



**SUBMITTAL TRANSMITTAL**

Submittal Description: \_\_\_\_\_ Submittal No: \_\_\_\_\_

Spec Section: \_\_\_\_\_

Contract/SWLE #		Routing	Sent	Received
Project Title		Contractor/Owner		
		Owner/Engineer		
Contractor		Engineer/Owner		
		Owner/Contractor		

Attached

Under separate cover via \_\_\_\_\_

For your information

For your review and comment

Remarks:

Bid Item No.	Copies	Date	Spec/ Section No.	Description	Review Action	Reviewer Initials	Review Comments Attached

NET = No Exceptions Taken; MCN = Make Corrections Noted; A&R = Amend and Resubmit; R = Rejected; RA = Receipt Acknowledged

**Contractor:**

Certify either A or B.

- A. We have verified that the material or equipment contained in this submittal meets all the requirements, including coordination with all related work, as specified (no exceptions).
- B. We have verified that the material or equipment contained in this submittal meets all the requirements specified except the attached deviations.

No.	Deviation

Certified by: \_\_\_\_\_

Contractor's Signature

Date

## INSTRUCTIONS FOR SUBMITTAL TRANSMITTAL PROCEDURE

### General:

Submittals regarding material and equipment shall be accompanied by a Submittal Transmittal form. A separate form shall be used for each specific item, class of material, equipment, and items specified in separate, discrete sections, for which the submittal is required. Submittal documents common to more than one specification sections shall be identified with all the appropriate specification references for which it is being submitted for consideration. Submittals for various items shall be made with a single form when the items taken together constitute a manufacturer's package or are so functionally related that expediency indicates checking or reviewing the group or package as a whole.

A unique submittal number, sequentially assigned, shall be noted on the submittal transmittal form accompanying each item submitted. Original submittal numbers shall have the following format: "XXX", where "XXX" is the sequential number assigned by the Contractor. Resubmittals shall have the following format: "XXX-A", where "XXX" is the originally assigned submittal number and "A" is the sequential letter assigned for resubmittals (i.e. A, B and C being the 1st, 2nd and 3rd resubmittals, respectively). Submittal 025-B, for example, is the 2nd resubmittal of the 25th submittal.

### Deviation From Contract/Specifications:

If the Contractor proposes to provide material, equipment or method of work that deviates from the Approved Plans, Specifications, Standard Plans or Standard Details, they shall indicate so under "deviations" on the Submittal Transmittal form accompanying the submittal copies. The County will review all "deviations" and will have sole discretion in approving any "deviation."

### Completeness of Submittals:

Submittals that do not have all of the information required to be submitted, including deviations, may be returned without review.

### Review Procedure:

Submittals are specified for those features and characteristics of materials, equipment and methods of operation which can be selected based on the Contractor's judgment of their conformance to the specified requirements. Review shall not extend to means, methods, techniques, sequences or procedures of construction, or to verifying quantities, dimensions, weights or gages, or fabrication process (except where specifically indicated or required by specification).

The Contractor shall submit four (4) copies of all submitted information with submittals for review and comment. Electronic submittals shall be pdf format. Failure to provide the required numbers of submittals may be returned without review.

### Submittals for Review and Comment:

A complete submittal will be reviewed within thirty (30) calendar days after receipt. When the review is complete, two copies of the marked-up submittal will be returned to the Contractor and shall indicate one of the following actions:

1. If the review indicates that the material, equipment or work method complies with the Approved Plans and construction standards, the submittal copies will be marked "**NO EXCEPTIONS TAKEN**". In this event, the Contractor may begin to implement the work method or incorporate the material or equipment covered by the submittal.
2. If the review indicates limited correction is required, copies will be marked "**MAKE CORRECTIONS NOTED**". The Contractor may begin implementing the work method or incorporating the material and equipment covered by the submittal in accordance with the noted corrections. Where submittal information will be incorporated in O&M data, a corrected copy shall be provided.
3. If the review reveals that the submittal is insufficient or contains incorrect data, copies will be marked "**AMEND AND RESUBMIT**". Except at their own risk, the Contractor shall not undertake work covered by this submittal until it has been revised, resubmitted and returned marked either "**NO EXCEPTIONS TAKEN**" or "**MAKE CORRECTIONS NOTED**".
4. If the review indicates that the material, equipment or work method does not comply with the Approved Plans or construction standards, copies of the submittal will be marked "**REJECTED - SEE REMARKS**". Submittals with deviations, which have not been clearly identified may be rejected. Except at their own risk, the Contractor shall not undertake the work covered by such submittals until a new submittal is made and returned marked either "**NO EXCEPTIONS TAKEN**" or "**MAKE CORRECTIONS NOTED**".
5. If the review is to acknowledge receipt of a submittal that is not subject to the County's review and approval, and it is being filed for informational purposes only, copies will be marked "**RECEIPT ACKNOWLEDGED**". This code is generally used in acknowledging receipt of means and methods of construction work plan, field conformance test reports, and Health and Safety plans.