

# **GENERAL POLICY AND PROCEDURE**

## **City of Columbus, Ohio Department of Public Service**

**Subject:** New Products

**Effective Date:** September 1, 2022

### **Correspondence:**

All correspondence shall be addressed to  
City of Columbus  
Attn: Stephen Henne, NPCC  
1800 East 17<sup>th</sup> Avenue  
Columbus, Ohio 43219  
[sphenne@columbus.gov](mailto:sphenne@columbus.gov)  
614-645-0429

### **Purpose**

To provide a means whereby Manufacturers' product representatives may submit their products to the City of Columbus, Department of Public Service (COC-DPS) for evaluation and define the process whereby experimental products are considered for evaluation and use on COC-DPS projects. This provides a procedure to ensure that applicant submittals are equitably evaluated and the names of these approved products are disseminated to Contractors and project personnel. Secondly, this procedure and policy establishes a singular contact within the COC-DPS for applicants.

### **Authority**

Director of the Department of Public Service

### **Applicability**

This policy shall be applicable for the evaluation and recommendation for preliminary approval of new products for use within the City of Columbus, Department of Public Service operations. To facilitate and monitor this policy, the Department of Public Service has formed a committee titled: "New Product Committee" (NPC), chaired by the City Construction Materials Testing Manager. The group is committed to ensure that the City of Columbus is using the best products available.

### **Effective Date**

This policy shall be effective as signed and shall apply to all new products proposed for use within the Right of Way of the City of Columbus.

### **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.

### **Voting**

Voting will occur only after a product is determined to have benefit to the City and is brought to the NPC for recommendation by 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, at their own discretion, will decide if the product will be added to the new products preliminary approved list.

### **New Product Committee Chairman (NPCC)**

The New Product Committee Chairman (NPCC) is the Construction Materials Testing Manager.

### **Limitation on Use**

All new products 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 Appendix "A", New Product Evaluation Request. The applicant shall provide Evaluation Data formatted as detailed below once requested by the NPCC.

### **Evaluation Data**

All applicants requesting a preliminary evaluation and approval of a new product shall submit the following evaluation data when requested by the NPCC. If not applicable, please indicate the same under the appropriate tab.

1. Provide information that the product 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 to support that the proposed product is equal to or of superior quality to products 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 operations. Include the location of all production facilities along with contact names and telephone numbers for each location.
4. The product 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 contact information for each user. The City may contact and/or visit references for information on cost, performance, ease of installation, maintenance, repair, etc. The committee may waive this requirement.
5. The applicant shall supply information on expected service life of the product with back-up historic data, and life-cycle cost analysis.
6. The City may visit construction sites to observe/inspect the standard installation process. Include the location and directions to five (5) of the closest (to Columbus) projects.
7. Where applicable, the applicant shall supply detailed shop and working drawings, including all accessories.
8. The applicant shall supply detailed installation, operational, procedural, maintenance, and repair instructions and shall supply any necessary design manuals, warranties, and or guarantees.
9. 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 the testing agency and frequency during the evaluation period.
10. The applicant shall furnish storage and handling instructions.
11. The applicant must furnish a list of recommended spare and repair parts, their prices, availability, and delivery time.
12. The applicant must provide a list of local suppliers and distributors.
13. The applicant must provide information on the availability of field service personnel, response time, and cost per hour.
14. The applicant must provide information on the availability of training for City personnel, time involved, location of such training, and cost.
15. If approval is granted, it will be a conditional approval per the requirements of the "Warranty Agreement and Preliminary Approval for New Products", which is incorporated herein as Appendix "B" of this policy. Please insert a signed affidavit indicating certification has been reviewed in its entirety.



16. 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.
17. Furnish all related Material Safety Data Sheets (MSDS).

## **Applicant Procedure**

### **Step 1: Initial applicant submittal and Consideration for Preliminary Acceptance**

The applicant shall submit a written request, addressed to the City NPC Chairman for evaluation and preliminary approval of the proposed product. This request should explain in detail what the product is and how it would be used on City projects along with the benefits that the City could expect. The request must include Part 1 of Appendix "A", New Product Evaluation Request. The New Product Committee Chairman will review the submittal, conduct initial screening as to the City's benefit of using the product and can refer the submittal to an expert, if needed. After this initial review, the NPCC will submit their recommendation to the City Engineer within three (3) weeks. After review of the NPCC's recommendations, the City Engineer, at their discretion, shall decide whether or not the product warrants further consideration. If it is determined that the product will be considered for preliminary approval, the City engineer shall notify the NPCC of their decision in writing.

### **Step 2: Detailed application and submittal**

The New Product Committee Chairman will start processing the submittal, shall act as the sole point of contact for the proceeding evaluation process, and shall provide the NPC with the request for evaluation. The NPCC will ask the applicant to submit to the New Product Committee, two (2) copies of the required Evaluation Data detailed above, in three ring binders with corresponding numbered tabs separating each individual item, as well as an electronic (PDF) version of the full submittal. The NPCC will distribute the PDF filing to all NPC committee members. The NPCC will check the submittal and ODOT website to confirm whether or not the product is currently on the ODOT approved list. The submission should include Appendix 'A', New Product Evaluation Request.

### **Step 3: Evaluation Process for Preliminary Acceptance**

- I. The NPC will evaluate the new product submittal and consult with an expert as necessary.
- II. Applicant may be requested to conduct a presentation for the NPC.
- III. If necessary, the product is tested through The COC-DPS, Construction Section.
  - a. A demonstration of the product may be requested at the supplier's facility, or on a City project.
- IV. For products listed on the current ODOT QPL, the NPCC must evaluate whether or not any special City requirements/restrictions are needed in order for this product to be used within the City of Columbus Right of Way.
- V. The NPC will vote on a recommendation to the City Engineer.
- VI. The City Engineer will then determine if the proposed product is to be accepted into Preliminary Approval for New Products and notify the NPCC of their decision.

### **Step 4: City and Applicant Execute Acceptance and Warranty Agreement**

- I. The NPCC Chairman will provide a draft copy of Appendix 'B', Warranty Agreement and Preliminary Approval for New Products, to the applicant if the submittal is accepted by the City Engineer or a letter of rejection if the submittal is not accepted by the City Engineer.
- II. The applicant reviews, signs and returns the document to the NPCC.
- III. The City Engineer executes the returned document.

### **Step 5: Product added to the Preliminary Approval list**

- I. Once the Warranty Agreement and Preliminary Approval for New Products has been executed by the City Engineer, the product 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 was used on for subsequent evaluations.

**Step 6: Evaluation for Full Approval**

- I. Upon completion of a three-year evaluation period from the effective date of this approval, the supplier may initiate a letter to the NPCC requesting the product be advanced to the full approval list of the City. Once the City has determined that a sufficient quantity has been installed 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. This period shall not exceed **five (5) years from initial approval**.
- II. If full approval is granted, the product will be listed on the City's website as Fully Approved on the official "Approved Producers and Products" list.
- III. The City will have sole discretion in approving or disapproving any request.

**Qualified Acceptance**

The NPCC may authorize a qualified acceptance for a specific project for a one-time use of a product not yet submitted for evaluation upon request of the Engineer. The product would be limited to the project and quantity requested with no further allowance for use until formally reviewed by the NPC.

**SIGNED,**



Division of Design and Construction Administrator/City Engineer

8/18/2022

Date



Department of Public Service Director, Jennifer Gallagher

8/24/22

Date

## Appendix A

### NEW PRODUCT EVALUATION REQUEST

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

### Reference No.

PART 1: Completed by Product Representative  
PART 2: Completed by NPC Chairman  
PART 3: Completed by COC-DPS Expert Product Evaluator  
PART 4: Completed by NPC Chairman

### PART 1

Product Name:	Product Category:
Product Representative (Name and Address):	Manufacturer (Name and Address):
Phone: _____ Fax: _____	Phone: _____ Fax: _____
<u>Description of the Product (Precise description, including differentiation between your product and existing products):</u>	
<u>Use of the Product (Be specific to COC-DPS activities only):</u>	
Benefits to COC (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</b> <b><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</b> <b><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	Material 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

### NPC 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 analysis was conducted):

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 and is not Intended for advertising purposes.)

☐ Rejected for use. Reason for rejection:

Signed (New Product Committee Chairman):

Date:



## Appendix B

### Warranty Agreement and Preliminary Approval for New Products

As part of an ongoing New Product review process by the City of Columbus, Department of Public Service, the Department is allowing for a preliminary approval period for products 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 on the effective date of approval and shall extend as cited below. During the warranty period, information shall be provided by the applicant as requested until such time the City decides to accept the product.

It is further agreed that: \_\_\_\_\_ hereby warrants to the City of Columbus, Department of Public Service, as a condition of the preliminary approval of \_\_\_\_\_, that the \_\_\_\_\_ will perform its intended function without failure for the warranty period cited below.

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 the City of Columbus, in its judgement, determines that the product has failed within the warranty period, \_\_\_\_\_ shall remove the product and replace it with a product acceptable to the City of Columbus at the total expense of the warrantor.

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 warranty and preliminary approval is hereby authorized this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and will be effective for the period of \_\_\_\_\_ years from \_\_\_\_\_.

\_\_\_\_\_  
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.