I. GENERAL

THE PURPOSE OF THIS SPECIFICATION IS TO DEFINE THE REQUIREMENTS FOR ALL SUBMITTAL PACKAGES FOR STREET LIGHTING CONSTRUCTION PROJECTS THAT ARE TO BE OWNED AND MAINTAINED BY THE CITY OF COLUMBUS DIVISION OF POWER. PROJECTS INSTALLING NEW MATERIAL ARE REQUIRED TO FOLLOW THIS SPECIFICATION. ANY AND ALL MATERIALS FOR APPROVAL SUBMITTAL PACKAGES MUST CONFORM TO THE FOLLOWING REQUIREMENTS. THE DIVISION OF POWER PROJECT MANAGER HAS THE AUTHORITY TO REQUIRE A RE–SUBMITTAL OF ANY PART OF THE PACKAGE THAT DOES NOT ADHERE TO THESE REQUIREMENTS.

THE CONTRACTOR IS NOT PERMITTED TO INSTALL ANY STREET LIGHTING MATERIAL ON A PROJECT TO BE OWNED AND MAINTAINED BY THE CITY OF COLUMBUS WITHOUT AN APPROVED SUBMITTAL PACKAGE FOR EACH MIS SPECIFICATION, OR "AS PER PLAN" ITEM INDICATED IN THE PROJECT PLANS. THE CONTRACTOR IS NOT REQUIRED TO HAVE ALL PAY ITEMS APPROVED TO BEGIN CONSTRUCTION. HOWEVER, NO MATERIAL FROM A SINGLE PAY ITEM SHALL BE INSTALLED OR CONSTRUCTED WITHOUT AN APPROVED SUBMITTAL FOR THAT PAY ITEM. INSTALLATION OF NON–APPROVED MATERIAL MAY RESULT IN MATERIAL REMOVAL AT THE EXPENSE OF THE CONTRACTOR.

ONLY THE CITY OF COLUMBUS DIVISION OF POWER, OR ITS AUTHORIZED REPRESENTATIVE HAS THE AUTHORITY TO APPROVE OR REJECT SUBMITTAL PACKAGES FOR A PROJECT THAT IS TO BE OWNED AND MAINTAINED BY THE CITY OF COLUMBUS. "AUTHORIZED REPRESENTATIVE" IS DEFINED AS A CONSTRUCTION INSPECTION AGENCY THAT HAS BEEN CONTRACTED BY THE CITY OF COLUMBUS DIVISION OF POWER TO INSPECT STREET LIGHTING PROJECTS.

SHOULD ANOTHER AGENCY OTHER THAN THE DIVISION OF POWER OR ITS AUTHORIZED REPRESENTATIVE APPROVE OR REJECT A SUBMITTAL PACKAGE FOR A CITY OF COLUMBUS OWNED AND MAINTAINED STREET LIGHTING PROJECT, THAT SUBMITTAL PACKAGE WILL BE CONSIDERED TO BE "NOT APPROVED." MATERIAL FROM THIS SUBMITTAL WILL NOT BE PERMITTED TO BE INSTALLED OR CONSTRUCTED. THE CONTRACTOR SHALL RE–SUBMIT ANY STREET LIGHTING ITEMS APPROVED BY THE UNAUTHORIZED AGENCY FOR APPROVAL BY THE DIVISION OF POWER OR ITS AUTHORIZED REPRESENTATIVE. ANY MATERIAL INSTALLED UNDER THIS SCENARIO MAY RESULT IN MATERIAL REMOVAL AT THE EXPENSE OF THE PROJECT.

II. METHOD OF SUBMISSION

THE STREET LIGHTING SUBMITTAL PACKAGE MUST BE SUBMITTED ELECTRONICALLY TO THE CITY OF COLUMBUS DESIGN AND CONSTRUCTION PROJECT MANAGER, OR CONSTRUCTION INSPECTION AGENCY ASSIGNED TO THE PROJECT. THESE SUBMITTALS WILL THEN BE FORWARDED TO THE CITY OF COLUMBUS DIVISION OF POWER PROJECT MANAGER VIA THE CITY'S PROJECT MANAGEMENT SYSTEM (PMIS). THE CONTRACTOR IS NOT PERMITTED TO SUBMIT THE PACKAGE DIRECTLY TO THE DIVISION OF POWER IN ANY FORMAT. SUBMITTALS FOR ALL PROJECTS ARE REQUIRED TO BE SUBMITTED TO THE DIVISION OF POWER VIA PMIS. NO OTHER ELECTRONIC FORMAT WILL BE PERMITTED.

OUTSIDE AGENCIES SUCH AS ODOT OR FRANKLIN COUNTY THAT DO NOT UTILIZE PMIS MUST SUBMIT THE SUBMITTAL PACKAGE ELECTRONICALLY TO THE DIVISION OF POWER PROJECT MANAGER IN PDF FORM. ALL FORMATTING AND OTHER REQUIREMENTS NOTED IN THIS SPECIFICATION APPLY TO THIS TYPE OF SUBMISSION.

ONLY THE MATERIALS REQUIRED FOR STREET LIGHTING CONSTRUCTION ARE TO BE SUBMITTED IN THIS PACKAGE. THE DIVISION OF POWER PROJECT MANAGER HAS FULL AUTHORITY TO REQUIRE A RE–SUBMITTAL OF ANY PACKAGES CONTAINING MATERIAL NOT RELATED TO STREET LIGHTING CONSTRUCTION.

EVERY PROJECT MUST HAVE A SEPARATE SUBMITTAL PACKAGE FOR EACH PLAN SET IN THAT PROJECT. IF A PROJECT HAS MULTIPLE DR. E / CC OR FRAA PLAN SETS, EACH PLAN SET IS REQUIRED TO HAVE A SUBMITTAL PACKAGE FOR THAT SPECIFIC PLAN SET. A COMBINED SUBMITTAL FOR THE ENTIRE PROJECT IS NOT PERMITTED.

III. SUBMITTAL PACKAGE REQUIREMENTS

FOLLOWING ARE REQUIREMENTS FOR EACH STREET LIGHTING MATERIAL SUBMITTAL PACKAGE THAT REQUIRE APPROVAL BY THE CITY OF COLUMBUS DIVISION OF POWER. ALL MATERIALS BEING USED IN THE CONSTRUCTION OF STREET LIGHTING FOR THE CITY OF COLUMBUS MUST BE INCLUDED IN THE SUBMITTAL PACKAGE. ALL MATERIALS REQUIRE AN APPROVED CATALOG CUT SHEET.

A. EACH PAY ITEM IN THE SUBMITTAL PACKAGE MUST BE SUBMITTED INDIVIDUALLY IN PMIS, OR ELECTRONICALLY VIA EMAIL IN THE CASE OF A SUBMITTAL BY AN OUTSIDE AGENCY SUCH AS ODOT OR FRANKLIN COUNTY. THE ENTIRE PACKAGE IS NOT TO BE SUBMITTED UNDER ONE SINGLE PAY ITEM. IF THE PACKAGE SUBMITTED UNDER ONE SINGLE PAY ITEM, IT WILL BE RETURNED AS "DOES NOT CONFORM" OR "NOT APPROVED."

B. EACH PAY ITEM SUBMITTED IS REQUIRED TO INCLUDE A COVER PAGE. THIS PAGE MUST CLEARLY IDENTIFY THE FOLLOWING INFORMATION:

1. NAME AND CONTACT INFORMATION OF SUBMITTING CONTRACTOR
2. NAME OF PROJECT
3. DRAWING NUMBER (DR. E, CC#, FRAA #)
4. DATE OF SUBMISSION
5. APPLICABLE MIS SPECIFICATION NUMBER FOR THE SUBMITTED PAY ITEM
6. REFERENCE NUMBER FROM THE GENERAL SUMMARY SHOWN IN THE PROJECT PLANS.

C. ALL MATERIAL CATALOG CUT SHEETS WITHIN THE SUBMITTAL MUST INCLUDE, OR ADHERE TO THE FOLLOWING REQUIREMENTS:

1. ALL CATALOG CUT SHEETS MUST BE COMPLETELY LEGIBLE. NO BLURRED OR FADED DOCUMENTS WILL BE ACCEPTED.
2. ALL CATALOG CUT SHEETS MUST CLEARLY INDICATE THE APPROPRIATE MIS (MATERIAL INSTALLATION SPECIFICATION) NUMBER AT THE TOP OF EACH SHEET.
3. ALL CATALOG CUT SHEETS MUST CLEARLY INDICATE THE MANUFACTURER NAME AND CONTACT INFORMATION.
4. ALL CATALOG CUT SHEETS MUST CLEARLY INDICATE THE EXACT CATALOG NUMBER OF THE ITEM BEING SUBMITTED.
5. ALL CATALOG CUT SHEETS SUBMITTED MUST BE THE MOST CURRENT VERSION AVAILABLE FROM THE VENDOR FOR EACH ITEM. CATALOG CUT SHEETS THAT HAVE BEEN SUPERSEDED BY A NEWER PUBLISHED VERSION WILL BE CONSIDERED "NOT APPROVED", AND WILL REQUIRE A RE–SUBMITTAL BY THE CONTRACTOR.
6. MANUFACTURER INSTALLATION SHEETS OR MANUALS ARE NOT CONSIDERED TO BE CATALOG CUT SHEETS, AND ARE NOT PERMITTED TO BE SUBMITTED FOR APPROVAL OF AN ITEM.

IV. PROCESS OF APPROVAL

THE APPROVAL OR REJECTION OF A SUBMITTAL PACKAGE WILL EITHER BE RETURNED VIA PMIS, OR RETURNED ELECTRONICALLY BY EMAIL IN .PDF FILE FORMAT TO OUTSIDE AGENCIES SUCH AS ODOT OR FRANKLIN COUNTY.

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	GUIDELINES FOR STREET LIGHTING "MATERIALS FOR APPROVAL" SUBMITTAL PACKAGES		
	DRAWN BY: SAW	DATE: 12/11/24	
	APPROVED:		
	SCALE: NONE	SHEET: 1 OF 2	3

THE SUBMITTAL ITEM WILL BE RETURNED WITH ONE OF THREE STATUS INDICATORS. THOSE STATUS INDICATORS ARE AS FOLLOWS:

A. CONFORMS / APPROVED

1. THE ITEM IS APPROVED AS SUBMITTED.

2. AN ITEM MARKED "CONFORMS" OR "APPROVED" WILL HAVE A PDF FILE OF THE SUBMITTED MATERIAL FOR THE PAY ITEM IN THE "DOCUMENTS" SECTION IN PMIS. THIS PDF FILE WILL CONTAIN AN "APPROVED" STAMP ON THE COVER SHEET INDICATING THAT THE MATERIAL FOR THIS PAY ITEM IS CONSIDERED APPROVED.

3. FOR OUTSIDE AGENCIES, THE ELECTRONIC PDF FILE WILL CONTAIN AN "APPROVED" STAMP ON THE COVER SHEET INDICATING THAT THE MATERIAL FOR THIS PAY ITEM IS CONSIDERED APPROVED. THE PDF FILE WILL BE RETURNED ELECTRONICALLY TO THE AGENCY THAT ORIGINALLY SUBMITTED THE MATERIAL.

B. CONFORMS AS NOTED / APPROVED AS NOTED

1. THE PAY ITEM IS APPROVED WITH NOTED REVISIONS TO THE SUBMITTED ITEM. THE MATERIAL TO BE INSTALLED FOR THIS PAY ITEM MUST INCORPORATE THE REVISIONS OR CHANGES NOTED IN THE SUBMITTAL BY THE DIVISION OF POWER, OR ITS AUTHORIZED REPRESENTATIVE.

2. AN ITEM MARKED "CONFORMS AS NOTED" WILL HAVE A PDF FILE OF THE SUBMITTED MATERIAL FOR THE LINE ITEM ATTACHED IN THE "DOCUMENTS" SECTION IN PMIS. THIS PDF FILE WILL CONTAIN AN "APPROVED AS NOTED" INDICATION ON THE COVER SHEET INDICATING THAT THE MATERIAL FOR THIS LINE ITEM IS CONSIDERED TO BE APPROVED WITH THE CHANGES OR REVISIONS NOTED WITHIN THE PDF FILE. THE REQUIRED REVISIONS WILL BE CLEARLY NOTED BY THE DIVISION OF POWER PROJECT MANAGER BOTH IN THE PDF FILE, AND IN THE COMMENTS / NOTES SECTION OF THE APPROVAL SCREEN IN PMIS.

3 FOR OUTSIDE AGENCIES, THE PDF FILE WILL BE STAMPED WITH "APPROVED AS NOTED" INDICATING THAT THE PAY ITEM IS APPROVED WITH NOTED REVISIONS TO THE SUBMITTED ITEM. THE MATERIAL TO BE INSTALLED FOR THIS PAY ITEM MUST INCORPORATE THE REVISIONS OR CHANGES NOTED IN THE SUBMITTAL BY THE DIVISION OF POWER, OR ITS AUTHORIZED REPRESENTATIVE. THE PDF FILE WILL BE RETURNED ELECTRONICALLY TO THE AGENCY THAT ORIGINALLY SUBMITTED THE MATERIAL.

C. DOES NOT CONFORM / NOT APPROVED

1. THE PAY ITEM IS NOT APPROVED AS SUBMITTED, AND SHALL BE REVISED AND RESUBMITTED.

2. A PDF FILE WILL NOT BE ATTACHED TO THIS PAY ITEM IN PMIS. GENERAL REASONS FOR THE REJECTION WILL BE INDICATED IN THE COMMENTS / NOTES SECTION OF THE APPROVAL SCREEN IN PMIS. HOWEVER, THE DIVISION OF POWER PROJECT MANAGER OR ITS AUTHORIZED REPRESENTATIVE IS NOT REQUIRED TO PROVIDE SPECIFIC REASONS FOR EACH ITEM THAT IS NOT APPROVED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ALL MATERIAL NOTED IN THE "MATERIALS" SECTION OF THE APPROPRIATE MIS SPECIFICATION HAS BEEN SUBMITTED, AND MEETS THE REQUIREMENTS OF THE APPROPRIATE MIS SPECIFICATION. ALL MATERIAL IS TO BE CLEARLY IDENTIFIED IN THE SUBMITTAL PACKAGE.

3. FOR OUTSIDE AGENCIES, THE ORIGINAL PDF FILE WILL BE RETURNED ELECTRONICALLY BY THE DIVISION OF POWER OR ITS AUTHORIZED REPRESENTATIVE WITH COMMENTS NOTING THAT THE SUBMITTED MATERIAL IS "NOT APPROVED." GENERAL REASONS FOR THE REJECTION WILL BE INDICATED IN THE CORRESPONDENCE. HOWEVER, THE DIVISION OF POWER OR THEIR AUTHORIZED REPRESENTATIVE IS NOT REQUIRED TO PROVIDE SPECIFIC REASONS FOR EACH ITEM THAT IS NOT APPROVED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT ALL MATERIAL NOTED IN THE "MATERIALS" SECTION OF THE APPROPRIATE MIS SPECIFICATION HAS BEEN SUBMITTED, AND MEETS THE REQUIREMENTS OF THE APPROPRIATE MIS SPECIFICATION. ALL MATERIAL IS TO BE CLEARLY IDENTIFIED IN THE SUBMITTAL PACKAGE.

ANY QUESTIONS OR COMMUNICATION FROM THE CONTRACTOR REGARDING THE SUBMITTAL AND / OR PROCESSING OF THE STREET LIGHTING MATERIALS FOR APPROVAL PACKAGE ARE TO BE SENT THE CITY OF COLUMBUS DIVISION OF DESIGN AND CONSTRUCTION, OR CONSTRUCTION INSPECTION AGENCY PROJECT MANAGER AS APPROPRIATE. IF NECESSARY, THESE QUESTIONS WILL BE FORWARDED TO THE DIVISION OF POWER PROJECT MANAGER FOR REVIEW. THE CONTRACTOR IS NOT PERMITTED TO CONTACT THE DIVISION OF POWER DIRECTLY.

FOR OUTSIDE AGENCIES, ANY QUESTIONS OR COMMUNICATION FROM THE CONTRACTOR REGARDING THE SUBMITTAL AND / OR PROCESSING OF THE STREET LIGHTING MATERIALS FOR APPROVAL PACKAGE ARE TO BE SENT THE DIVISION OF POWER PROJECT MANAGER IN WRITING ELECTRONICALLY BY THE OUTSIDE AGENCY. THE CONTRACTOR IS NOT PERMITTED TO CONTACT THE DIVISION OF POWER DIRECTLY.

THE RESPONSIBILITY OF SUBMITTING MATERIAL THAT FULLY COMPLIES WITH THE MIS SPECIFICATIONS IS THAT OF THE CONTRACTOR. THE CONTRACTOR IS ALSO RESPONSIBLE FOR ADHERING TO THE PROCESSES AND INSTRUCTIONS WITHIN THIS SPECIFICATION. ANY DEVIATION FROM THIS IS SUBJECT TO REJECTION OF ALL OR PART OF THE SUBMITTAL PACKAGE AT THE DISCRETION OF THE DIVISION OF POWER PROJECT MANAGER, OR THE AUTHORIZED REPRESENTATIVE.

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	APPROVED:		
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