

**SECTION 23 00 02
SUBMITTAL**

PART 1 GENERAL

THE CONTRACTOR IS REFERRED TO THE “SPECIAL NOTICE TO CONTRACTORS SUMMARY FORM “ , THE “FORM OF PROPOSAL”; THE “FORM OF BID BOND”; “DIVISION 01 – GENERAL REQUIREMENTS” OF THE “CONTRACT SPECIFICATIONS”; THE “CONTRACT DRAWINGS” AND ALL AMENDMENTS AND ADDENDA THERETO; ALL OF WHICH GOVERN THE WORK OF THIS SECTION.

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.03 SUBMITTAL PROCEDURE

- A. Within thirty (30) calendar days of the issuance of the Letter of Award, the Contractor shall tender his submissions to Housing Authority. The submissions shall be tendered complete at one time in booklet form. Partial submissions will not be accepted. Seven (7) such booklets shall be submitted to the Asset & Capital Mangement, Project/Program Team (XX-Number), 24-02 49th Avenue, LIC, NY 11101. Each booklet shall contain a list of all equipment proposed to be used, giving the manufacturer's name, trade name, catalog number or other positive means of identification for each item. Each list shall be accompanied with manufacturer's literature describing each item. Corresponding equipment in each system shall be the product of one manufacturer.
- B. If any submissions are rejected by the Authority, Contractor shall tender new submissions within ten (10) calendar days of the date of rejection.
- C. In no event shall the Contractor be permitted to tender submissions beyond forty-five (45) calendar days of the Letter of Award.
- D. The Authority reserves the right to reject any materials or equipment, submitted for approval by the Contractor, with which it has had no prior experience unless the Contractor is able to prove to its satisfaction that such items have been in general use and performed satisfactorily for at least three (3) years.
- E. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
- F. Identification: Place a permanent label or title block on each submittal for identification.
 - 1. Indicate name of firm or entity that prepared each submittal on label or title block.
 - 2. Include the following information on label for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name and address of NYCHA Engineer and Construction Manager.
 - d. Name and address of Contractor.
 - e. Name and address of subcontractor.
 - f. Name and address of supplier.
 - g. Name of manufacturer.

- G. Equipment Submittals: Submittal of main HVAC equipment such as condensing Units, and Air Handling Units shall include complete list and model number of factory installed, and those specified to be field installed as specified (and or as required) manufacturer required option or accessories . Such packaged HVAC equipment shall start with inclusion of complete product ID according to related manufacturer method of model number identification, nomenclature, reflecting numbering and order.
- H. Submittals with missing information, incomplete numbering, and not meeting the above requirement in “G” shall be rejected and require to b resubmitted.
- I. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.

PART 2 - PRODUCTS

2.01 HVAC SUBMITTALS ITEMS

- A. Items to be listed shall include but not be limited to the following:
 - 1. Ceiling mounted Air Handling Unit, catalog cuts. Include equipment Model number according to complete equipment accessory Model number, reflecting factory installed, and or specified to be field installed accessories according to manufacturer nomenclature.
 - 2. Refrigerant system piping between condensing units (Roof mounted) and indoor units applicable to system equipment scheduled: data sheets, catalog cuts
 - 3. Programmable thermostats and controllers, smoke detector: data sheets, catalog cuts
 - 4. Dampers, VD, FSD, and FD data sheets, catalog cuts
 - 5. Central controls: equipment controller, related system schematic wiring. Individual controller and system Controller data sheets, catalog cuts
 - 6. Thermostat controls, smoke detector: data sheets, catalog cuts
 - 7. Conduits for control wiring and Control cable
 - 8. Equipment support schematic for outdoor mounted condensing unit installation.
 - 9. Duct and pipe insulation.
 - 10. Duct support accessories, connection accessories, flexible ducts and flex connections, shop drawings..
 - 11. General arrangement and routing of paired refrigerant piping along ground, and exterior wall. Fabrication, shop drawing and or applicable hardware accessory catalog cut.
 - 12. 14System Refrigerant piping layout, as shop drawing and or cat cut
 - 13. System Electrical wiring.
 - 14. ATC submittal: Control ladder diagram specific to each system under seasonal mode of operation as shop drawings submittal.
 - 15. Pipe curbs, and curb fabrication, Pipe support accessories shop drawing and or cat sheets.
 - 16. Shop drawing of equipment support. Submittal shall include steel component fabrication, and related hardware as support accessories shop drawing and or cat. Cut.
 - 17. Shop drawing of suspended, and horizontal equipment support from ceiling or support through adjacent existing structure and or structural steel.. Submittal shall include steel component fabrication, and related hardware as support accessories shop drawing and or cat cut.
 - 18. HVAC grilles shop drawing and or cat cut.
 - 19. HVAC Testing and Balancing procedures
 - 20. HVAC commissioning procedures
 - 21. Control accessories including dampers, sensors, and actuators.

PART 3 - EXECUTION

3.01 CONTRACTOR'S REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to NYCHA Engineer and Construction Manager.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.02 NYCHA ENGINEERS AND CONSTRUCTION MANAGER'S/ ACTION

- A. General: NYCHA ENGINEER and Construction Manager will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Informational Submittals: NYCHA Engineer and Construction Manager will review each submittal and will not return it, or will return it if it does not comply with requirements. NYCHA Engineer and Construction Manager will forward each submittal to appropriate party.
- C. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.
- D. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

SUBMISSIONS SHEET				
Cont Contract #				
Contractor's Name:				
Address:				
Phone:				
Fax:				
Submission	Division 23 Item Description	Sample	Shop Drawing	Cat. Cut/ /Mfr. Lit./ Documents
23 34 00	Booster fans, and exhaust fan accessory requirements			X
23 73 02	Shop drawing Location and installation of outdoor unit scheduled. Electricals for power and control wiring.		X	X

23 33 00	Fresh air Intake and exhaust control damper and actuators		X	X
23 33 00	Volume dampers, FD			X
23 31 13	Flexible ducts Indoor component of the VRF SYSTEM			X
23 07 19	Pipe Insulations			X
23 31 13	Shop drawings of Sheet metal fabrication		X	
23 23 00	Copper piping with brazed joints			X
23 31 13	Duct supports Steel reinforcements / reinforcement accessories			X
23 07 13	Duct insulation			X
23 73 02	Shop drawing of Air Conditioning Units steel supports, Electricals for power and control wiring.			X
23 00 00	Special inspections report		R	
23 00 00	Fabrication, assembly and erection details..		X	
23 00 00	Installation Drawing – note/spec. each item		X	
23 00 00	Shop Drawing of Fire stopping at exterior wall penetrations of duct and pipe. Material, incl. material safety data sheets.			X
23 00 00	Drawing detailing each Fire stop		X	

	system & Documentation from inspection agency			
23 00 00	Material safety data sheets for each fire stop product			X
23 00 00	Material catalog cuts for each item specified			X
23 31 00	Ductwork Support accessories			X
23 00 00	Related Materials			X
23 00 00	Installation details- Plans and details showing size and location		X	
23 00 00	Pipe curb, and Piping support accessories		X	
23 07 19	Outdoor refrigerant pipe insulation, jacket assembly		X	
23 05 29	Hanger rods with Vibration isolation, Vibration Pad			X
23 00 2 23 63 13	Shop drawings: VRF system Condensing Unit, With structural supports.		X	
23 0023 23 73 02	Indoor AHU and accessory component of the VRF SYSTEM		X	
23 81 27	Indoor AHU component of the VRF SYSTEM related to controls		X	
23 81 27	Piping of Multiple VRF Outdoor Condensing unit			X

END OF SECTION 23 00 02 23 00 02