

DPMC
12/13

SUBMISSION APPROVALS

New Jersey Department of the Treasury
Division of Property Management & Construction
Bureau of Design & Construction

Project No.: _____

Attention: See instructions on back of this form.

CONTRACTOR SECTION

SUBMISSION TYPE:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Sub-Contractor | <input type="checkbox"/> Material | <input type="checkbox"/> Manufacturer/Supplier | <input type="checkbox"/> Professional Services |
| <input type="checkbox"/> Specified | <input type="checkbox"/> As Equal | <input type="checkbox"/> Substitutions | <input type="checkbox"/> Shop Drawing |
| <input type="checkbox"/> Catalog Cuts | <input type="checkbox"/> Test Reports | <input type="checkbox"/> O & M Manuals | <input type="checkbox"/> Calculations |
| <input type="checkbox"/> Permits | <input type="checkbox"/> HVAC Balancing Reports | <input type="checkbox"/> Warranties | <input type="checkbox"/> Other: _____ |

TRADE:

- | | | | |
|--|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> General Construction | <input type="checkbox"/> Structural Steel | <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Heating & Ventilation | <input type="checkbox"/> Other: _____ | | |

Contractor Name: _____ Submission Date: _____

Description of Submission: _____

General Conditions/Specification Section and/or Drawing: _____

Vendor/Manufacturer/Supplier/Sub-Contractor:

Name: _____

Address: _____

Phone #: _____

License/Registration #: _____

A/E RECOMMENDATION SECTION

I recommend that this submission be:

- | | | | | |
|-------------------------------------|---|--|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved as Noted | <input type="checkbox"/> Returned for Resubmission | <input type="checkbox"/> Rejected | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Credit Due | <input type="checkbox"/> DCA Plan Review Required | <input type="checkbox"/> | | |

Comments: _____

A/E Signature: _____ Date: _____

Print Name: _____

OCS REGIONAL OFFICE USE

Regulatory Compliance: ☐ DOL Registration ☐ DOR Registration ☐ Debarment ☐ N/A _____

Construction Manager Certification/Recommendation: I certify that I have reviewed this submission and concur with the A/E recommendation as noted:

Comments: _____

CM Signature: _____ Date: _____

Print Name: _____

Regional Construction Supervisor Review/Comments: ☐ ACCEPTED ☐ REJECTED ☐

Comments: _____

RCS Signature: _____ Date: _____

Print Name: _____

Distribution: Original – Central File; Copies to Contractor, A/E, CM, U/A, Project File, Other _____

SUBMITTAL/PROCESSING INSTRUCTIONS FOR DPMC 12/13 FORM

CONTRACTOR SECTION

Submission Type: The Contractor checks all blocks that apply to this submission.

Trade: The Contractor checks the block that identifies the trade related to the submission.

Contractor Name: The Contractor submitting the form.

Description of Submittal: Self-explanatory.

General Conditions, Specification or Drawing section: The Contractor is to identify the Article, Spec Section or Drawing that represents the submission type, i.e., Article 4.11.2 Sleeve & Opening Drawing, Spec Section 115575 Condensate Pump, Drawing FP2.2 Ames Backflow Preventor.

Vendor/Manufacturer/Supplier/Subcontractor: The Contractor is to insert the name, address, and telephone number of the vendor/manufacturer/supplier or subcontractor for which (s)he is requesting approval. (When required, insert the license number and registration number in the space provided, attach a copy of said license and certification.)

Note: The Contractor is to submit the original DPMC 12/13 form (with attachments when appropriate) to the A/E of Record.

A/E RECOMENDATON SECTION

The A/E of Record reviews the Contractor's submission for conformance with the contract documents.

If the submission is acceptable, the A/E places a check mark in all applicable blocks on the DPMC 12/13 form and adds comments as needed.

The A/E signs, dates and forwards the entire package to the OCS Regional Construction Office for processing and distribution.

If the submission is rejected or marked for resubmission, the A/E is to identify the reasons for rejection/resubmission on the DPMC 12/13 form and, in the space provided, signs, dates and returns the entire package to the Contractor for action. The A/E sends a copy of the 12/13 form (without attachments) to the OCS Regional Office.

OCS REGIONAL OFFICE SECTION

The Regional Office verifies Regulatory Compliance, adds comments accordingly and forwards the package to the OCS Construction Manager.

The OCS Construction Manager reviews the entire submission package for completeness, signs certification, dates, and adds comments accordingly and returns the package to the Regional Office.

The Regional Construction Supervisor will review the submission package for completeness, approves or rejects submission, and directs distribution of the submission as noted on the front of the DPMC 12/13 form.