

# Approved Products List – Administrative Policy

## PURPOSE

To ensure City infrastructure is high quality, long lasting, and supports service delivery. To meet this objective, the **Approved Products List** (APL) identifies infrastructure products that are acceptable for installation in the City's infrastructure systems. The APL Committee (the Committee) reviews and assesses products and determines if a product should be added or removed from the APL. The City maintains a manageable product inventory that encourages competitive pricing as well as provides designers and builders with a clear understanding of which products are acceptable for installation.

## POLICY SCOPE

The Committee reviews products from Suppliers that formally request their product be added to the APL through the application process. The Committee ensures that they meet the objectives of the APL prior to acceptance. Only products that obtain the Committee's approval are included in the APL. Previously approved products are also subject to review periodically to ensure they continue to meet the objectives of the APL, and that they are still available. This replaces the previous Council Policy 266: Approved Products List.

## ADMINISTRATION GUIDELINE

The APL Committee consists of City Staff from several divisions and departments to ensure a multidisciplinary review and approval process. The Chair of the Committee is the Technical Services Supervisor. The following positions or their designate make up the Committee. Other subject area experts will be included in the working group as required but will not have a vote on recommendations.

- Technical Services Supervisor (Chair)
- Infrastructure Delivery Department Manager
- Development Engineering Manager
- Infrastructure Operations Department Manager
- Utility Services Department Manager
- Integrated Transportation Department Manager

The Committee will forward recommendations to General Manager, Infrastructure for final decision.

Products will be reviewed by the Committee on a semi-annual basis, or as deemed necessary. Any infrastructure that will become City-owned and maintained must use products from the APL unless otherwise approved by the committee. The current APL is available on the City of Kelowna's website.

## PRODUCT REVIEW PROCESS

Any supplier requesting a product be added to the APL must complete and submit a Product Review Request Form to the Chair of the Committee (**Appendix A**). All necessary specifications, references and certificates of compliance must be included with the request. Each product requires a separate application. Requests are only reviewed if complete in full. Incomplete or partial submissions will be rejected.



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1. The procedure for approval is as follows:
  - 1.1. The product review request form (**Appendix A**) must be sent to the following email address [DrawingReviewOps@kelowna.ca](mailto:DrawingReviewOps@kelowna.ca) c/o Committee Chair. Any requests for application status should be made through the same email address.
  - 1.2. Appendix "B" Evaluation Criteria will be used as a guide in evaluating proposed products.
  - 1.3. The supplier will supply all necessary specifications, references, and certificate of compliance for their product as outlined in Appendix A. Additional information may be requested by Committee at any time.
  - 1.4. If the product passes the initial review, a sample or demo may be requested from the supplier. The supplier is responsible for all costs associated with supply and delivery of the proposed product to the City for review.
  - 1.5. If the supplier does not respond to requests for further information, product demonstrations, etc. for a period of one year from the date initial request, the application will be rejected. The supplier will have to resubmit their application.
2. Upon completion of the final decision, notification of approval or rejection will be sent to the supplier and others as determined by the committee. If rejected, the notification outlining the committee's decision will include a reason the product was not accepted.

The General Manager, Infrastructure's decision is final. The supplier may resubmit their product for review after one year provided they can demonstrate that the product or supporting information has changed appreciably. Any comments or concerns with the decision should be addressed to the Committee Chair in writing.

Once products have been approved and the notification sent to the supplier, a copy of the Approval letter will also be sent to appropriate City staff to amend the APL. Only after approval will the product be added to the APL.

Products under review will not be permitted to be installed in advance of approval, unless approved by the Committee and only under special circumstances.



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## **Maintenance of the Approved Products List:**

The Supplier is responsible to notify the Committee Chair of any changes to their product(s). Products on the APL will be reviewed periodically to ensure they continue to meet the City's requirements. The supplier will be notified by the Committee if their currently approved product is under review. Additional information as noted in Appendix A may be requested at this time. If any supplier fails to provide the information requested or the product no longer meets the City's needs, the product may be removed from the APL. Notification will be sent to the supplier. Once removed from the APL the supplier will have to reapply in order to be added back on the APL.

The General Manager, Infrastructure has the sole discretion to remove products immediately from the APL if they suspect the product is faulty. The supplier would be informed that their product was removed from the list and the reasons for its removal. Reinstatement of the product would require the supplier to follow the full application procedure.

It is the responsibility of all APL users to ensure they have the most current version.

DRAFT

Effective Date	Revised Date	Approved by	Signature
April 17 <sup>th</sup> , 2023		General Manager, Infrastructure	



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## PRODUCT REVIEW REQUEST FORM - APPENDIX "A"

TO:

Approved Products Review Committee  
1495 Hardy Street  
City of Kelowna, BC, V1Y 7W9  
email: [DrawingReviewOps@kelowna.ca](mailto:DrawingReviewOps@kelowna.ca)

FROM:

DATE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRODUCT NAME:

\_\_\_\_\_

PROPOSED PRODUCT USE:

\_\_\_\_\_

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

- Product Specification.
- Product Information Brochures.
- Product representative contact \_\_\_\_\_
- Product References (Installer and End users)
- Product Certificate of Compliance (CSA, ASTM, AWWA, etc.)
- Documentation or Letter Describing the following;
  - Sustainability of the Product, Company and Manufacturing process
  - History of the product
  - Why the City should use the product and any potential benefits to the City
  - Identify Maintenance and Training requirements, and / or special tools or equipment required.
  - Availability of the product and replacement parts
  - Cost to supply and maintain the product
  - Provide location within the existing APL, where the proposed product would best fit

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

- Other information: \_\_\_\_\_



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### **APPROVED PRODUCT EVALUATION CRITERIA - APPENDIX "B"**

1. Does the product fill a deficiency within materials we have on hand presently?
2. Is the product easier to maintain and/or require less maintenance?
3. Is the product of better cost/quality than what we use presently?
4. Is product a safer or more environmentally friendly product?
5. Are replacement parts readily available and are they competitively priced?
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?