



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.**
- **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 situation at the manufacturer s expense.**
- **Contractor shall comply with all applicable regulatory requirements.**
- **Contractor preparation of demonstration shall be consistent with manufacturer s recommendations.**
- **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.**

September 30, 2010

C: Purchasing