

SECTION 01 33 00 – SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.01 SUBMITTALS

- A. Catalog cut sheets, brochures, shop drawings and/or samples shall be clearly marked/indicated by the *Contractor* and submitted to the *Contracting Officer* for the items on the schedule, drawings and other sections of the specifications. All salient features of materials required to be submitted shall be easily found in the submittal package for each item and not require research on the part of the *Government* to determine compliance with Contract requirements. Related items such as mechanical/electrical components shall be submitted at one time for coordination purposes. Color coordinated items such as paint, carpet, vinyl wall covering, vinyl composition tile, ceramic tile, toilet partitions, and so forth shall be submitted at one time to facilitate color comparison/selection by the *Contracting Officer*. An AF Form 3000 shall be utilized for each numbered submittal and named as per the table of contents of the Project Manual. Submit each section in its entirety. Different categories of submittal items are not to be grouped on the same AF Form 3000. Contractor shall submit equipment submittals for items being installed in the contract within 10 working days of acceptance of 100% design.
- B. All items shall be approved by the *Contracting Officer* prior to purchase, delivery or installation.
- C. All items shall be submitted electronically in pdf format not more than twenty (20) calendar days after *Contractor's* notification that they can proceed with construction. Samples of all items requiring color selection shall be submitted along with the electronic submittal. Operations and Maintenance (O&M) manuals shall be submitted for approval by the *Contracting Officer*, prior to final inspection.
- D. Not less than ten (10) business days shall be allowed for review of submittals by the *Government*.
- E. Submittals will be returned to the *Contractor* unless otherwise specified. A sample of all items requiring color selection will be retained by the *Contracting Officer's Representative* for reference.
- F. Refer to Section 01 63 00 – SUBSTITUTIONS AND PRODUCT OPTIONS.
- G. *Contractor* shall be responsible for complying with the EPA's buy recycled program. See Section 01 62 35 RECYCLED/RECOVERED MATERIALS.

1.02 OPERATION AND MAINTENANCE MANUALS

The *Contractor* shall furnish three (3) copies, one (1) hard copy and two (2) CD ROM, of all operation and maintenance (O&M) manuals. O&M manuals shall contain complete instructions for the operation, inspection, testing and maintenance of the system, and shall include complete parts breakdown diagrams. Manuals shall also contain complete wiring schematics and diagrams. Manuals shall be in booklet form with binder and shall be arranged in logical sections for easy reference.

1.03 GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICE

- A. The *Contractor* shall perform a geographic information system (GIS) survey of all exterior construction that is installed or modified in this contract. This includes changes

to the building footprint, all at-grade or above-grade structures and pavements, all underground utilities and associated appurtenances, and newly planted trees.

- B. The *Contractor* shall deliver all as-built survey data files in a format that is directly readable and compatible with the 19 CES Geospatial Data System (GDS). The database of the GIS shall include all files, both graphic and non graphic, required for the project that are not included in the GDS/CADD software (i.e., color tables, pen tables, font libraries, symbol libraries, user command files, plot configuration files, AML plot routines, etc.).
- C. Nongraphic data shall be developed and delivered to 19 CES in the format specified in the Spatial Data Standard for Facilities, Infrastructure, and Environment (SDSFIE) Standards. The *Contractor* will provide the nongraphic data in a format, which can be directly imported to, displayed and edited within, and output from the database software specified by the *Government*.
- D. All GIS development (including geospatial data acquisition and map development for use in a GIS) shall conform to the most current release of SDSFIE. The most current release of the SDSFIE is available for download from the CADD/GIS Technology Center's Internet Website (<http://tsc.wes.army.mil>). All delivered digital GIS data files shall also be submitted in strict compliance with the SDSFIE for the target GIS software system (i.e., the most current version of the Environmental Systems Research Institute Inc. (ESRI) ArcGIS). The *Contractor* shall submit a written request for approval of any deviations from the *Government's* established standards. No deviations from the *Government's* established standards will be permitted unless the *Contracting Officer* has issued prior written approval of such deviation.
- E. The *Contractor* shall be required to provide professional services specific to the use and application of ESRI ArcGIS, including all components and extensions. The ArcGIS components and extensions shall include, but not be limited to, ArcView, ArcEditor, ArcInfo, ArcReader, ArcPac, ArcScene, ArcObjects, ArcSDE, ArcIMS, and relational database management systems (RDMS) software (e.g., Microsoft Access and SQL Server). The *Contractor* will be required to provide digital products directly supported by ArcGIS with no intermediate file translation required.
- F. All surveying/mapping work performed as part of this contract shall conform to the Geospatial Positioning Accuracy Standards for Architecture, Engineering, Construction (A/E/C), and Facility Management. The most current standards of the Geospatial Positioning Accuracy Standards are available for download from the Federal Geographic Data Committee's Internet Website <http://www.fgdc.gov>.
- G. The *Contractor* shall provide metadata files for all geospatial data. Geospatial data are defined as information that identifies the geographic location and characteristics of natural or constructed features and boundaries on the earth. The Metadata file shall conform to the Federal Geographic Data Committee Metadata Standards. The most current standards of the Federal Geographic Data Committee are available for download from the Federal Geographic Data Committee's Internet Website <http://www.fgdc.gov>. The digital metadata files shall be provided to the *Government* along with each final product deliverables.
- H. The *Contractor* shall have the capability to submit digital products or deliverables on read-only memory (CD-ROM).
- I. The *Contractor* shall be required to develop, deliver, install, and test the digital media containing the geospatial data at the *Government's* target GDS.

- J. The *Government* will only accept the final product for full operation, without conversion or reformatting, in the target software format for use on the target platform specified herein. The target platform is a Microsoft Windows Based, with a Microsoft Windows XP operating system.

1.04 MATERIAL SAFETY DATA SHEET (MSDS)/SAFETY DATA SHEET (SDS) SUBMITTALS

- A. All submittals for products shall include the MSDS/SDS when an MSDS/SDS is required by law for that product.
- B. MSDS/SDS's shall also be submitted on AF Form 3000 for all products to be used during the course of the project, not otherwise requiring a submittal, but which may be of a toxic, hazardous, flammable or otherwise dangerous nature.
- C. Approval by the Hazardous Materials Office (HAZMO), Building 1575, 987-5247, is required before bringing the materials on base. Little Rock AFB AF-EMIS *Contractor* Worksheet and an MSDS/SDS must accompany the submitted material. This *Contractor* worksheet will be furnished by the *Government* along with an instruction guide. Additionally, the *Contractor* shall submit a *Government* supplied *Contractor* Hazardous Material Usage Data sheet to the *Government* once a month once the materials are brought on base and until the materials are used or removed from the base. The form shall list the amount of materials used and shall also list any materials which are considered a hazardous waste when the *Contractor* can no longer use the material for its intended form or reuse as a virgin product at a later date. All hazardous waste shall be turned in to the base Hazardous Material Office (HAZMO), 987-5247.
- D. All HAZMAT that is not used on the project but is still in usable condition must be removed from the base by the *Contractor* upon completion of the project. HAZMO will not accept unused HAZMAT such as paint, thinners etc. that are still usable as they belong to the *Contractor*.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION – SUBMITTAL PROCEDURES