

2.2.1.1 Submittals required on the MSS – 10 calendar days.

2.2.1.2 Any submittal that requests or requires deviation from contract drawings or specifications – 14 calendar days.

2.3 TRANSMITTAL FORM (AF 3000, Material Approval Submittal):
AF 3000, Material Approval Submittal shall be used for submitting both Government approved and information only submittals in accordance with the instructions on the reverse side of the form. These forms will be furnished to the Contractor by the CO. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care will be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings pertinent to the data submitted for each item.

2.4 BUY AMERICAN COMPLIANCE CERTIFICATION:

Each AF 3000, Material Approval Submittal shall be accompanied by a letter signed by the contractor certifying that all materials identified within the submittal comply with the requirements of the Buy American Act. A template of the certification letter is provided at page 4 of these Submittal Procedures. Failure to submit a certification letter will result in submittal disapproval.

2.5 CONTROL OF SUBMITTALS:
The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the provided Submittal Register.

2.6 CO APPROVED SUBMITTALS:
Upon completion of review of submittals requiring CO approval, the submittals will be identified as having received approval by being so noted on AF 3000, Material Approval Submittal. Such submittals shall be made in accordance with the Construction Contract Clause entitled "Specifications and Drawings for Construction" and the following: unless otherwise noted on the Submittal Register and when submitting physical documents, three (3) prints of all drawings; or,

if catalog cuts, printed specifications or similar publications are used as submittals, three (3) original copies shall be submitted. One corrected copy shall be returned to the Contractor. When submitting documents for review and approval via email, only one copy is required. In cases where "trade names or equal" specifications are used, any equal substitution by the Contractor will be considered a deviation and will require approval. Any submittal requesting a deviation shall be considered as one requiring "approval" action. Payment for materials incorporated into the work will not be allowed if required approvals have not been obtained. Upon completion of review of submittals requiring CO approval, the submittals will be identified as having received approval by being so noted on AF 3000, Material Approval Submittal.

2.7 INFORMATION ONLY SUBMITTALS:

All other submittals are considered to be "Information Only" submittals and may be subject to review action by the CO or may be simply receipt acknowledged. Any submittal “For Information Only” shall be clearly marked “FIO”. Normally, submittals for information only will not be returned. Approval of the Construction Manager (CM) is not required on information only submittals. These submittals will be used for information purposes. The CO reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications and will not prevent the CO from requiring removal and replacement if nonconforming material is incorporated in the work. This also does not relieve the Contractor of the requirement to furnish samples for testing by the CO laboratory or check testing by the CO, in those instances where the technical specifications so prescribe. It shall be the Contractor's responsibility of assuring that the materials and/or equipment covered by that submittal meets the contract requirements. Any such "For Information Only" submittal found to contain errors or omissions shall be resubmitted as one requiring "approval" action. All "For Information Only" submittals shall be made in triplicate unless otherwise specified.

Date: 29 Jan 2024

Name: John Johnson

Company: ABC Corporation

Address: 123 Anywhere Lane

Any City, Any State 12345

Project Name: Renovate Any Hall

Project Number: MAHG23-1234

Reference: Buy American Certification

ABC Corporation certifies that all construction materials identified within this submittal comply with the requirements of the Buy American Act as identified in contract clause 52.225-9 Buy American Construction Material, applicable to construction contracts valued at less than $7,032,000.

OR

ABC Corporation certifies that all construction materials identified within this submittal comply with the requirements of the Buy American Act as identified in contract clause 52.225-11 Alternate I Deviation 2020-O0019 Buy American Construction Materials Under Trade Agreements Alternate I (DEVIATION 2020-O0019), applicable to construction contracts valued at $7,032,000 or more, but less than $12,001,460.

OR

ABC Corporation certifies that all construction materials identified within this submittal comply with the requirements of the Buy American Act as identified in contract clause 52.225-11 Deviation 2020-O0019 Buy American Construction Materials Under Trade Agreements (DEVIATION 2020-O0019), applicable to construction contracts valued at $7,032,000 or more.

Respectfully,

Contractor Signature

Signer’s Name

Title

Contact Info