

DIVISION 1 GENERAL REQUIREMENTS

SECTION 01 3300

SUBMITTALS

PART 1 – GENERAL

1.1 Summary

A. This section describes general requirements for submittals for the Work:

1. Procedures
2. Schedule of Shop Drawing and Sample Submittals
3. Safety Plan
4. Progress Schedule
5. Product Data
6. Shop drawings
7. Samples
8. Quality Control Submittals
 - a. Engineering Data
 - b. Test Reports
 - c. Certificates
 - d. Manufacturers' Instructions
9. Machine Inventory Sheets
10. Operations and Maintenance Manuals
11. Computer Programs
12. Project Record Documents

1.2 Procedures

- A. Submit in duplicate sets, Schedule of Shop Drawing and Sample Submittals, Safety Plans, Progress Schedule, Product Data, Shop Drawings, Samples, Quality Control Data, Machine Inventory Sheets, Operations and Maintenance Manuals, Computer Programs, and Project Record Documents required by the Contract Documents.
- B. Transmit each item with a standard letter of transmittal in form approved by Owner.
- C. Identify Contractor, subcontractor, subconsultant, major supplier, pertinent drawing sheet and detail number, and specification section number as appropriate. Provide space for Owner review stamps.
- D. Where manufacturers' standard drawings or data sheets are used, they shall be marked clearly to show those portions of the data which are applicable to this Project.
- E. Submit Shop Drawings, Samples, Product Data and other submittals (collectively, "Submittals") to

Owner for review and action in accordance with accepted Schedule of Submittals. If no such schedule is agreed upon, then all Submittals shall be completed within thirty (30) calendar days after Start Date of the Contract Time.

- F. The data shown on all Submittals shall be complete with respect to quantities, dimensions, specified performance and design criteria, materials and similar data to show Owner the materials and equipment Contractor proposes to provide and to enable Owner to review the information for the limited purposes specified below. Samples shall be identified clearly as to material, supplier, pertinent data such as catalog numbers and the use for which it is intended and otherwise as Owner may require to enable Owner to review the submittal. The number of each Sample to be submitted will be as specified in the Specifications.
- G. At the time of each submission, Contractor shall give Owner specific written notice of all variations, if any, that the Submittal may have from the requirements of the Contract Documents, and the reasons therefore. This written notice shall be in a written communication separate from the Submittal. In addition, Contractor shall cause a specific notation to be made on each Submittal submitted to Owner for review and approval of each such variation.
- H. If Owner accepts deviation, Owner shall issue an appropriate Contract Modification.
- I. Submittal coordination and verification is the responsibility of Contractor, this responsibility shall not be delegated in whole or in part to subcontractors, subconsultants or suppliers. Before submitting each Submittal, Contractor shall have determined and verified:
- J. Submittal coordination and verification is the responsibility of Contractor; this responsibility shall not be delegated in whole or in part to subcontractors, subconsultants or suppliers. Before submitting each Submittal, Contractor shall have determined and verified:
 - 1. All field measurements, quantities, dimensions, specified performance criteria, installation requirements, materials, catalog numbers and similar information with respect thereto;
 - 2. All materials with respect to intended use, fabrication, shipping, handling, storage, assembly and installation pertaining to the performance of the Work; and
 - 3. All information relative to Contractor's sole responsibilities and of design and means, methods, techniques, sequences and procedures of construction and safety precautions and programs incident thereto.
- K. Contractor shall also have reviewed and coordinated each Submittal with other Submittals and with the requirements of the Work and the Contract Documents.
- L. Contractor's submission to Owner of a Submittal will constitute Contractor's representation that it has satisfied its obligations under the Contract Documents, and as set forth immediately above, with respect to Contractor's review and approval of that Submittal.
- M. Designation of work "by others", if shown in Submittals prepared by a subcontractor, subconsultant or supplier, shall mean that work will be responsibility of Contractor rather than the subcontractor, subconsultant or supplier who has prepared submittals.
- N. After review by Owner of each of Contractor's Submittals, one of set of duplicates of material will be returned to Contractor with actions defined as follows:

1. NO EXCEPTIONS TAKEN - Accepted subject to its compatibility with future Submittals and additional partial Submittals for portions of the Work not covered in this Submittal. Does not constitute approval or deletion of specified or required items not shown on the Submittal.
 2. MAKE CORRECTIONS NOTED (NO RESUBMISSIONS REQUIRED) - Same as 1. above, except that minor corrections as noted shall be made by Contractor.
 3. AMEND AND RESUBMIT - Rejected because of major inconsistencies or errors that shall be resolved or corrected by Contractor prior to subsequent review by Owner.
 4. REJECTED - RESUBMIT - Submitted material does not conform to Drawings and Specifications in major respect, i.e., wrong size, model, capacity, or material.
 5. NOT REVIEWED - Submitted material has not been reviewed and is being returned to be acted upon by Contractor without review by Owner.
- O. Contractor shall make a complete and acceptable Submittal at least by its second submission. Owner reserves the right to deduct monies from payments due Contractor to cover additional costs of Owner's review beyond the second submission. Illegible Submittals will be rejected and returned to Contractor for resubmission.
- P. Favorable review will not constitute acceptance by Owner of any responsibility for the accuracy, coordination and completeness of the Submittals. Accuracy, coordination, and completeness of Submittals shall be Contractor's sole responsibility, including responsibility to backcheck comments, corrections, and modifications from Owner's review before proceeding with the Work which is the subject of the Submittals. Submittals may be prepared by Contractor, Subcontractors, or suppliers, but Contractor shall ascertain that Submittals meet all requirements of the Contract Documents, while conforming to structural space and access conditions at the point of installation. Owner's review will be only to determine if the items covered by the Submittals will, after installation or incorporation in the Work, conform to the requirements of the Contract Documents and be compatible with the design concept of the completed Project as a functioning whole as required by the Contract Documents. Favorable review of a Submittal, method of work, or information regarding materials and equipment Contractor proposes to furnish shall not relieve Contractor of responsibility for errors therein and shall not be regarded as an assumption of risk or liability by Owner, or any officer or employee thereof, and Contractor shall have no claim under Contract on account of failure or partial failure or inefficiency or insufficiency of any plan or method of work or material and equipment so reviewed. Favorable review shall be considered to mean merely that Owner has no objection to Contractor using, upon his own full responsibility, the plan or method of work proposed, or furnishing the materials and equipment proposed.
- Q. Owner's review will not extend to the means, methods, techniques, sequences, or procedures of design or construction or to safety precautions or programs incident thereto. The review and approval of a separate item as such will not indicate approval of the assembly in which the item functions. Owner may decline to review Submittals in which event the Submittals will be returned to Contractor to be acted upon without review. There is no Owner obligation running to Contractor, or anyone acting upon Owner's behalf, to act upon Contractor's Submittals, and Owner's action or inaction upon them does not give rise to Owner liability of any type to Contractor.

- R. Submit a complete initial Submittal for those items where required by individual Specification sections. The complete submittal shall contain sufficient data to demonstrate that items comply with the Contract Documents, shall meet minimum requirements for submissions cited in the technical specifications, shall include motor data and seismic anchorage certifications, where required, and shall include other necessary revisions required for equipment. When a complete Submittal is required and Contractor submits an incomplete initial Submittal, Owner may return the submittal to Contractor without review.
- S. Contractor is solely responsible to copy, conform, and distribute reviewed Submittals in sufficient numbers for Contractor's files, Subcontractors, and vendors.
- T. After Owner's review of a Submittal, revise and resubmit as required. Identify changes made since previous Submittal.
 - 1. Begin no fabrication or work that requires Submittals until return of Submittals not requiring resubmittal.
 - 2. Normally, Submittals will be processed and returned to Contractor within fifteen (15) working days of receipt
- U. Instruct recipients to promptly report any inability to comply with Submittals.

1.3 Schedule of Shop Drawings and Sample Submittals

- A. Submit preliminary Schedule of Shop Drawing and Sample Submittals as required by Document 00 7253 (General Conditions–Design-Build). Submit two (2) copies of final and accepted Schedule of Submittals of Shop Drawings and samples as required by Document 00 7253 (General Conditions–Design-Build), and in no event later than thirty (30) days following Notice to Proceed with Construction.
- B. The Schedule of Shop Drawing and Sample Submittals will be used by Owner to schedule activities relating to review of submittals. Schedule of Submittals shall indicate a spreading out of Submittals and early Submittals of long lead-time items and of items which require extensive review.
- C. Schedule of Shop Drawing and Sample Submittals shall be reviewed by Owner and shall be revised and resubmitted until accepted by Owner.

1.4 Safety Plan

- A. Submit three (3) copies of a Safety Plan specific to this Contract to Owner within fifteen (15) calendar days after Start Date of the Contract Time.
- B. One (1) copy of accepted the Safety Plan will be returned to Contractor.
- C. No on-site work shall be started until Safety Plan has been reviewed and accepted by Owner. Acceptance of the Safety Plan shall not relieve Contractor from its responsibility to maintain a safe working place and to institute safety programs in connection with Project. Neither Owner nor Owner representatives assume any responsibility for Contractor's safety related obligations. Contractor shall have sole responsibility for safety on and off the Site.

1.5 Progress Schedule

- A. See Section 01 3200 (Progress Schedules and Reports), for schedule and report requirements.
- B. Submit one (1) electronic and three (3) print copies of the schedule at each of the following times:
 - 1. Initial CPM Schedule at the Preconstruction Conference.
 - 2. Original CPM Schedule within sixty (60) days of Start Date of the Contract Time.
 - 3. Adjustments to the CPM Schedule as required.
 - 4. CPM Schedule updates monthly, submitted with each Pay Application.
- C. Submit four (4) copies of the reports listed in Section 01 3200 Progress Schedules and Reports, with:
 - 1. Initial CPM Schedule
 - 2. Original CPM Schedule
 - 3. Each monthly Schedule update
- D. Progress Schedules and Reports shall be submitted electronically in native, active format in addition to hard copies specified above.

1.6 Product Data

- A. Within thirty (30) calendar days after Start Date of the Contract Time, submit electronically to Owner's Secure File Transfer Protocol (SFTP) site, in color, and provide to Owner two (2) copies of complete list of major products proposed for use, with name of the manufacturer, trade name, and model number of each product.
- B. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.
- C. Tabulate products by specification section number.
- D. Supplemental Data:
 - 1. Submit number of copies which Contractor requires, plus two (2) copies that Owner will retain.
 - 2. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information unique to the Project.
- E. Provide copies for Project Record Documents described in Section 01 7700 Contract Closeout.

1.7 Shop Drawings

- A. Minimum Sheet Size: 8-1/2 inches by 11 inches. All others: Multiples of 8-1/2 inches by 11 inches, 34 inches by 44 inches maximum.

- B. For 8-1/2 inch by 11 inch and 11 inch by 17 inch sheets, submit the number of copies which Contractor requires, plus two (2) copies which will be retained by Owner.
- C. For 17 inch by 22 inch through 34 inch by 44 inch sheets, submit 1 reproducible transparency and two (2) prints. After review, reproduce and distribute.
- D. The original sheet or reproducible transparency will be marked with Owner's review comments and returned to Contractor.
- E. Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to the Work.
- F. Include manufacturers' installation instructions when required by Specification section.

1.8 Samples

- A. Submit full range of manufacturers' standard colors, textures, and patterns for Owner's selection.
- B. Submit samples to illustrate functional and aesthetic characteristics of each product, with integral parts and attachment devices. Coordinate Submittal of different categories for interfacing work.
- C. Include identification on each sample, giving full information.
- D. Submit two (2) samples unless otherwise specified. One (1) will be retained.
- E. Sizes: Unless otherwise specified, provide the following:
 - 1. Paint Chips: Manufacturers' standard
 - 2. Flat or Sheet Products: Minimum 6 inches square, maximum 12 inches square
 - 3. Linear Products: Minimum 6 inches, maximum 12 inches long
 - 4. Bulk Products: Minimum 1 pint, maximum 1 gallon
- F. Full size samples may be used in the Work upon approval.
- G. Mock-ups:
 - 1. Erect field samples and mock-ups at the Project Site in accordance with the requirements of Specification sections.
 - 2. Modify or make additional field samples and mock-ups as required to provide appearance and finishes approved by Owner.
 - 3. Approved field samples and mock-ups may be used in the Work upon approval.

1.9 Quality Control Submittals

- A. Design Data: Three (3) copies. One (1) copy will be marked with Owner's review comments and returned to Contractor.

1. Indicate that the design data conforms to or exceeds the requirements of the Contract Documents.
 2. Submit supporting reference data, affidavits, and certifications as appropriate.
 3. Identify conflicts with test reports, certificates, manufacturer's instructions or specific aspect(s) of the Contract Documents.
- B. Test Reports: Three (3) copies. One (1) copy will be marked with Owner's review comments and returned to Contractor.
1. Indicate that the material or product conforms to or exceeds specified requirements.
 2. Reports may be from recent or previous tests on material or product, but must be acceptable to Owner. Comply with requirements of each individual Specification.
- C. Certificates: Three (3) copies. One (1) copy will be marked with Owner's review comments and returned to Contractor.
1. Indicate that the material or product conforms to or exceeds specified requirements.
 2. Submit supporting reference data, affidavits, and certifications as appropriate.
 3. Certificates may be recent or from previous test results on material or product, but must be acceptable to Owner.
- D. Manufacturers' Instructions: Three (3) copies. One (1) copy will be marked with Owner's review comments and returned to Contractor.
1. Include manufacturers' printed instructions for delivery, storage, assembly, installation, startup, adjusting, and finishing.
 2. Identify conflicts between manufacturers' instructions and Contract Documents.

1.10 Machine Inventory Sheets

- A. Submit two (2) copies of Machine Inventory Sheets.

1.11 Operations and Maintenance Manuals

- A. Submit three (3) copies of manufacturers' operations and maintenance manuals. If necessary, both copies will be marked with Owner's review comments and returned to Contractor for correction until satisfactory information is provided. Owner will retain satisfactorily corrected manuals for its own use. Manuals are to be provided in 3-ring, hinged binders.
- B. Operations and maintenance manuals shall include the following as appropriate:
1. Operating instructions
 2. Preventive maintenance instructions
 3. Cleaning instructions

4. Safety precautions
 5. Trouble shooting procedures
 6. Theory of operation to discrete component level
 7. Schematic diagrams, flow diagrams, wiring diagrams, logic diagrams, etc. to discrete component level
 8. Parts lists showing all discrete components with part number, current prices and availability
 9. List of replaceable supplies; paper, ink, ribbon, etc., with part numbers, current prices and availability
 10. Recommended levels of spare parts and supplies to keep on hand
 11. Manufacturers' service and maintenance technical manuals
 12. Names, addresses and telephone numbers of service and repair firms for the equipment
- C. Manuals shall be the same as are used by manufacturers' authorized technicians to completely service and repair the equipment.

1.12 Computer Programs

- A. When any equipment requires operation by computer programs, submit a copy of the program on appropriate diskette plus all user manuals and guides for operating the programs and making changes in the programs for upgrading and expanding the databases. Programs must be compatible with Owner software requirements, or in a form otherwise acceptable to Owner. Provide required licenses to Owner at no additional cost.

1.13 Project Record Documents

- A. Submit one copy of each of the Project Record Documents listed in Section 01 7700 Contract Closeout.

1.14 Delay of Submittals

- A. Delay of Submittals by Contractor is considered Contractor-caused delay. Liquidated damages incurred because of late Submittals will be assessed to Contractor.

1.15 EADOC System

- A. **Description.** Owner and Contractor shall utilize **EADOC LLC's EADOC** system for electronic submittal of all data and documents (unless specified otherwise by the owners representative) throughout the duration of the Contract. **EADOC** is a web-based electronic media site that is hosted by **EADOC LLC**, utilizing their **EADOC** web solution. **EADOC** will be made available to all contractors project personnel, subcontractor personnel, suppliers, consultants and the Designer of Record. The joint use of this system is to facilitate; electronic exchange of information, automation of key processes, and overall management of the contract. **EADOC** shall be the primary means of project information submission and management. When required by the Owners representative, paper documents will also be provided. In the event of discrepancy

between the electronic version and paper documents, the paper documents will govern. **EADOC** is a registered trademarks of **EADOC LLC**.

- B. **User Access Limitations.** Owner's representative will control the Contractor's access to **EADOC** by allowing access and assigning user profiles to accepted Contractor personnel. User profiles will define levels of access into the system; determine assigned function-based authorizations (determines what can be seen) and user privileges (determines what they can do). Sub-contractors and suppliers will be given access to **EADOC** through the Contractor. Entry of information exchanged and transferred between the Contractor and its sub-contractors and suppliers on **EADOC** shall be the responsibility of the Contractor.
- C. **Joint Ownership of Data.** Data entered in a collaborative mode (entered with the intent to share as determined by permissions and workflows within the **EADOC** system) by the Owners Representative and the Contractor will be jointly owned.
- D. **Data access after project completion.** All Project participants can request a copy of their project information from EADOC upon completion of the project. Participants are responsible for the \$500 cost for the archive. To request an archive complete a support request in the EADOC application. The support request should include the address for shipping the archive too.
- E. **Automated System Notification and Audit Log Tracking.** Review comments made (or lack thereof) by Owner on Contractor submitted documentation shall not relieve the Contractor from compliance with requirements of the Contract Documents. Contractor is responsible for managing, tracking, and documenting the Work to comply with the requirements of the Contract Documents. Owner's acceptance via automated system notifications or audit logs extends only to the face value of the submitted documentation and does not constitute validation of the Contractor's submitted information.
- F. **Submittals.** Preconstruction Submittals shall include list of Contractor's key **EADOC** personnel. Include descriptions of key personnel's roles and responsibilities for this project. Contractor should also identify their organizations administrator on the list.
- G. **Computer Requirements.** Contractor shall use computer hardware and software that meets the requirements of the **EADOC** system as recommended by **EADOC LLC** to access and utilize **EADOC**. As recommendations are modified by **EADOC**, Contractor will upgrade their system(s) to meet the recommendations or better. Upgrading of Contractor's computer systems will not be justification for a cost or time modification to the Contract. Contractor will ensure that connectivity to the **EADOC** system (whether at the home office or job site) is accomplished through DSL, cable, T-1 or wireless communications systems. The minimum bandwidth requirements for using the system is 128kb/s. It is recommended a faster connection be used when uploading pictures and files into the system. EADOC supports the current and prior two major versions of Chrome, Firefox, Internet Explorer and Safari on a rolling basis. Each time a new version of one of these browsers is released, we begin supporting the update and stop supporting the fourth-oldest version.
- H. **Contractor Responsibility.** Contractor shall be responsible for the validity of their information placed in **EADOC** and for the abilities of their personnel. Accepted users shall be knowledgeable in the use of computers, including Internet Browsers, email programs, cad drawing applications, and Adobe Portable Document Format (PDF) document distribution program. Contractor shall utilize the existing forms in **EADOC** to the maximum extent possible. If a form does not exist in **EADOC**, Contractor must include a form of their own or provided by the Owner representative as an attachment to a submittal. Adobe PDF documents will be created through electronic conversion rather than optically scanned whenever possible. The Contractor is responsible for the

training of their personnel in the use of **EADOC** (outside what is provided by the owner) and the other programs indicated above as needed.

- I. **User Access Administration.** Provide a list of Contractor's key **EADOC** personnel for the Owner's Representative acceptance. Contractor is responsible for adding and removing users from the system. The Owners Representative reserves the right to perform a security check on all potential users. The Contractor will be allowed to add additional personnel and sub contractors to **EADOC**.
- J. **Connectivity Problems.** **EADOC** is a web-based environment and therefore subject to the inherent speed and connectivity problems of the Internet. Contractor is responsible for its own connectivity to the Internet. **EADOC** response time is dependent on the Contractor's equipment, including processor speed, Internet access speed, etc. and current traffic on the Internet. Owner will not be liable for any delays associated from the usage of **EADOC** including, but not limited to: slow response time, down time periods, connectivity problems, or loss of information. Contractor will ensure that connectivity to the **EADOC** system (whether at the home office or job site) is accomplished through DSL, cable, T-1 or wireless communications systems. The minimum bandwidth requirements for using the system is 128kb/s. It is recommended a faster connection be used when uploading pictures and files into the system. Under no circumstances shall the usage of the **EADOC** be grounds for a time extension or cost adjustment to the contract.
- K. **Training.** Owner has arranged for 1 training session to be provided to Contractor, subcontractors, and vendors. Contractor shall invite personal responsible of submittals and any other correspondence of importance to the project. Training session will be scheduled prior to the pre-construction meeting.

PART 2 – PRODUCTS [IF APPLICABLE]

2.1 Description

- A. EADOC project management application (no equal)
- B. Provided by EADOC LLC www.EADOCsoftware.com

PART 3 – EXECUTION [IF APPLICABLE]

3.1 EADOC Utilization

- A. **EADOC** shall be utilized in connection with submittal preparation and information management required by Sections which require the following:
 - 1. PROJECT MANAGEMENT AND COORDINATION
 - 2. CONSTRUCTION PROGRESS DOCUMENTATION
 - 3. NETWORK ANALYSIS SCHEDULES (NAS)
 - 4. PROJECT WEB SITE
 - 5. SUBMITTAL PROCEDURES,
 - 6. DESIGN AND CONSTRUCTION QUALITY CONTROL

and other specifications in Section 1. Requirements of this section are in addition to requirements of all other sections of the specifications.

3.2 Design Document Submittals

- A. All design drawings and specifications shall be submitted as cad .dwg files or PDF attachments to the **EADOC** submittal work flow process and form.

3.3 Shop Drawings

- A. Shop drawing and design data documents shall be submitted as cad .dwg files or PDF attachments to the **EADOC** submittal work flow process and form. Examples of shop drawings include, but are not limited to:
 - 1. Standard manufacturer installation drawings.
 - 2. Drawings prepared to illustrate portions of the work designed or developed by the Contractor.
 - 3. Steel fabrication, piece, and erection drawings.

3.4 Product Data

- A. Product catalog data and manufacturers instructions shall be submitted as PDF attachments to the **EADOC** submittal work flow process and form. Examples of product data include, but are not limited to:
 - 1. Manufacturer's printed literature.
 - 2. Preprinted product specification data and installation instructions.

3.5 Samples

- A. Sample submittals shall be physically submitted as specified in Paragraph 1.02 above. Contractor shall enter submittal data information into **EADOC** with a copy of the submittal form(s) attached to the sample. Examples of samples include, but are not limited to:
 - 1. Product finishes and color selection samples.
 - 2. Product finishes and color verification samples.
 - 3. Finish/color boards.
 - 4. Physical samples of materials.

3.6 Administrative Submittals

- A. All correspondence and pre-construction submittals shall be submitted using **EADOC**. Examples of administrative submittals include, but are not limited to:
 - 1. Digging permits and notices for excavation.
 - 2. List of product substitutions.
 - 3. List of contact personnel.
 - 4. Notices for roadway interruption, work outside regular hours, and utility cut overs.
 - 5. Requests for Information (RFI).
 - 6. Network Analysis Schedules and associated reports and updates. Each schedule submittal specified in Section 1.05 above shall be submitted as a native backed-up file (.PRX or .STX) of the scheduling program being used. The schedule will also be posted as a PDF file.

7. Plans for safety, demolition, environmental protection, and similar activities.
8. Quality Control Plan(s), Testing Plan and Log, Quality Control
9. Reports, Production Reports, Quality Control Specialist Reports,
10. Preparatory Phase Checklist, Initial Phase Checklist, Field Test reports, Summary reports, Rework Items List, etc.
11. Meeting minutes for quality control meetings, progress meetings, pre-installation meetings, etc.
12. Any general correspondence submitted.

3.7 Compliance Submittals

- A. Test reports, certificates, and manufacture field report submittals shall be submitted on **EADOC** as PDF attachments. Examples of compliance submittals include, but are not limited to:
 1. Field test reports.
 2. Quality Control certifications.
 3. Manufacturers documentation and certifications for quality of products and materials provided.

3.8 Record and Closeout Submittals

- A. Operation and maintenance data and closeout submittals shall be submitted on **EADOC** as PDF documents during the approval and review stage as specified, with actual set of documents submitted for final. Examples of record submittals include, but are not limited to:
 1. Operation and Maintenance Manuals: Final documents shall be submitted as specified.
 2. As-built Drawings: Final documents shall be submitted as specified.
 3. Extra Materials, Spare Stock, etc.: Submittal forms shall indicate when actual materials are submitted.

3.9 Financial Submittals

- A. Schedule of Value, Pay Estimates, Change Request Proposals and preliminary allowance order proposals shall be submitted on **EADOC**. Supporting material for Pay Estimates, Change Requests, and allowance order proposals shall be submitted on **EADOC** as PDF attachments. Examples of compliance submittals include, but are not limited to:
 1. Contractors Schedule of Values
 2. Contractors Monthly Progress Payment Requests
 3. Contract Change proposals requested by Owner.
 4. Preliminary allowance order proposals requested by Owner.

END OF SECTION