

Product Evaluation Application

Johnson County Wastewater

General: Johnson County Wastewater (JCW) is a department of Johnson County Kansas Government and maintains a JCW Product List of accepted products/equipment that meet JCW specifications and have been evaluated for JCW purchase and use or to be furnished under construction projects.

Application Instructions: Manufacturers/vendors must submit a product package for evaluation by JCW's Product Evaluation Committee (PEC) to be considered for product listing. A separate product package is required for each product. Each Product Submittal Package includes the following elements and each section must be completed in its entirety (refer to Sections A and B of the Application form for detailed Instructions) before the package will be evaluated by the PEC:

- A. Product Evaluation Application
- B. Supporting Product Documentation:
 1. Product Development
 2. Product Description
 3. Product Design Criteria
 4. Product Installation Locations
 5. Product Performance Data
 6. Product Cost Data
 7. Product Safety Information
 8. Product Warranty Information
 9. Current Product Acceptance Documentation
 10. Manufacturer and Vendor Information
 11. Operations & Maintenance Information
 12. Other Pertinent Information
- C. Name, Title and Signature of Person Submitting Application with the submittal date.

Application Format: Electronic submittal of all Submittal Package elements (Application, Supporting Product Documentation and the Applicant Certification) is required. The Submittal Package elements shall:

1. PDF format compatible with the latest version of BlueBeam or Adobe Acrobat PDF Reader.
2. PDF files must be named, indexed and bookmarked with all pages oriented to allow viewing without rotating pages.
3. Refer to the Supporting Product Documentation section for additional information.

Application Submittal: Submit the PDF files for the submittal entire product submittal package and any submittal questions to the applicable PEC product team via email as follows:

- **Wastewater Collection System:** JCW-PEC-Collections@jcw.org
- **Wastewater Treatment & Pumping:** The Wastewater Treatment & Pumping PEC Team is not accepting submittals for discretionary treatment or pumping products or processes for evaluation at this time. Questions regarding Treatment & Pumping products may be directed to Alex Swerwinski, Managing Engineer – Treatment, at 913-715-8549.

A. Product Evaluation Information

Provide an answer for each blank and a submittal for each checklist item. If a blank or item does not apply, explain "why" in the blank or by separate document for items in the checklist. Submittals with empty blanks or missing items will be returned for address.

1. Product Category: Wastewater Collections:

2. Product Manufacturer:

Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Title: _____ Fax: _____

Email: _____

3. Product Vendor/Rep:

Company Name: _____

Address: _____

Contact Person: _____ Phone: _____

Title: _____ Fax: _____

Email: _____

4. Product Name and Model(s):

5. Product Type and Intended Use(s):

6. Condensed Product Description:

7. Applicable JCW Specification Section(s) \ Standard(s):

8. Deviations from JCW Specification(s) (list all):

B. Supporting Product Documentation

Instructions

The following minimum Supporting Product Documentation is required and must be indexed in the product submittal package:

1. A file upload is required for this completed Application document (1) and for each of the eleven (11) Supporting Product Documentation categories listed below for a total of twelve (12) files. If a category does not apply, include a sheet with the reason the category does not apply for the file upload.
2. Provide a submittal or answer for each listed element. Leave no items blank and explain “why” where an item, category or element doesn’t apply.
3. Index each file by including the index number for the item that the file applies to at the beginning of each file name. Index examples: 1 Widget Product Development, 2a Widget Brochure, 3a Widget ASTM 1234, 3e Widget Dimensions, etc.
4. Check each box or circle in the list below as confirmation the required information is included in the submittal package or has been addressed.
5. Applications missing required Supporting Documentation elements (or explanation why the element does not apply) will not be evaluated.
6. Generic data sheets, promotional material, etc. are not considered specific supporting documentation and will not be evaluated.
7. Highlight data sheet information addressing each specific numbered section below to draw the reviewer’s attention.
8. Where a data sheet contains information relevant to more than one section, submit the same data sheet for each section with the relevant portion highlighted.
9. Additional specific information that is not listed but supports the section may be submitted.

Use the following category and element checklist and include in the Submittal Package.

1. Product Development Information

Provide the product’s development history and include:

- a. Provide the length of time the product has been used in the Wastewater Industry in the United States. If the product has been used for less than ten (10) years, provide information on the length of time the product has been used in the Wastewater Industry outside of the United States.
- b. Provide information on all patents, licenses, or franchises held on the product. Include all restrictions that may prevent other manufacturers from providing an “or equal” or similar product.
- c. Provide information on any pending legal issues with the product.

2. Product Description Information

Provide a complete narrative description of the product and its use and include:

- a. Provide photos and brochures specific to the product.
- b. If appropriate, although not required, include a video on a CD/DVD or online video link, or even product samples.
- c. Describe typical applications and outline the parameters required for optimal performance, as well as limitations of the product. (If videos or samples are sent, only one copy is needed for PEC review.)

3. Product Design Criteria

Circle or underline all design criteria that meet JCW specification requirements and/or standards and indicate all areas of the design criteria that do not meet JCW specification requirements and/or standards. Also include the following elements:

- a. Industry standards (e.g. ANSI, ASTM, FM Global, UL) product conforms to.
- b. Materials of Construction.
- c. Product Specifications. Identify each section/item that meet JCW specifications or standards and any section/item that deviates from JCW's specifications or standards.
- d. Installation instructions. Include all installation requirements. Also, include requirements for certified installers, and nearest location of certified installers, if applicable.
- e. Product dimension drawings including any dimensional constraints for product installation.
- f. Maximum expected product life under typical service conditions for the requested application.
- g. List and describe all unique design features that make this a quality product.
- h. Design comparisons with similar products by other manufacturers may be included but should be brief.

4. Product Installation Locations

Provide the following minimum product installation location information as follows:

- a. Provide a list of 10 US installations including the following minimum project information (including any in JCW's current service area):
 - i. Facility location.
 - ii. Facility contact person including name, address, email and phone.
 - iii. Project name(s).
 - iv. Product installed (i.e. Model, size, etc.).
 - v. Date of installation (spanning the past 5 years).
 - vi. Intended product use.
- b. List 10 of the largest customers located in or near Johnson County, Kansas.

5. Product Performance Data

- a. Manufacturer published performance data.
- b. Copies of performance tests performed by independent (3rd party) testing companies/organizations.
- c. Performance comparisons with similar products by other manufacturers may be included but must be brief.

6. Product Cost Data

- a. Information on all required annual patent/franchise royalties.
- b. Typical cost range for the product including specific design criteria which affect the cost.
- c. Manufacturer published costs for required maintenance.
- d. Product efficiency information and impact on cost of operation for the life of the product.
- e. Cost comparisons with similar products by other manufacturers may be included but must be brief.

7. Product Safety Information

- a. Safe operating parameters.
- b. Safety concerns and/or hazards associated with the product.
- c. Safety Data Sheets where applicable.
- d. Product safety features.

8. Product Warranty Information

- a. Warranty eligibility.
- b. Warranty period.
- c. Warranty coverage.
- d. Warranty conditions.

9. Product Acceptance Documentation

- Provide a list of cities/counties and consulting engineers who have currently included this specific product on their accepted product list and documentation of the listing.

10. Manufacturer and Vendor Information

Provide the following information for the manufacturer and the manufacturer’s representative (vendor) identified in this Application:

- a. Information that establishes the qualifications, experience and reputation of the company.
- b. Country of origin including manufacturing facilities in the United States.
- c. Address of manufacturing facility(ies). Indicate if facility tours are available.
- d. Manufacturer’s quality control measures used during the design, development and manufacturing of the product.
- e. All applicable International Organization for Standards (ISO) certifications.
- f. Manufacturer and vendor service capabilities.
- g. Manufacturer and vendor customer satisfaction goals and performance.

11. Operation & Maintenance Information

Provide operation and maintenance procedures for the product.

- a. List maintenance required for compliance with manufacturer warranties.
- b. List routine required maintenance including frequency.
- c. List any maintenance required to be performed by manufacturer certified technicians.
- d. Include manufacturer published man-hours required to perform required maintenance.
- e. Provide a list of common spare parts.
- f. Spare parts storage locations and estimated delivery times.

12. Other Information

Other information that may assist the PEC in evaluating the merits of the product may be attached and noted as follows:

C. Applicant Certification

By signing this document, I certify that all requested information has been provided, deviations from JCW's standard specifications or standards have been listed, and all information provided is accurate, current and complete to the best of my knowledge. I acknowledge that failure to submit any portion of the required product package included in the Product Evaluation Information form and/or the Supporting Product Documentation or failure to list any deviation from JCW's standard specifications or standards may result in the return of the product application without review.

Signature of Applicant: _____

Printed Name: _____

Title: _____

Company Name: _____

Applicant Email: _____

Applicant Phone: _____

Date: _____

Submittal Package Processing: A JCW PEC Team member will notify the applicant of receipt of the submittal. Within approximately 14 days of receipt, JCW will conduct a preliminary review of the Product Submittal Package and notify the applicant of the completeness of the package. The Product Submittal Package will proceed to the evaluation only when all required Product Evaluation Information (Section A) and Supporting Documentation (Section B) and Certification (Section C) elements have been received by JCW.

For complete Product Submittal Packages, JCW will provide an estimated product evaluation time goal. The estimated evaluation time goal may vary based upon, but not limited to, the following:

- Detail and quality of the Product Submittal Package.
- Organization and presentation of the Supporting Documentation in a manner that provides the requested information and readily recognized conformance to JCW minimum specifications.
- Product history. New products with new technology and/or limited installations may require longer review time.
- Current or expected design projects that may utilize a submitted product.
- The complexity of the evaluation.
- Order in which the Product Submittal Package was received
- Evaluations in process.
- Other.

Product Evaluation Process

The product evaluation process was developed by the PEC to provide a thorough evaluation of the product. The Product Submittal Package will be reviewed by PEC members with knowledge of the product type, components, utilization, and/or application within a wastewater system or process. The PEC will strive to complete the initial application evaluation within the estimated evaluation time.

The PEC may request additional information during the review and all requested information must be submitted within 10 calendar days to avoid moving the product back in the evaluation queue. Status for the product evaluation will be provided to the applicant only when JCW's evaluation time goal has been exceeded.

Product Evaluation Notification: Written Notification of Product Acceptance (and addition of the product to the JCW Product List) or Non-Acceptance will be provided to the applicant once PEC evaluation is complete.

Product Acceptance Duration: JCW's minimum specification requirements evolve with advances in materials, coatings, instrumentation, technology, treatment process and control systems. This allows JCW to meet regulatory requirements and maintain industry leadership in the treatment and conveyance of wastewater.

Acceptance of a manufacturer's product shall expire five (5) years from the date of JCW's acceptance of the product and listing on the JCW Product List. At JCW's discretion upon expiration of or during the 5-year period, JCW may request submittal of an updated product package for PEC re-evaluation or re-acceptance of the product.

At JCW's discretion, JCW may accept a product for Pilot Testing before completing the product evaluation. JCW will determine which products will be accepted for Pilot Testing, the length of the Pilot Test and where/how the Pilot Test will be conducted. JCW acceptance of a product for Pilot Testing does not constitute full product acceptance. Upon expiration of the Pilot Test period or at any time during the Pilot Test period and at JCW's discretion, JCW may request submittal of an updated product package for evaluation of the product.

Product Re-evaluation: JCW reserves the right to request re-evaluation and re-acceptance of a product at any time. If re-evaluation is requested, the equipment vendor or manufacturer has 30 calendar days from the date of the reevaluation request to submit a complete product package. If a complete package is not received within the 30-day period, the product will be removed from the JCW Product List.