

The City of Victoria is committed to ensuring that the citizens of Victoria are supplied with goods and materials which adhere to the highest standards, as well as ensuring long-term value. In order to accomplish these goals, the Engineering & Public Works Department has developed, and maintains, an Approved Products List (APL) and a set of guidelines for suppliers wishing to submit products for evaluation by the City of Victoria in the following specific areas:

- Sanitary Sewer, Storm Drain and Watermain Construction products
- Road Construction products
- Traffic Control Systems products
- Street Lighting products

The purpose of the Approved Product List is to:

- Standardize the products used across the City.
- To limit the number of certain products that can be used within the City, to ensure that staff are trained to maintain those items, and to limit the inventory necessary for maintenance.
- To make it easier for contractors and suppliers to select products for use and minimize errors.

As such, any product that can be used when constructing City-owned infrastructure, must be listed in the current edition of the Approved Products List.

I. PRODUCT REVIEW COMMITTEE

The Product Review Committee (PRC) is responsible for the selection, review and approval of new product applications for Engineering & Public Works related to assets for road, sanitary sewer, storm drain, water, street lighting and traffic control systems.

Typical approved product evaluation criteria include:

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

As the committee typically meets on a quarterly basis, product evaluation and testing could take up to a year.

II. PROCESS

Any party requesting a review of their product shall complete and submit via email a *Product Review Request* application form, including all supporting documentation listed in the form (in digital PDF format), to the Chair of the Product Review Committee (engadminworkflow@victoria.ca). When completing the form, please ensure to:

- Fully complete the supplier section of the form and attach / include all relevant information, certifications and independent product tests that would verify the claimed product approvals, compliance with required standards, and specifications.
- Include details of quality control, quality assurance or other management processes related to the manufacture of the product.
- Include in the email subject line the following:

“Product Name for Review” Attn: Product Review Committee

Before submitting the application form and package, please ensure that all supporting documents are included as only complete submissions can be considered. This shall include:

- Product name, reference number and model number.
- Manufacturer / supplier / importer brochure or manual.
- Copies of all applicable specifications, such as AWWA, CSA, etc.
- Identify suitable / applicable Section from the MMCD Platinum Edition that product(s) conforms to.
- Any related test results (3rd party preferred) that have been performed on the product(s)
- Name of municipalities and contact persons who presently approved and use the product(s).
- Cost of product and the name of local supplier(s) / distributors.
- Indicate the markings on the product that can be used by inspection staff to identify the product(s) in the field.

Submit one application package per product.

III. PRODUCT REVIEW

The Product Review process is used when a person, or group, submits an application hoping to have the product included on the *Approved Products List* for general use. There are two stages within this review:

First Stage Review

Submitted application packages are circulated to the Product Review Committee members and their colleagues to determine if there is a need for the product offered.

If there is a need for the product, the product moves to the Second Stage Review.

If it is determined that there is not a need, or interest, in the product, the product does not move to the Second Stage Review and the applicant is notified of this decision.

Second Stage Review

The Second Stage Review requires input from all Committee members and their colleagues that have an interest in the product. Once a decision has been made by the Product Review Committee to undertake a Second Stage Review, some or all the following steps may occur:

a. Additional Product Information Request

To supplement the information provided with the initial submission, additional information, in digital PDF format, may be requested.

b. Product Demonstration or Sample

The need for a product demonstration, or sample, of the product may be determined by sales representatives to better promote their product or may be at the request of the Committee to gain a better understanding of the product.

Upon request, the applicant will be required to arrange a demonstration at a mutually agreed time and location in order to inform staff of the product and its proper installation and maintenance procedures. The Committee reserves the right to temporarily suspend the approval of any product which does not conform to the required standards, or for any other reason it deems necessary

All costs associated with the supply and delivery of the product will be incurred by the applicant. No reimbursement will be provided for a product demonstration or sample regardless of the outcome of the review.

c. Product Field Test

Some products may require a field test to evaluate the performance of the product.

This request is common, particularly if the product is new to the City, the market, or has not yet received approvals from other municipal organizations.

The duration of the field test is dependent on the product and will be determined by the Committee on a case-by-case basis.

Please note that if the applicant does not respond to requests for further information, product demonstrations, etc. for a period of one year, the review will be closed without notification.

Review Committee Decision – Notification Letter

Once the Second Stage Review is complete, a letter outlining the Product Review Committee's decision for acceptance or rejection on behalf of the City of Victoria, will be sent to the applicant and other interested parties. A copy of this letter will also be circulated to appropriate City staff.

The letter will also outline the reasons for the decision. This is the final step in the Product Review process.

If the product has been accepted, it will be added to the current *Approved Products List*. Once a product has been accepted, the supplier will be able to tender for the supply of the product on the next applicable tender.

The applicant or other interested parties may not always agree with the Review Committee's decision regarding product approval. The City's decision is final; however, applications will be re-assessed if further information is provided, or if the reason for the rejection has been rectified. Any comments or concerns with the decision can be emailed to the Product Review Committee Chair.

All concerns regarding the product, as outlined in the notification letter, must be addressed before further review of the product will occur.

IV. MAINTENANCE OF THE APPROVED PRODUCTS LIST

Products on the *Approved Products List* may be re-evaluated by the Review Committee based on the performance, quality and support provided, to ensure they continue to meet the City's requirements.

If at any time an approved product fails to perform as specified, or it does not continue to meet the City's requirements, it will be re-reviewed by the Product Review Committee. After this review, the product may be removed from the *Approved Products List* and have their approval rescinded. It may only be re-instated once corrective action has been taken which will meet the requirements and approval of the Product Review Committee.

When a product is removed from the *Approved Products List*, the applicant will be notified in writing and a revised list will be posted on the City's website. At that time, the product can no longer be used for City-owned infrastructure projects.

Updates to the *Approved Products List* will be made available as necessary by the City. It is the responsibility of all *Approved Products List* users to ensure they have the most current version and all amendments.

V. PRODUCT CERTIFICATION

If a product is required to be certified to a Canadian Standard, such as CSA, the certification shall be made by a testing agency accredited for that purpose by the Standards Council of Canada.

If a product is required to be certified foreign or other standards, the certification shall be made by a testing agency accredited for that purpose by that country or the Standards Council of Canada.

Where certification of a product is required, certification markings of the accredited testing agency must appear on the product. Manufacturers with ISO 9000 certification are preferred.

For products in contact with potable water, NSF certification is preferred, and in some cases, required.

For a product approval to remain in place the firm certifying the product must retain its accreditation. The product representative must immediately notify the Approved Products Committee of any changes in certification firm, or its accreditation status.