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| **Project:** | | | | | | Lacey Logo**Submittal No.** | | | | | | |  |
| Lacey Contract No. PW\_\_\_-20\_\_\_\_ | | | | | |  | | | | | | |
| Request for Approval of Material, Product or Shop Drawing | | | | | | | | | | | | |
| Contractor: | | | | | | | | Subcontractor: | | | | | |
| No. of Pages | | Item: Material, Product or Shop Drawing | | | | | | | | | | Specification Reference | |
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|  | | This item is as specified | | | | | **OR** | |  | This item is a substitution/or equal  Material/Product Substitution Request shall be submitted | | | |
|  | | Supplier/Subcontractor certifies material/product conforms to contract. | | | | | | | | | | | |
| Review Priority: | | | 1 | | 2 | | 3 | | | | Requested Due Date: | | |
| Notes to Engineer: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| City of Lacey Engineer: | | | | | | | | Date City Transmitted to Contractor: | | | | | |
|  | Rejected | | | New Submittal Required. | | | | | | | | | |
|  | Revise and Resubmit | | | See Engineer’s comments. | | | | | | | | | |
|  | Conditionally Approved | | | See items included in Engineer’s comments. | | | | | | | | | |
|  | Conditionally Approved | | | No exceptions noted. | | | | | | | | | |
| Review of the materials, products or plans do not relieve the contractor from compliance with requirements of the contract documents and does not necessarily constitute acceptance for materials, products or plans to be incorporated in the work. This review is for general conformance of the project’s conceptual design and general compliance with the project’s plans and specifications. | | | | | | | | | | | | | |
| Date Received by Contractor: | | | | | | | | Date Returned to Subcontractor/Supplier: | | | | | |

|  |  |
| --- | --- |
| Date Received by  City of Lacey: | Reviewed by:  (Name/Company) |
| Engineer’s Comments: | |

**Section 1**

The **Project Manager** shall fill in items **A** and **B**. The “Request for Approval of Material, Products or Shop Drawing” form shall be included in the specifications.

**A** Project Manager enters in the project title that matches the plans and specifications.

**B** Project Manager enters in PW project number that matches the plans and specifications.

The **Contractor** shall fill out the “Request for Approval of Material, Product or Shop Drawing” form for all materials or products that will be installed and Shop Drawing that will be used in the project. The form and the submittal shall be sent in the same e-mail. Submittals that exceed 10 MB shall either be provided on a CD, a flash drive or an internet link.

The products and materials that are specific to the project shall be circled or highlighted. If a submittal includes products or materials that are not project specific then these items shall be crossed out. Project Submittals that exceed 10 pages shall be submitted in Adobe Acrobat format and include a table of contents. Submittals that are not submitted in this format may be rejected outright and the contractor will be required to resubmit in the correct format.

The contractor shall enter in items **C**, **D**, **E**, **F**, **G**, **H**, **I**, **J**, **K**, **L**, and **M**.

**C** Contractor enters in the submittal number. The first “Request for Approval of Material, Product or Shop Drawing” submittal number shall be 1.0, the second shall be 2.0, the third shall be 3.0, etc.

When a “Request for Approval of Material, Product or Shop Drawing” requires resubmitting, the next submittal shall be the first part of the submittal number and then 0.1. Example: If submittal 9.0 requires resubmitting, then the resubmittal shall be 9.1. If a second resubmittal is required, then the next resubmittal shall be 9.2.

**D** Contractor shall fill in their name.

**E** Contractor shall fill in the subcontractor that is requesting approval. If only the General Contractor is requesting approval, then NA (not applicable) shall be entered.

**F** The number of pages for each specific material, product or shop drawing shall be entered.

**G** The specific material, product or shop drawing shall be entered. Material or product will be the trade name of the product or the name it is most easily recognized by. Materials or products that are similar (i.e. pipe fittings) can be bundled into one submittal.

**H** The specification that pertains to the specific material, product or shop drawing shall be entered. This information is critical in comparing the material, product or shop drawing to the specifications. You may also list Plan Sheet number or Special Provision page in this area.

**I** The Contractor shall check if the items submitted are either specified (I1) or that the submitted item is a substitution or equal (I2). If the product is a substitute or equal, then a Material/Product Substitution Request shall be submitted.

**J** The Contractor shall check that supplier and/or subcontractor certifies the bid item.

**K** The Contractor shall check if the submittal for approval is a high (1), average (2) or low (3) priority. The City of Lacey will review priority submittals as quickly as possible. Note: The majority of the submittals shall be checked as priority 2 or 3. Priority 1 submittals shall be critical or long lead items.

**L** A due date can be entered by the contractor. The City of Lacey will endeavor to review and return the request for approval by the requested due date.

**M** Any additional notes that the Contractor finds would assist the City of Lacey in reviewing the submittal can be entered in here.

**Section 2**

The **City of Lacey Engineer** shall fill in items **N**, **O** and **P**.

**N** Enter the date that the City of Lacey received the “Request for Approval of Material, Product or Shop Drawing” from the Contractor.

**O** Enter the name and company of the person that reviewed the submittal.

**P** Any comments regarding changes needed, resubmittals requirements, conditional approval, etc. shall be entered.

**Section 3**

The **City of Lacey Engineer** shall fill in items **Q**, **R**, and **S**.

**Q** Either “Rejected: New Submittal Required.”, “Review and Resubmit: See Engineer’s comments.”, “Conditionally Approved: See items included in Engineer’s comments:”, or “Conditionally Approved: No exceptions noted” shall be checked”.

**R** Enter the name of the Engineer sending the submittal back to the Contractor. The Engineering sending the form back may not necessarily be the Engineer completing the review.

**S** Enter the date that the City of Lacey transmits the “Request for Approval of Material, Product or Shop Drawing” to the Contractor.

The **Contractor** shall enter in items **T** and **U** for their own records. If there is a discrepancy between the **S** “Date City Transmitted to Contractor” and **T,** the Contractor shall notify the City of Lacey within 3 working days.

**T** Contractor enters the date that they received the completed “Request for Approval of Material or Shop Drawing”.

**U** Contractor enters the date that that they return the completed “Request for Approval of Material or Shop Drawing” to the Subcontractor/Supplier.