



Utilities Department Procedures for Evaluating New Items

When using a product that has a current specification, the following process will be used in evaluating whether or not the new product is an equal.

1. Office review of product and contractor

- Prior to testing manufactured product, the City will require each vendor to make available a list of references which shall include names, contact numbers and the type of entity such as city, county, state or private company.
- Product(s) shall have a minimum warranty equal to or greater than its class of product.
- Providing contractor shall have a minimum of 3 years experience within South Florida and provide full factory support in South Florida.
- All new products must meet or exceed the current existing product/material service level currently in use.
- All new products that come into direct contact with drinking water must meet applicable National Sanitation Foundation/American National Standards Institute NSF/ANSI standards.
- Contractor will need to provide a Certificate of Insurance naming the City of Pompano Beach as an additional insured on their General Liability, and showing proof of current Auto and W/C, or as required by the Purchasing Department prior to any on-site work. Additionally, contractor shall provide copies of current required certifications or licenses necessary to perform the work.

2. Testing procedures

- All products shall be evaluated in the City of Pompano Beach Utilities system. The City of Pompano Beach may require a field test application of the product or field trial of equipment or machinery at the manufacturer's expense.
- All testing shall follow an agreed upon test plan. The City shall be the final determinant of an acceptable test plan.
- Contractor shall comply with all applicable regulatory and safety requirements. Contractor preparation of demonstration shall be consistent with manufacturer's recommendation.
- Contractor shall be responsible for all isolation procedures related to the testing of the product, and shall maintain the restricted system to avoid potential hazards.

3. Final evaluation and recommendations

- Services will be evaluated for a minimum of 6 months and up to 12 months.
- Chemicals/Machinery/Equipment may be evaluated for a minimum of 12 months and up to 24 months.
- Items shall be evaluated based on criteria such as: cost benefit, life cycle, environmental impacts, hazards classification and performance versus existing items; the best interest of the City of Pompano Beach will be paramount.
- Successful field test will consist of all applicable points as mentioned above, as well as professionalism and safety during application procedures.
- An evaluation panel will include, but not be limited to City staff and/or Utility Consultants, as deemed necessary.
- The City shall be the sole judge of the acceptable field results for new equipment coatings, etcetera.
- Analytical data must include a sampling plan and testing documentation. All laboratory testing must be performed by a NELAC certified laboratory.
- Should a vendor provide data that cannot be verified, they will be advised that the City is invalidating the data and given seven (7) calendar days from date of notification to provide objective, verifiable proof of the data. The date of e-mail and/or fax notification shall begin the seven (7) day period. The City shall be the sole final judge of the analytical data and may invalidate suspect data.

November 13, 2012

C: Purchasing