

## NEW PRODUCT COMMITTEE SUBMITTAL DOCUMENTS

**Please Note The Following In the Process:**

**IX. Procedure.** Before consideration for approval, the following steps must be followed:

(1) The applicant shall submit a written request addressed to the City Engineer and a copy to the NPC Chairman, for evaluation and preliminary approval of the proposed product, material or process. This request should explain in detail what the item or process is and how it would be used on City projects, along with the benefits (if any) that the City could expect. The request must include Part 1 of Form SS0-02/11, Appendix "B", completed as well as all associated attachments. The City Engineer will direct this application to the New Products Committee Chairman for initial evaluation.

*ALSO: Appendix C & D must be filled out completely, signed and sent with the above.*

Please address the letter to the attention of the City of Columbus, City Engineer and copy the NPC Chairman and mail to the attention of:

City of Columbus  
ATTN: Carl Walters  
1800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43219

**If you have any questions, please call.**

**Carl Walters  
New Products Committee Coordinator**

Division of Design & Construction  
1800 E. 17<sup>th</sup> Ave  
Columbus, Ohio 43219

614-645-7858  
[clwalters@columbus.gov](mailto:clwalters@columbus.gov)

**The submittal documents are attached below.**

GENERAL POLICY AND PROCEDURE

DEPARTMENT OF PUBLIC SERVICE  
CITY OF COLUMBUS, OHIO

**SUBJECT:** New Products, Materials, and Procedures

**EFFECTIVE DATE:**

**PAGES:** 10

**BY:**

**I. Purpose**

- To provide means whereby Manufacturers' product representatives may submit their products to the Department of Public Service, City of Columbus (DPS-COC) for evaluation. This provides a systematic process that ensures that products, both current and new, are equitably evaluated and the names of these approved products are disseminated to Contractors and project personnel.
- To provide a singular contact within DPS-COC through whom recommended changes regarding materials specifications from the Manufacturers can be advanced.
- To define the process whereby experimental features are considered for evaluation on DPS-COC construction and maintenance projects.

**II. Authority.**

Director of Department of Public Service

**III. Applicability.** This policy shall be applicable for the evaluation and recommendation for preliminary approval of new products, materials, and procedures for use within the City of Columbus Department, Public Service operations. The preliminary approval process flowchart is attached hereto as Appendix "A". To orchestrate and monitor this new policy, the Department of Public Service has formed a committee titled: "New Product Committee" (NPC), chaired by the City Material Engineer. The group is committed to ensure that the City of Columbus is using the best products and procedures available.

**IV. Effective Date.** This policy shall be effective as signed and shall apply to all new products, materials, and or procedures proposed for use within the Right of Way of the City of Columbus.

**V. New Product Committee (NPC).** The New Product Committee consists of a minimum of five (5) members appointed by the City Engineer representing the Department of Public Service. The Deputy Director can also be a voting member should she (or he) desires to do so. The committee will be chaired by the City Material Engineer.

**VI. Voting.** Voting will occur only after a product or process is determined to have benefit to the City, and is brought to the NPC for recommendation to the City Engineer. The recommendation of the NPC will be decided by a majority vote. The NPC's decision results in a recommendation to the City Engineer, who, in his or her own discretion, will decide if the submittal will be added to the new products preliminary approved list after executing the warranty agreement cited in Appendix "C", titled "Warranty Agreement, Preliminary Approval for New Products, Materials and Procedures." as well as the special requirements cited in Appendix "D" titled "FINAL ACCEPTANCE GUIDELINES".

**VII. New Product Committee Chairman (NPCC).** The New Product Committee Chairman (NPCC) is the construction Material Engineer. The NPCC will be acting as a singular point of contact within DPS-COC through who recommended changes regarding materials specifications from the Manufacturers can be advanced. The New Product Committee Chairman will act as chair of the NPC committee.

**VIII. Limitation On Use.** All new products, materials, and or procedures proposed for use within the City of Columbus Right of Way will be evaluated for acceptance by following the process established in this policy. The applicant's submittal must include form SS-02-11 attached hereto as Appendix "B" and provide evaluation data as requested and formatted in Section X of this policy.

**IX. Procedure.** Before consideration for approval, the following steps must be followed:

(2) The applicant shall submit a written request addressed to the City Engineer and send a copy to the NPC chairman, for evaluation and preliminary approval of the proposed product, material or process. This request should explain in detail what the item or process is and how it would be used on City projects, along with the benefits (if any) that the City could expect. The request must include Part 1

of Form SS0-02/11, Appendix "B", completed as well as all associated attachments. The City Engineer will direct this application to the New Products Committee Chairman for initial evaluation. The New Product Committee Chairman will review the submittal, conduct initial screening as to the City benefit of using the product/process, and can refer the submittal to an expert, if needed. After this initial review, the NPCC will submit his or her recommendation to the City Engineer within three (3) weeks. After review of the NPCC's recommendations, the City Engineer, in his or her own sole discretion, shall decide whether or not the product/procedure warrants further consideration, and shall notify the manufacturer or the manufacturer's representative in writing as to this decision and copy the NPCC to the decision. If it is determined that the product/procedure will be considered for preliminary approval, the City engineer will inform the NPCC of his decision in writing. The New Product Committee Chairman will start processing the submittal as cited below, shall act as the sole point of contact for the whole evaluation process, and shall provide the NPC with the request for new product evaluation.

(3) The NPCC will ask the applicant to submit to him for the New Product Committee evaluation, three (3) copies of the required evaluation data (section X), in three ring binders with corresponding numbered tabs separating each individual item, as well as an electronic PDF format. The NPCC will distribute the PDF filing to all NPC committee members. The NPCC will also check the submittal and ODOT website to confirm whether or not the product is currently on ODOT approved list.

(4) The New Product Committee (NPC) will examine the product application and attachments and double check, if needed, on whether or not the product is listed on Ohio Department of Transportation (ODOT) Approved list.

(5) If the product is on ODOT approved list, then the committee must evaluate whether or not any other special City requirements/restrictions are needed in order for this product to be used within the City of Columbus Right of Way limits.

- a. If there are special City requirements/restrictions, then the NPCC will evaluate the City specific requirements/restrictions, and if necessary, consult with an expert. The NPC will use this information to vote on their recommendation, and the NPCC will send the decision to the City Engineer. The City Engineer will then determine if the new product is to be accepted into Preliminary Approval for New Products, after executing the "Warranty Agreement, Materials and Procedures" (Appendix C), as well as the special requirements cited in Appendix "D" titled "FINAL ACCEPTANCE GUIDELINES".
- b. If there are no special City requirements/restrictions, then the NPCC will complete the Form SS-02-11 and use this information for the NPC to vote on the product/process and submit the NPC recommendation to the City Engineer for consideration and process. The City Engineer will then determine if the new product/process is to be accepted into the City new products preliminary approved list after executing the warranty agreement cited in Appendix "C", titled "Warranty Agreement, Preliminary Approval for New Products, Materials and Procedures." as well as the special requirements cited in Appendix "D" titled "FINAL ACCEPTANCE GUIDELINES".

(6) If the product is not listed on the ODOT approved list and it was determined by the City Engineer that there is a potential value to the product for preliminary approval, the City Engineer will inform the NPCC in writing of his decision and direct him to evaluate the product/process. The NPCC will determine if the submittal is for a product or a process.

- a. If the submittal is a product, the NPCC will request a meeting of the NPC to review the submittals and may or may not refer it to an expert for evaluation. Following this determination, the applicant shall submit a sufficient number of samples (determined by the committee) for verification testing to the applicable specification. After review of the submittals, and feedback from the expert (if applicable), and verification testing to the specification, the committee will determine if further evaluation is needed. Further evaluation includes production plant visits, construction site visits, or meeting with other customers who have firsthand experience with the product that the applicant has submitted for review.

- i. If it is determined that further evaluation is needed, the applicant will be notified through the NPCC so the necessary arrangements can be made. A submittal can be further evaluated by testing the product within a City Project, to be evaluated on the quality standards.
      - ii. If no further evaluation is deemed necessary, the submittal will be advanced to initial acceptance or rejection as cited in (6) below.
    - b. If the NPCC, with consultation with the NPC committee members, determines that the submittal is a process, they will require that the process is tested through The City of Columbus, Construction Section. The supplier's process will be evaluated by the Construction Section Manager on the supplier's expense through:
      - i. A demonstration project of the process at the supplier's facility , or
      - ii. The process can also be demonstrated through testing on an actual City project. The supplier will not be compensated for their expenses and hours, and the liability will be solely carried by the applicants. It is also required that for any process performed, the supplier have a five (5) year warranty. After this evaluation, the Construction Section Manager will recommend that the submittal be moved to initial acceptance or rejection as cited in (6) below.
- (7) If initially accepted, the submittal will be reviewed by the NPCC as to the next action (whether the submittal be a product or process).
- a. If the submittal is a product, the supplier will need to bring nine (3) copies of notebook evaluations of their product, and make a presentation to the NPC. The NPC will then hold a vote on their recommendation (to the City Engineer) to either accept or reject the submittal.
  - b. If the submittal is a process, the NPC will hold a vote on their recommendation (to the City Engineer) to either accept or reject the submittal.
  - c. If the NPC's recommendation is to accept the submittal, the NPCC will forward the recommendation to the City Engineer. At this point, the City Engineer can make his or her decision, or request more information. The City Engineer will then determine if the new product is to be accepted into the "Warranty Agreement, Preliminary Approval for New Products, Materials and Procedures" (Appendix C) as well as the special requirements cited in Appendix "D" titled "FINAL ACCEPTANCE GUIDELINES".

(8) Once the signed copy of Appendices (C) & (D) has been returned to the City, the product/process will be added to the City's Preliminary Approved list, and may be used on City of Columbus projects. The applicant will be responsible to maintain a listing of projects that the product/process was used on for subsequent evaluations.

(9) Upon the effective date of this Policy, and No sooner than **three years** from the date of installation, once a sufficient quantity and/or projects were installed or constructed as to enable the City to make a final judgment to its value or advantage, the supplier may initiate a letter for enlisting his product/procedure on the full approval list of the City. At its own discretion, and once the City has determined that a sufficient quantity and or time has elapsed to make a final judgment as to the value or advantage to the City, a letter of full acceptance or non-approval will be issued whether or not an initiation letter is provided by the supplier. This period will not exceed **five (5) years**. Upon effective date of this policy, unless the applicant submits a request to extend preliminary approval period beyond **a 5-years**, for reasons that the City accepts, and at the discretion of the City, the City will drop the product from its approved material/supplier data base.

(10) When full-approval is granted, the product, material, or process will be listed on the City's website as Fully Approved on the official "Approved Producers/Products" document.

**X. Evaluation Data.** All applicants requesting a preliminary evaluation and approval of a new product, material, or process shall submit the following evaluation data. If not applicable, please indicate the same under the appropriate tab.

TAB

1. Provide information that the product or materials meets and conforms to all items of the applicable ASTM, AASHTO, and/or recognized standard specifications. The applicant shall provide copies of all applicable specifications and documentation.
2. Provide information supporting that if the submittal is equal to or of superior quality to products or processes presently listed as approved in the City's Specifications or Materials Approval Summary.
3. The City, where applicable, shall visit the applicant's production facility to observe and inspect the operation. Include location of all production facilities along with contact names and telephone numbers for each.
4. Product or process must have been used successfully for a minimum of two (2) years by at least two (2) different municipalities or government agencies. Provide name, title, and telephone numbers of contact for each user. The committee may waive this requirement.
5. If product or material, the applicant shall supply information on expected service life of product with back-up historic data, and life-cycle cost analysis of the product/procedure.
6. The City shall contact and/or visit above references (Item 4), for information on cost, performance, ease of installation, maintenance, repair, etc.
7. The City shall visit construction sites to observe/inspect standard installation process, and procedures. Include location and directions to five (5) closest (to Columbus) projects.
8. Where applicable, applicant shall supply detailed shop and working drawings, including all accessories.
9. Applicant shall supply detailed installation, operational, procedural, maintenance, and repair instructions and shall supply any necessary design manuals, warranties, and or guarantees.
10. At the applicant's expense, the product shall be tested for compliance to applicable standards by the City's testing facility or an Independent Testing Agency designated by the City. The City will determine testing frequency during the evaluation period.
11. If product or materials, applicant shall furnish storage and handling instructions.
12. If product, applicant to furnish a list of recommended spare and repair parts, their prices, availability, and delivery time.
13. Applicant to provide a list of local suppliers and distributors.
14. Applicant to provide information on the availability of field service personnel, response time, and cost per hour.
15. Applicant to provide information on availability of training for City personnel, time involved location of such training, and cost.
16. If approval is granted it will be a conditional approval, per the requirements of the "Warranty Agreement, Preliminary Approval for New Products, Materials, and Procedures", which is incorporated herein as Appendix "C" of this regulation as well as the special requirements cited

in Appendix "D" titled "FINAL ACCEPTANCE GUIDELINES". Please insert a signed affidavit indicating certification has been reviewed in its entirety.

17. Additional documentation data or information may be requested by the City to complete the evaluation. Please insert in this tab, any data or material you feel will enhance the evaluation.
18. If submittal is a product or material, please furnish all related Material Safety Data Sheets (MSDS).

THE CITY WILL HAVE SOLE DISCRETION IN APPROVING OR DISAPPROVING ANY REQUEST.

**SIGNED,**

\_\_\_\_\_  
Design and Construction Division Administrator/City Engineer

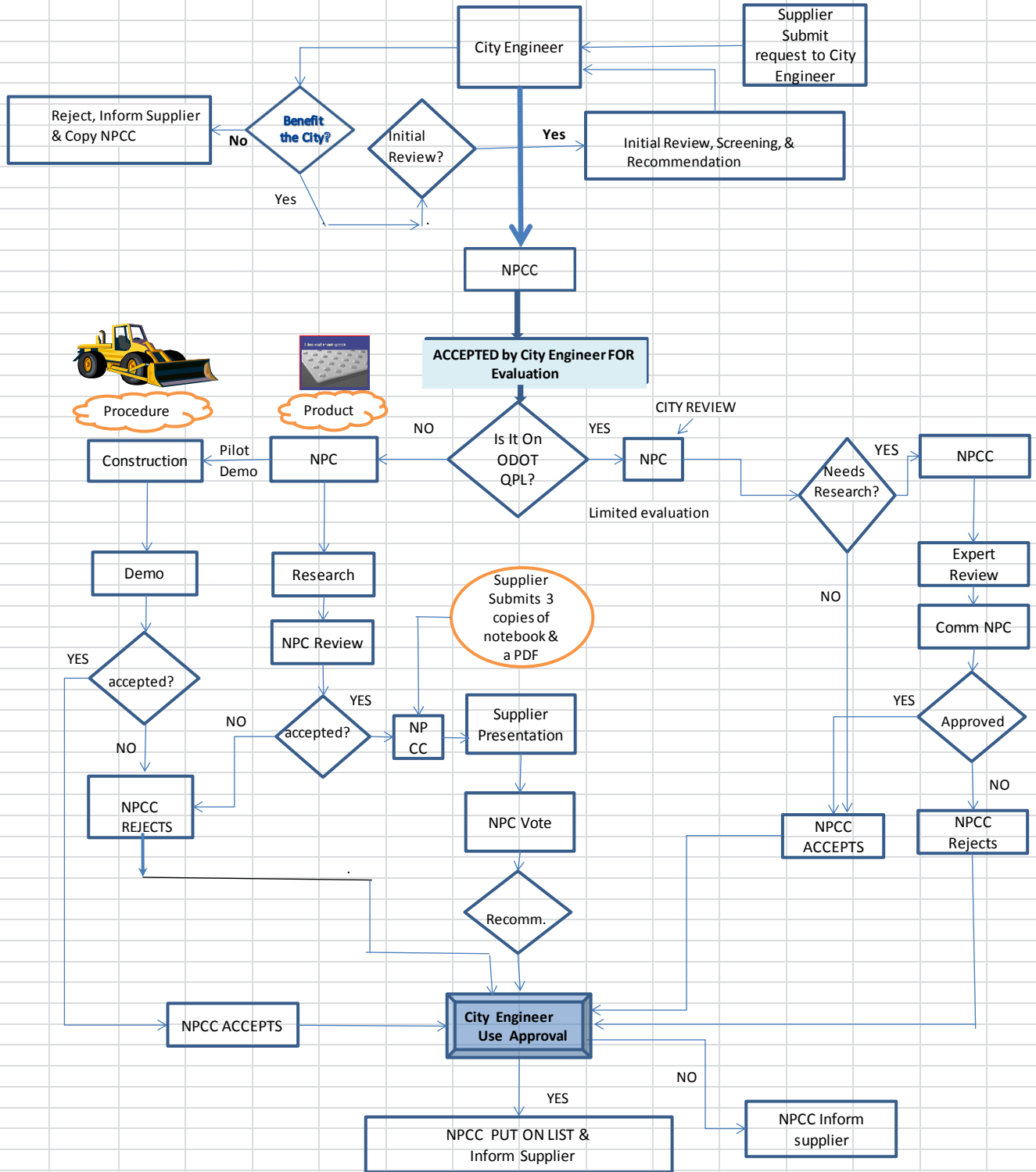
\_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Public Service Director, Tracie Davies

\_\_\_\_\_  
Date

# Appendix "A"

## New Product Committee Evaluation Flowchart



**Appendix B**

**CITY OF COLUMBUS DEPARTMENT OF PUBLIC SERVICE  
(COC-DPS)**

Reference No.

**NEW PRODUCT / PROCESS EVALUATION  
REQUEST**

Construction Material  
1800 E. 17<sup>th</sup> Ave.  
Columbus, Ohio 43219

PART 1: Completed by Product Representative  
PART 2: Completed by COC-PS Product Evaluation Committee  
PART 3: Completed by COC-PS Expert Product Evaluator  
PART 4: Completed by Construction Materials Engineer

**PART 1**

Product Name:	Product Category:
Product Representative (Name and Address):	Manufacturer (Name and Address):
Phone: <span style="float:right">Fax:</span>	Phone: <span style="float:right">Fax:</span>
<u>Description of the Product/Process</u> (Precise description of product/process, including differentiation between your new application and/or existing products):	
<u>Use of the Product/Process</u> (Be specific to COC-DPS activities only):	
<u>Benefits to COC</u> (How will your product enhance quality, improve safety, save money, and/or be a better value than other manufacturers' products):	
<b><u>Specifications</u></b> (list specifically those applicable) <b>and <u>Certificate of Compliance</u></b> (Submittal Required):	
<input type="checkbox"/> ODOT : <input type="checkbox"/> ASTM : <input type="checkbox"/> AASHTO : <input type="checkbox"/> FHWA : <input type="checkbox"/> other :	
<b><u>Product Testing</u></b> . (National/Independent Laboratories) <b>and <u>Certified Test Report</u></b> (Submittal Required):	
<input type="checkbox"/> NTPEP: <input type="checkbox"/> AASHTO : <input type="checkbox"/> FHWA : <input type="checkbox"/> other :	
<u>State DOT Approvals</u> (Current Documentation Required):	
Evaluation Procedure (recommended):	
Sample Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Materials Safety Data Sheets (MSDS): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Notes/Additional Comments:	
Manufacturer's Website Address:	



## PART 2

Form SS 0 (Date Entered):

Form SS 0 (Date to Evaluate):

Reference Number:

Product Evaluation Chairman's Review:

- PART 1 – Completed and changes being reviewed by Product Representative.
- Standard Production – Forwarded to the appropriate COC-DPS Expert Product Evaluator.
- Experimental Feature – Forwarded to Construction Section Engineer (CSE).
- Returned from the appropriate COC – DPS Expert Product Evaluator or CSE.
- Accepted – Product acceptable for pre-approval and meets COC – DPS Specifications.
- Rejected – Product unacceptable for pre-approval or contrary to COC – DPS Specifications.

## PART 3

The COC – DPS Expert Product Evaluator is to complete this portion. Attach references and/or additional sheets as necessary. **DO NOT** perform any work until product is accepted for evaluation in PART 2, and a product reference number is assigned.

Evaluation Methods and Procedures (Document how you will and did proceed with analysis):

Findings and Recommendations (Conclude with your signature, title, and date):

Implementation Review (If applicable):

## PART 4

**Acceptable for use. Add to Approved Products List (APL).**

(The evaluation and acceptance of this product is intended for COC – DPS use. DO NOT USE for Advertising.)

Rejected for use. Reason for rejection:

Signed (New Product Committee Chairman):

Date:

## Appendix C

### WARRANTY AGREEMENT PRELIMINARY APPROVAL FOR NEW PRODUCTS, MATERIALS, PROCEDURES

#### Certification of Preliminary Approval of New Products, Materials, and Procedures

As part of an ongoing review process by the City of Columbus, Department of Public Service, for the use of New Products, Materials or Procedures in the maintenance and construction of roadways and bridges, the Department is allowing for a preliminary approval period for products and materials being considered by the Department for use within the City limits.

As part of this preliminary approval the applicant agrees to the following:

The preliminary approval period shall begin after the first use of the new product or material has been accepted for use by the City of Columbus, Department of Public Service and shall extend as cited in Appendix "D". During the warranty period, information shall be provided by the applicant as described below for each and every project until such time the Department either decides to accept the product as a fully approved in the City of Columbus Construction and Material Specifications or reject the product for use on projects within the City of Columbus.

And it is further agreed that: \_\_\_\_\_ hereby warrants to the City of Columbus, Department of Public Service, as a condition of the preliminary approval of \_\_\_\_\_ for use in the maintenance and construction of roadway and bridges in the City of Columbus, that the \_\_\_\_\_ will perform its intended function without failure for the warranty period cited in Appendix "D".

In order for this warranty to take effect, the installation of the \_\_\_\_\_ must have been performed in accordance with the installation standards of and under the inspection of the City of Columbus, Department of Public Service personnel. It is understood that the installing contractor will retain its usual and customary obligations under the one-year guarantee period for such projects.

If after use and the passing of any required test(s) and the requirements cited in Appendix "D" titled guideline use specification , if required and within a period of the warranty after the date the project is accepted for use, the City of Columbus, in its judgment determines that the product has failed, \_\_\_\_\_ will have the product or material removed and replaced with a product/material acceptable to the City of Columbus at the total expense within a period acceptable to the City of Columbus.

The City of Columbus reserves the right to discontinue the use of \_\_\_\_\_ for projects within the City of Columbus right of way at any time during or after this preliminary approval period.

This preliminary approval is hereby authorized this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and will be effective for the period cited in Appendix "D" from the date of the first installation of the product as described above.

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Signature \*CEO/President

\*Proof of authority must accompany this certificate if signed by any officer or agent of the company other than the CEO or the president.

**APPENDIX "D"**  
**PRELIMINARY and FINAL ACCEPTANCE GUIDELINES**

**Product:** \_\_\_\_\_

**1. PRELIMINARY ACCEPTANCE GUIDELINES:**

- i. The standard warranty period for new product to be used within the City of Columbus Limits is 3 years. This warranty should start with the use of the product at the first project awarded to the main {General} contractor within the City of Columbus limits.
- ii. Appendix C and Appendix D must be signed as shown in this document and submitted accordingly at the time of submitting the application for consideration.
- iii. The General contractor and/or the supplier must submit to the City of Columbus NPC Chairman a signed agreement to that effect to initialize the warranty start period.
- iv. The City also realizes that some products may require longer warranty duration; such additional warranty periods will be cited here.

**2. FINAL ACCEPTANCE GUIDELINES:**

The NPC committee will establish the guidelines for final acceptance of the submittals to get included on the Fully Approved Products/Producers List based on reviewing performance data under each of the following line items:

- a. Laboratory Testing methods and standard specification, if applicable
- b. Field Performance measures and minimum performance standards
- c. Frequency of Evaluation
- d. Meeting specification and performance standards
- e. Repair method of failed sections and bonding requirements

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Supplier CEO/President Name

\_\_\_\_\_  
Signature: City Engineer

\_\_\_\_\_  
Signature: Supplier CEO/President\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date