



City of
**Campbell
River**

Approved Product List
REVIEW AND APPROVAL PROCESS
2019

PRODUCT REVIEW COMMITTEE

Purpose:

To review the submission of new products which fall under the scope of the City of Campbell River's Specifications and Standards, and to review the acceptability of previously approved products.

Structure:

The structure of the committee allows input from the Operations, Community Planning and Development Services, Facilities and Supply Management, Capital Works and Parks departments. The Approved Product Review Committee consists of 12 members of City Staff as follows:

- Operations (6)
 - Roads & Drainage (2)
 - Wastewater (2)
 - Water (2)
- Community Planning and Development Services (2)
- Facilities and Supply Management (1)
- Capital Works (2)
- Parks (1)

Consideration will be given to invite Engineering Consultants. (i.e. McElhanney, Highland).

To provide timely responses to requests for product reviews, meetings and product reviews will be scheduled on a semi-annual basis, or as deemed necessary by the Committee.

The Chairperson for the committee is the Engineering Technologist III (Water Dept.)

General:

Products that are approved by the committee for use in City owned infrastructure are contained in the Approved Utility Products List. Specifications for these products are generally contained in the City's Design Standards (Appendix A to the Subdivision and Development Servicing Bylaw No. 3419, 2010, which forms the basis for the Approved Utility Products List. Copies of the Approved Utility Products List are available from the Land Use Services Department & are also available on the City's web page at www.campbellriver.ca

Process:

Any party requesting a review of their product shall complete and submit a Product Review Request Form (Appendix "A") to the Chair of the Committee. This can be done by City staff, consultants, sales representatives or other interested parties.

All necessary specifications, references and certificate of compliance should be included with the request. All products must, at a minimum, conform to the most current applicable MMCD Reference Specifications.

Product Review:

1. The Product Review Committee will review products as requested by supplier for "Pre-Approval" for use in the City of Campbell River.
2. The procedure for pre-approval will be as follows:
 - 2.1. A product request form will be submitted to the Chair of the Committee by the supplier for the product evaluation. (Appendix "A")
 - 2.1.1. Appendix "A1" Evaluation Criteria will be used as a guide in evaluating proposed products.
 - 2.2. The supplier will supply all necessary specifications, references and certificate of compliance for their product with the request. All products must, at a minimum, conform to the most current applicable MMCD Reference Specifications.
 - 2.3. After the committee reviews the request and finds that there is a need for the product offered, a review of the specifications and references will take place. Reviews will not be undertaken if in the committee's opinion there is no need for the product.
 - 2.4. If the product passes the specification and reference check, a request for a sample or demo will be sent to the supplier. The supplier is responsible for all costs associated with the supply and delivery of the proposed product to Dogwood Operations Centre, 385 South Dogwood St. If the City, after completing adequate field tests approves the product the City may reimburse the supplier for the cost of the product only. No compensation will be provided for a product that is not approved.
 - 2.5. The duration of the field test will be determined by the committee for each individual product.
3. Upon completion of the field test or review, a letter of approval or rejection will be sent to the applicant and other interested parties. The letter outlining the committee's decision on behalf of the City of Campbell River will also outline the reason for that decision.

4. Once a product has been granted approval by the City, the supplier will be able to tender for the supply of the product on the next tender.
5. Products previously granted approval will not be required to be re-reviewed by the committee for minor changes that do not impact the functionality of the product, unless it is determined that the changes may affect how the product performs for its intended use.

The applicant or other interested parties may not always agree with the decision regarding product approval. Any comments or concerns with this decision should be addressed to the Chair of the Committee in writing. Additional reviews will not be granted unless new or additional information is provided, that would clearly alter the evaluation results of the product.

Approved Utility Products List:

Once products have been accepted and the letter of approval has been sent, a copy of the letter will also be sent to appropriate City staff. The product will then be added to the current Approved Utility Products List.

The Approved Utility Products List will be reviewed periodically to ensure they still meet with the City's requirements. Input from City staff and other concerned outside agencies are encouraged to identify problems encountered with products on the list. Approved products identified as failing to meet the City's requirements will be reviewed by the committee and may have their approval rescinded and subsequently removed from the Approved Utility Products List



CITY OF CAMPBELL RIVER

Community Planning and Development Services

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PRODUCT REVIEW REQUEST FORM APPENDIX "A"

TO:

Approved Products Review Committee
385 S. Dogwood Street
City of Campbell River, BC, V9W 8C8
email: products@campbellriver.ca

FROM:

DATE: _____

PRODUCT NAME:

PROPOSED PRODUCT USE:

A review **will not** be considered unless the following is provided:

- Product Specification.**
- Product References.**
- Product Certificate of Compliance**

Subject to the satisfactory review of the above, the following will be required:

- Product Sample.
- Product Information Brochures.
- Product representative contact:

Please indicate any additional information that is supplied with this request form:

- Other information: _____

APPROVED PRODUCT EVALUATION CRITERIA Appendix "A1"

1. Does the product fill a deficiency within materials we have on hand presently?
2. Is the product easier to maintain and require less maintenance?
3. Is the product of better cost/quality than what we use presently?
4. Is it a safer or more environmentally friendly product?
5. Do we have replacement parts already in stock, i.e. is it compatible with present parts?
6. Is training required for the maintenance or installation of the product?
7. Are new tools, equipment or procedures required to handle, install or maintain the product?
8. Does the product have a proven track record of excellent performance?
9. Is the product readily available?