

October 4, 2011

Re: Product and Material Review

Dear Potential Vendor and Supplier:

This document will describe the roles, responsibilities, and processes for reviewing products and materials for incorporation into, modification of, or removal from Charlotte County Utilities' (CCU) system.

Our Product Review Team (PRT) is comprised of engineering and operations staff, who will coordinate the review of any new products or materials that could potentially be used in CCU's system as well as to review existing products or materials currently in use to determine whether the product or material still meets the objectives and requirements of CCU, require modification, or removal from future use. The PRT will provide a final recommendation to the Design Review Team (DRT).

Our Design Review Team (DRT) is comprised of engineering and operations management staff that will provide the final review and approval for new products or a change in approval status for any existing products used in the CCU system.

In order for you to submit a product or material for an initial review, you must complete the below application and submit it to CCU for review. We will determine whether or not the product or material meets CCU's basic criteria as outlined in CCU's Design Compliance Standards (Minimum Drawing and Submittal Requirements for Potable Water, Wastewater, and Reclaimed Water Projects, CADD Standards, Standard Specifications, Standard Details, Engineering Design Manual, and the Cross Connection Control Manual) or other policies and requirements.

The outcome of this initial review will either be acceptance or rejection of the application submitted. If accepted, you are required to submit a more comprehensive submittal package as detailed in the CCU Product and Material Review application form. An in depth evaluation of the comprehensive submittal evaluating a number of factors will include; but not be limited to:

- Reliability
- Cost
- Installation, Handling, and Maintenance
- Interchangeability
- Compliance with Safety and Regulatory Standards
- Warranty
- Product life
- Availability

Depending on the type of product or material being reviewed and its use, additional criteria may be addressed beyond those listed. See the Product and Material Review Application form, Page 2, in order to see the complete list of requirements for a comprehensive review package.

Based upon the comprehensive review, we will prepare a recommendation which may include acceptance, acceptance with conditions (such as beta testing for one or multiple years, site visits of actual installations, or other additional mechanisms to ensure the product will meet CCU's current and future needs), or rejection.

If rejected, we will notify you of the outcome and the review process ends.

Product and material reviews are scheduled on an as-needed basis. Some products or materials require immediate review due to an urgent need or in order to meet a bid deadline. However, there may not be an immediate need for other products or materials, and these reviews may be delayed until a sufficient number of products have been submitted to warrant scheduling a meeting or circulating for review. Additionally, once a product enters the comprehensive review stage, depending on the type of product, the length of a comprehensive review will vary based upon the type of review required. For example, some products require multiple years of field testing before approval.

In general, it will take approximately 30 to 60 days for you to be notified of whether or not a product or material submitted for review has been accepted by CCU.



Charlotte County Utilities Product and Material Review Application

Effective Date:
07/12/2011
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E-mail completed form to Administrative.Assistants@charlottefl.com

Application Date:		CCU Application #:	
Product Name:			
Review Type	New Product	Modification to Existing Approved Product	Removal of Product
Product Purpose or Application (what it is used for, where, etc):			
Does CCU currently include this product in its Design Compliance Standards? Yes No <small>(Check CCU website http://www.charlottecountyfl.com/CCU/Engineering/, click on Design Compliance Standards)</small>			
If yes, provide page #, section #, and/or highlight text in the standard and attach copy.			

Name of Person Submitting Product for Review:			
Company Name:			
Mailing Address:			
City, State, Zip:			
Telephone:		E-mail:	
Website:			

Product Manufacturer's Name:			
Individual Contact(s):			
Mailing Address:			
City, State, Zip:			
Telephone:		E-mail:	
Website:			

(Do not write below this line for CCU use only)

Date Received Initial Application:			
PRT Initial Review Date:			
PRT Initial Review Comments :			
PRT Initial Review Outcome:	<input type="checkbox"/> Approve, Proceed with Comprehensive Review	<input type="checkbox"/> Reject, Do not Proceed with Comprehensive Review	
Date Applicant Informed of Initial Outcome:			
Date Comprehensive Submittal Completed:			
PRT Comprehensive Review Date:			
PRT Final Result:	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve w/ Conditions	<input type="checkbox"/> Reject
PRT Comments/Conditions/Further Actions:			
DRT Review Date:			
DRT Comments/Conditions/Further Actions:			
DRT Final Result:	<input type="checkbox"/> Approve	<input type="checkbox"/> Approve w/ Conditions	<input type="checkbox"/> Reject
Date Applicant Informed of Final Outcome:			

Comprehensive Application: If your product is approved for comprehensive review (CCU will contact you), all or part of the information below must be submitted in its entirety via e-mail in Adobe *.PDF format to same e-mail address above in the order of the items listed. No application will be reviewed by the Product Review Team (PRT) until the submittal is complete. Failure to provide full disclosure will be grounds for product disapproval.

REQUIREMENTS FOR COMPREHENSIVE REVIEW

- A technical specification that addresses:
 - Description of materials and processes used in the manufacture and installation of your product
 - Any special conditions required for proper performance of the product
 - Applicable industry standards/codes (UL, NSF, AWWA, ASTM, FDOT, FM, etc)
- Evidence of compliance with applicable industry standards/codes (UL, NSF, AWWA, ASTM, FDOT, FM, etc) including test results signed and sealed by applicable licensed professional engineer
- A copy of the standard product installation guide, which outlines special equipment, training, inspection requirements, and inspection equipment
- Information related to patents, licenses and/or franchises related to the product
- Information related to replacement parts costs and availability
- Location of nearest maintenance facility and spare parts warehouse
- Information on costs for installation (including retrofit costs if replacing an existing product in installation) and maintenance
- Provide the following data on a minimum of five completed installations of your product:
 - Installation date
 - Quantity
 - Cost
 - Location
 - Client/Contact person along with respective telephone number