

DEPARTMENT OF
PUBLIC UTILITIES

**DIVISION OF WATER
NEW PRODUCT COMMITTEE**

GENERAL PURPOSE

To provide means whereby Manufacturers' product representatives may submit their products to the 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

Any company or manufacturer requesting approval of their product for use on construction or maintenance projects within the City of Columbus Public Water System shall submit their request in the format herein defined. Please submit an electronic PDF via email to **Christopher Dye**, at cedye@columbus.gov. 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.

GENERAL PROCEDURE

Potential suppliers will need to submit an official product request and outline the above topics in relation to their product. These submittals need to be thorough and neatly put together. These submittal requests need to be sent as a PDF to cedye@columbus.gov.

Once this has been emailed to **Christopher Dye** (cedye@columbus.gov) the New Product Committee will review the proposed product at the next quarterly meeting and vote to approve or deny the potential product. An email will be sent out by **Christopher Dye** after the meeting when the decision has been decided. Typically the timeline for approval is four to six months, depending on the proximity to our quarterly meeting. If additional information is needed, we will ask for it and push our discussions about a product to the next meeting.

If the new product is approved by the NPC, it will be sent to Water Administration for signatures and final approval. After this it will be added to the approved materials list.

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. The recommendation of the NPC will be decided by a majority vote. The NPC's decision results in a recommendation to administration, who, in his or her own discretion, will decide if the submittal will be added to the approved materials list.

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

For any questions please contact

Christopher Dye– Committee Coordinator
910 Dublin Rd 43215
Water Distribution Engineering
614-645 - 1810
Cedye@columbus.gov