

Approval Process for New Products

PART A - SUBMITTAL REQUIREMENTS

1. History and Sales Literature section which shall consist of:
 - i. A copy of the general sales brochure with the product on it.
 - ii. Company history.
2. Technical literature section which shall consist of:
 - i. Product description, the technical specification, submittal sheets, scaled drawings, installation instructions/procedures, and catalog information including applicable part number or series number that approval is requested upon.
 - ii. Quality Control procedures and ongoing testing your company has instituted to ensure uniform properties in your product, initial design proof-testing that you may have done (in house), or testing you have done to prove the unique or outstanding selling factors of your product. The more official (signed and sealed by a Professional Engineer) these tests are the more useful.
3. List all applicable product standards, verification of standard certification and copies of the official standards (NSF, NSF-61, AWWA, ASTM, ANSI, NFPA, UL/FM, Uni-Bell, DIPRA, ISO, etc) as appropriate for the product.
4. Test results showing compliance with applicable standards, including independent laboratory test results, if necessary.
5. Provide the product availability, delivery time and local representative availability and a list of all facilities and their locations that manufacture the product. In the case where multiple facilities produce the product, there shall be verification that identical testing and certification was performed for each manufacturing location. Please state if the manufacturing facilities are owned by the company/brand whose name appears on the product.
2. Maintenance requirements, special equipment and procedures and recommended maintenance schedules.
3. Product Warranty information including duration, repair/replacement procedures and parts/materials included or excluded per the warranty.
4. Product reference (municipal or public users in Florida and other) shall include users name, address and telephone number, product application, number and details (size specific model number, etc) and number of years with date installed, and name, title, telephone number and email of a contact person having knowledge of the particular usage. Corporate Reference (only in the state of Florida). This section may include contractors and other well established businesses. Limit this to six (6) references with the same format as above.
5. A detailed side-by-side comparison of the manufacturer's product to a current item or items on the existing approved products list. Side-by-side comparison shall be factual and accurate.
6. Provide the material safety data sheet (MSDS), if applicable.
7. Provide recent product revisions or improvements.
8. Explanation of how the product benefits the City of Clermont in terms of prolonged service life, reduced maintenance, reduced life-cycle cost and other relevant aspects.
9. Additional justification deemed necessary or helpful by the product representative such as samples, video or PowerPoint presentation and outline notes.
10. Any additional information deemed essential by the City of Clermont.

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PART B - EXECUTION

1. STANDARDS COMMITTEE REVIEW.
 - i. If additional information is required, notification will be sent electronically with a required response time. If this information is not presented in this time period, the product may be removed from consideration.
 - ii. If the product is determined to be inappropriate for inclusion on the approved products list it may be removed from consideration.

2. STANDARDS COMMITTEE REVIEW. If the committee is able to reach a decision, they will make one of the following recommendations:
 - i. Recommendation for inclusion in the next revision of the Manual. Products that have been recommended for inclusion shall not be approved for usage in the City of Clermont Approved Products list until the effective date of the next revision of the Standards Manual.
 - ii. Table the product for further review and a decision at a later date. In this case, the Committee can ask for more information, request a product demonstration or testing done by City of Clermont staff or request additional research.
 - iii. Recommendation for disapproval.

3. ADDITIONAL
 - i. The City of Clermont reserves the right to limit the number of approved manufacturers for any specific type of product for the purpose of minimizing inventory of parts, replacement components, and training requirements.
 - ii. The City of Clermont may, with cause, disapprove and remove from the list any previously approved product. Cause may include, but is not limited to, the unavailability of a product or its replacement parts, failure of a product, unresponsiveness on the part of the manufacturer or their representative to resolve product issues, or a decline in the quality or performance of a product. These products shall be removed immediately from the approved products list
 - iii. The City of Clermont reserves the right to reject submittals of products that are incomplete or not applicable to the purpose and intent of the products list. Further, the City of Clermont reserves the right to reject resubmittals of the products list that have been rejected by the Standards Committee.