

## QUALIFIED PRODUCTS LIST

**Definition:** The Qualified Products List (QPL) identifies materials and suppliers whose materials are approved for use on City of Columbus projects without further documentation or testing. The QPL provides City personnel with an easy to use paperless process to determine if a material is acceptable for immediate incorporation into the work. The QPL eliminates the traditional project submission and documentation process requirements for select manufactured materials.

**Scope:** The QPL is intended to be used as a method of acceptance for the following materials:

1. Manufactured materials that historically have an acceptable performance history.
2. Manufactured materials for which the producing industry has a history of furnishing quality materials.
3. Materials that are small cost items in the City's overall materials purchases.
4. Materials for which the City's laboratory does not possess the equipment or capabilities to routinely test for acceptance, and for which capital expenditures for such equipment and capabilities is not warranted.

**QPL Process:** The QPL Process is as follows:

- A. Adding a material to the QPL
- B. Required project site documentation and inspection for a QPL material
- C. Documenting Project Acceptance of a QPL material
- D. Random Testing
- E. Removal of materials from the QPL

**A. Adding a material to the QPL.** The Laboratory is responsible for maintaining the QPL. The Laboratory will maintain a QPL website listing all submittal requirements for the QPL material and the approved manufacturers, as well as a link to ODOT QPL website. Each QPL material will have a separate submittal requirement document as cited by the current ODOT QPL specifications, except for those materials approved by the City but not on the ODOT QPL or on ODOT QPL but modified by the City; The city will maintain a separate submittal requirements for these materials on its' website.

### **1. Initial QPL material approval process.**

- a. For materials reviewed and approved by the New Products Committee:

The City's New Products Committee is responsible for reviewing and evaluating submittals for the acceptance and use of New Products on City projects. The New Products Committee will evaluate the submittal for compliance with City requirements. Materials meeting those requirements will be listed on the City's QPL.

- b. For materials that ODOT has approved and placed on its list at the time of Bid:

Unless there is an exception listed on the City QPL, a product listed on the ODOT QPL at the time of Bid can be used.

<http://www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/QPL.aspx>,

- c. For materials that ODOT has approved and placed on its list at the time of installation:

With approval by the Engineer, a product that was not listed on the ODOT QPL at the time of Bid, but is listed on the ODOT QPL at the time of installation can be used.

## **2. Annual recertification process.**

Except for material certified by the City, The City will adopt ODOT annual recertification process as cited below:

- a) Manufacturers must recertify their materials by January 1st of each calendar year by making a complete QPL submittal.
- b) It is the manufacturer's responsibility to initiate the recertification process by making an annual QPL submittal.
- c) Materials not recertified will be removed from the list effective February 1st and can only be returned to the QPL list through the process set forth in Section C.1. of the current ODOT Qualified Product List Standard Operating Procedure
- d) The supplier must provide the city with a letter stating his ODOT QPL status and approval by ODOT for the current year of submittal his product to be approved by the City.

For Materials not on ODOT QPL and/or modified for City application, the manufacturer doesn't need annual recertification unless requested by the CITY.

**B. Required project site documentation and inspection for a QPL material.** Only materials listed on the QPL at the time of delivery to the project will be accepted by the QPL process. QPL materials/products will not be approved or accepted through traditional sampling and testing methods unless otherwise approved by the Laboratory. The Laboratory will maintain a current QPL listing of materials, products, and manufacturers on the City website as cited above. Documentation and inspection requirements are as follows:

1. Provide the Engineer documentation that the material provided is from a currently approved QPL manufacturer. **Documentation should include an invoice showing the product used on the Project is on the QPL. The prices may be blacked out. If an invoice is unavailable, the following is a list of acceptable manufacturer validation documentation:**
  - a. Manufacturer's stamps or imprint on the material
  - b. Label information
  - c. A letter of conformance showing the manufacturer
  - d. Some other form of documentation showing the manufacturer, the grade or brand, is on the QPL list
2. The Engineer will visually inspect the material quality for assurance that the material is free of defects.

3. The Engineer will check the City's current QPL. If the manufacturer and brand appear on the current QPL listing, then the Engineer can accept the material.
4. Materials may be added to the QPL providing that the product/manufacturer is accepted onto the list as per Section A.1 unless the cause for removal from the QPL list was pursuant to Section E.
5. Materials for which the manufacturer cannot be identified will not be accepted.

**C. Documenting Project Acceptance of a QPL material.** If the Engineer verifies and determines that the QPL material is correctly identified and in acceptable condition, then the Engineer will document the following:

1. Material Description/Type
2. Quantity
3. Reference number
4. Manufacturer

**D. Random Testing.** The Laboratory will identify QPL materials for random testing.

Materials for which the City has in-house testing capability will require random testing consisting of process samples obtained by the City from the manufacturer's stock. The Laboratory will determine, document, and monitor the testing frequency.

Materials for which the City does not have in-house testing capability, the Laboratory will randomly choose a least five (5) QPL materials for yearly evaluation by an independent source. The costs of sampling and testing for these QPL materials will not exceed \$40,000.00 in a calendar year.

The City will obtain a sample from the manufacturer and perform one round of Quality Assurance (QA) testing within 30 days of receipt of the manufacturer's certification and City approval for product inclusion on the QPL. Final approval and acceptance of the material will be based on the City's Quality Assurance sampling and testing of the material for compliance with the approved plans and specifications.

**E. Removal of materials from the QPL.** In the event a random test by the CITY or ODOT, as set forth in Section D, yields a failing result the manufacturer will be notified. The manufacturer will then have two weeks to determine the cause, provide an explanation for the failure, and identify corrective actions in writing to the Laboratory.

Unresolved random tests or lack of responsiveness on the part of the Manufacturer beyond two weeks subsequent to a failed test will result in removal of the material from the QPL. The Laboratory will determine the acceptability of the manufacturer's explanation.

In the event that a material exhibits field performance problems, the manufacturer will be notified. The Manufacturer will then have two weeks to determine the cause, provide an explanation for the failure, and identify corrective actions in writing to the Laboratory. The Laboratory will determine the acceptability of the manufacturer's explanation.