

# GENERAL POLICY AND PROCEDURE

## City of Columbus, Ohio Department of Public Service

**Subject:** Non-Standard Materials

**Effective Date:** February 27th, 2026

### **Correspondence:**

All correspondence shall be addressed to

City of Columbus

Attn: New Products Engineer

1800 East 17<sup>th</sup> Avenue

Columbus, Ohio 43219

<mailto:newproductscommittee@columbus.gov>

### **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 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. This procedure and policy establish 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 qualified acceptance of non-standard materials 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 ensuring that the City of Columbus is using the best products available.

### **Definitions**

**New Product:** A product that does not meet an existing City specification with the intention of being reviewed for long-term use and acceptance within the City.

**Non-Standard Material:** A requested review of a process or material that currently does not meet City specifications, with the intention to be utilized or piloted on a case-by-case basis. Non-standard material shall seek qualified acceptance that is limited to the specific City contract(s).

**Material Request for inclusion on APPL:** A requested review of a product that meets or exceeds the current material specification that is included on the City of Columbus Approved Producer and Products List.

### **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. The NPC will meet in quarterly intervals each year.

### **Voting**

Voting will occur only after a product is determined to benefit 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 obtain qualified acceptance.

### **New Product Engineer (NPE)**

The New Product Engineer (NPE) is the Construction Materials Testing Manager.

### **Qualified Acceptance**

All non-standard materials proposed for use within the City of Columbus Right of Way will be evaluated for acceptance by following the process established in this policy. Qualified acceptance is limited to the contracts associated with the approval.

## **Applicant Procedure**

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

The applicant shall submit a written request, addressed to the City NPC Engineer for evaluation and qualified acceptance 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 all information outlined in "Evaluation Data" below. The New Product Engineer 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. After this initial review, the NPE will submit their recommendation to the City Engineer. After review of the NPE's recommendations, the City Engineer, at their discretion, shall decide whether the product warrants further consideration. If it is determined that the product will be considered for qualified acceptance the product will be added to NPC quarterly review agenda.

#### Evaluation Data

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

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.
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 "A" of this policy. Please insert a signed affidavit indicating certification has been reviewed in its entirety.
16. Furnish all related Material Safety Data Sheets (MSDS).
17. Draft Copy of a Maintenance agreement between the requestor and the City of Columbus.
18. 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.

The New Product Engineer 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. A digital copy of the required Evaluation Data detailed above, of the full submittal including a presentation-based submittal to which a template will be provided by the NPE. The NPE will distribute the filing to all NPC committee members. The NPE will check the submittal and upon completion will add the New Product to the quarterly NPC agenda for voting.

### **Step 2: 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 NPE must evaluate whether any special City requirements/restrictions are needed 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 will receive qualified acceptance and the NPE will communicate the decision.

### **Step 3: Development of Specification and Maintenance Agreement**

All applicants will need to develop a specification with the assistance of the City of Columbus to be a general performance-based specification. This can be a new specification all together, or an altered existing specification. If an existing specification is modified, please leave changes highlighted. The requestor and City shall draft and execute a maintenance agreement for the non-standard material. The maintenance agreement terms shall be contained within the agreement and ensure that the requestor is responsible for the maintenance and operation of the requested material.

### **Step 4: Pilot Project**

A pilot project will be provided by the City. The developed specification will be added to the project contractually.

The product representative shall make available:

- I. A project representative during implementation.
- II. Maintain a repository of locations where the new product is utilized.

- III. Document installation or deviation from the specification of the new product.
- IV. Follow clauses within the Maintenance Agreement.

**Step 5: City and Applicant Execute Acceptance and Warranty Agreement**

- I. The NPC Chairperson will provide a draft copy of Appendix 'A', 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 NPE.
- III. The City Engineer executes the returned document.

**SIGNED,**

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

5/6/26  
Date

  
\_\_\_\_\_  
Department of Public Service Director, Kelly Scocco

5/6/26  
Date

## Appendix A

### Warranty Agreement and Qualified Acceptance 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 qualified acceptance period for products being considered by the Department for use within the City limits.

As part of this qualified acceptance, the applicant agrees to the following:

The qualified acceptance 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 qualified acceptance 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 qualified acceptance 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.