

Appendix 'B' – Submittal List

	SUBMITTAL TYPE	SUBMITTALS FOR REVIEW	FOR INFORMATION	REFERENCE(S)	NOTES
Notices	Change in Insurance	No	Yes	D13.5	30 Calendar Days written notice.
	Hazard Materials	No	Yes	E2.1	Immediately
Commencement	Workers Compensation Coverage	No	Yes	C6.17 D17.2(a)(ii)	Prior to commencement of Work
	Authority to Carry on Business	No	Yes	D11.1 D17.2(a)(i)	Prior to commencement of Work
	Safe Work Plan	Yes	No	D12.2 D17.2(a)(iii)	Five (5) Business Days prior to commencement of Work but no later than seven (7) Calendar Days after award of Contract.
	Certificate of Insurance	No	Yes	D13.4	Two (2) Business Days prior to commencement of Work but no later than seven (7) Calendar Days after award of Contract.
	Contract Security	No	Yes	D14.2	Seven (7) Calendar Days after notice of award
	Subcontractor List	Yes	No	D15.1	Two (2) Business Days prior to commencement of Work but no later than seven (7) Calendar Days after award of Contract.
	Detailed Work Schedule	Yes	No	D16.1	Two (2) Business Days prior to commencement of Work but no later than seven (7) Calendar Days after award of Contract.
	Submittal Schedule	Yes	No	D17.2(a)(ix) 01 33 00	Two (2) Business Days prior to commencement of Work.
	Security Clearances	Yes	No	D17.2(a)(x) F1.1	Prior to undertaking Work on Site.
	Shop Drawings, Product Data Certificates, Product Data Sheets, Samples, WHMIS SDS	Yes	No	01 33 00 02 82 00.01 02 82 00.02 07 84 00 09 91 00.08 26 05 05 26 05 21 26 05 28 26 05 29 26 05 31	Prior to commencement of Work.

	SUBMITTAL TYPE	SUBMITTALS FOR REVIEW	FOR INFORMATION	REFERENCE(S)	NOTES
				26 05 32 26 05 34 26 05 36 26 05 43.01 26 12 17 26 22 19 26 24 17 26 24 19 26 28 21 26 28 23 26 29 03 26 29 10 26 50 00 26 52 01 29 05 00 29 10 01 29 15 01 29 30 11 29 30 21 29 40 51 Appendix A	
Mobilization and Demobilization	Site Laydown Plan	Yes	No	E5.2.2	10 Business Days prior to mobilization
Work Plan (Weekly)	Upcoming and Outstanding Submittals	Yes	No	E13.1(a)	Provide Weekly
	Updated Detailed Work Schedule and Submittal Schedule	Yes	No	D16.9 E13.1(b) 01 33 00	Provide Weekly
	Upcoming City Forces	Yes	No	E13.1(c)	Within the next four (4) weeks
	Upcoming Coordination with Work by Others	Yes	No	D18 E13.1(d)	Within the next four (4) weeks
	Planned Shutdowns, Commissioning, and/or Testing	Yes	No	E13.1(e) E14	Within the next four (4) weeks
	Planned Training	Yes	No	E13.1(f) E15.5	Within the next four (4) weeks

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	Detailed Description of Select Work	Yes	No	E13.1(g)	As Required
	Design Revisions	Yes	No	E13.1(h)	As Required
	Demolition Schedule	Yes	No	E13.1(i) 01 73 00 26 05 05	Two (2) weeks prior to scheduled demolition
	Asbestos Removal/ Disposal Plan	Yes	No	E2 E13.1(i) 02 82 00.01 02 82 00.02	Two (2) weeks prior to scheduled asbestos removal and disposal
Installation	Air Monitoring Results	Yes	No	02 82 00.01 02 82 00.02	Provide daily during asbestos abatement
	Field Quality Test Reports	Yes	No	26 05 00 29 15 01 Appendix C	During installation of Work
	Manufacturer's Field Reports	Yes	No	26 05 00	During installation of Work
	Lamacoid Nameplate List	Yes	No		Prior to installation of Work
	Site Acceptance Reports	Yes	No	26 05 43.01	During installation of Work
	Manufacturer's Test Certificates	No	Yes	26 18 39.01	During installation of Work
	Loop Tests	Yes	No	29 05 00 29 40 51 29 40 52	During installation of Work
	Shutdown and Backout Plan	Yes	No	E7.2.1	14 Calendar Days prior to any proposed shutdown
	Testing and Calibrating	No	Yes	Appendix C	During Installation of Work
Commissioning	Commissioning Plan	Yes	No	E13.1(e) E14	Four (4) weeks prior to commissioning
	Start-up Checklists	Yes	No	E14 Appendix C	Four (4) weeks prior to start-up
	Completed Start-up Checklists	Yes	No	E14 Appendix C	5 Calendar Days prior to commissioning
	Commissioning Records	Yes	No	E14 Appendix C	Inclusion in draft O&M Manuals

	SUBMITTAL TYPE	SUBMITTALS FOR REVIEW	FOR INFORMATION	REFERENCE(S)	NOTES
Training	Draft Training Plan	Yes	No	E15	Fourteen (14) Calendar Days prior to delivery of training
Warranty Services	Contact Information	No	Yes	01 78 00	Inclusion in the draft O&M Manual
	Warranty Register	No	Yes	01 78 00	Inclusion in the draft O&M Manual
Closeout	Commissioning Records	Yes	No	01 78 00	Inclusion in the draft O&M Manual
	Marked Up As-Built Drawings	Yes	No	01 78 00	Fourteen (14) Calendar after Substantial Performance
	Permits	Yes	No	01 78 00	Inclusion in the draft O&M Manual
	Digital Files of PLC Programming	Yes	No	29 05 00	Prior to Total Performance
	O&M Manuals	Yes	No	01 78 00	Draft – Fourteen (14) Calendar Days Prior to Substantial Performance Final – Twenty-One (21) Calendar Days after review of draft or seven (7) Calendar Days prior to Total Performance
	Shop Drawings Product Data – Manufacturer’s Instructions/WHMIS SDS	Yes	No	01 78 00	Inclusion in the draft O&M Manual

- This Appendix B – Submittal List is intended to provide a summary of the Contract submittals noted throughout the Contract Documents. However, this Appendix B – Submittal List is for informational purposes only and the Contractor shall be responsible to conform to the requirements of the Contract Documents. In the case of a discrepancy between this Appendix B – Submittal List and the Contract Documents, the Contract Documents shall govern.
- For clarity, this Appendix B – Submittal List does not capture any documentation or submittals required to be submitted by the Bidder in accordance with Part B – Bidding Procedures of the Tender.
- Some capitalization included in this Appendix B – Submittal List is not in agreement with the defined terms as set out in the Tender. Refer to D4 for the list of defined terms.