

**CITY OF COLUMBUS
DEPARTMENT OF PUBLIC UTILITIES
DIVISION OF WATER**

**NEW PRODUCT COMMITTEE SUBMITTAL
GENERAL POLICY AND PROCEDURE**

GENERAL PURPOSE

- To provide means whereby Manufacturers' product representatives may submit their products to the Department of Public Utilities - Division of Water 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 DOW through whom recommended changes regarding materials specifications from the Manufacturers can be advanced.

REQUEST FOR PRODUCT APPROVAL FORMAT

The applicant shall submit an official product request as an electronic PDF via email to Nick Fallara, at CNFallara@columbus.gov, that includes information regarding the items noted below. Adherence to this format will allow the New Product Evaluation Committee to process the request in a fair and timely manner.

- A. **MANUFACTURER:** Provide a brief description of the manufacturer including; plant location, capacity, certifications, business history and a primary contact.
- B. **PROPOSED PRODUCT:** Provide a general description of the product and its intended use. Include detailed shop drawings and specifications, if applicable. Include a list of contacts within the company requesting approval along with telephone numbers, addresses and email information.

- C. PRODUCT HISTORY: Provide a history of the proposed product. For example, when was it first produced at the location described above, how many units have been manufactured or sold, what need led to the development of this product? What approvals/certifications have been obtained from regulating agencies (AWWA, NSF, ANSI, etc.), for the proposed product? If applicable, provide the results of product testing or case studies.
- D. BENEFITS: Describe the perceived benefits for the City of Columbus Division of Water should the proposed product be approved. For example, are there initial cost benefits, are there life cycle cost benefits, will the product reduce labor costs or maintenance costs, how is the proposed product better or equal to the product currently being used? Quantify the benefits as much as possible.
- E. EFFECT ON CURRENT OPERATIONS: Describe, as best as possible, any effect the use of this product will have on the Division's current operations. For example, changes in inventory required, training requirements, certifications, product availability, and product support?
- F. ENDORSEMENTS: Provide a list of cities within Ohio or larger cities within the surrounding states that have approved the proposed product and are currently using or specifying this product and the dates of first approval. Include the utilities' names, contact persons, telephone numbers and/or email addresses. Also, provide a list of cities in Ohio or larger cities within the surrounding states, if any, that have refused to approve the proposed product or have withdrawn an earlier approval along with your understanding of why the proposed product did not gain acceptance in that market.

PRODUCT REVIEW PROCESS

Once the official product request has been submitted, the New Product Committee will review the submittal and vote on whether to recommend approval to Division of Water Administration. If the new product is recommended for approval, it will be submitted to Administration for final approval. The applicant will be notified via email once the final decision has been made. Approved products will receive an approval letter signed by the Division of Water Administrator.

For any questions please contact

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