

# City of Abbotsford Product Approval Process Details

The City of Abbotsford welcomes the opportunity to review new or innovative products and materials for use in construction, operation and maintenance of City infrastructure and Facilities.

Products will be reviewed and evaluated for compliance with provincial, national and international specification standards and for sustainability.

## Product Approval Process Details

The following information details the Product Approval and Product Awareness processes. This process deals with the approval of all products that can be used constructing and maintaining City of Abbotsford infrastructure.

All new product submissions will be reviewed by a Materials Review Committee (MRC) depending upon the intended use of the product and which division is impacted. Members of the MRC will be assigned by the affected division's Director. The MRCs will meet Bi-Annually (February & November) to review product submissions. However depending on the product and how many divisions it affects, this process may be undertaken at the MRC's discretion by a representative of the affected division at any time.

## Product Review Request Application

To submit a product for review, a Product Review Request Form must be completed and submitted along with all of the supporting documentation listed on the form. The form also specifies how and where to submit the application package. The Product Review Request Application is available online at

[www.abbotsford.ca/form/request-for-approved-product-sub](http://www.abbotsford.ca/form/request-for-approved-product-sub)

Once the application has been received, the applicant will be contacted by a representative from the MRC, who will be the contact for the remainder of the review and decision process. A File Number will be assigned to the request which can be referenced to for any future enquiries on the request.

Before submitting the application, please ensure that all supporting documents are included as only complete submissions can be considered. Requesting additional information will delay the process.

Note that any interested party can submit a request - manufacturers, sales representatives, consultants, contractors or City staff.

Submit one application package per product. No more than 3 products per Supplier/Manufacturer shall be accepted for any bi-annual review.

## 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 (APL) for general use. There are two stages within this review:

### First Stage Review

Submitted application packages are circulated to the MRC members and their colleagues to determine if there is a need for the product offered. The circulation could be to one or all MRC members depending on how many divisions this product use will affect.

A need for a product would be determined by:

- reviewing existing products already approved for use
- determining if existing products meet the needs of the City
- if the product is new or innovative, determining if the product is required

First Stage Review may take upwards of 45 days. If it is deemed that there is a need for the product, the product moves to the Second Stage Review.

## Second Stage Review

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

- **Additional Product Information Request**

Additional information may be required at any time after second stage review gets underway.

- **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 it may be at the request of the MRC to gain better understanding of the product. Demonstrations will only be provided based upon approval of the MRC only.

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.

- **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 market or has not yet received approvals from other municipal organizations. The field testing, depending on the product could take up to 1-2 years to evaluate the performance. The duration will be determined by the MRC. Please note that even though a product may have received approval for use in other municipal organizations does not mean it will be approved for use in the City of Abbotsford.

- **Product Pricing Review**

All costs associated with the proposed product will be reviewed and compared to similar products; costs will include not only the purchase price, but other associated costs such as shipping/delivery and additional labour/material costs for installation and maintenance.

## MRC Decision - Notification Letter

Once the Second Stage Review is complete, a letter outlining the MRC decision on behalf of the City of Abbotsford will be sent to the applicant and other interested parties. A copy of this letter will also be circulated to appropriate City staff. Completion of Second Stage Review will be determined by product field testing if applicable, otherwise it will be completed within 90 days after First Stage Review. In the event that this timeline cannot be met, the Proponent will be notified.

The letter will 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 posted to the Approved Product List (APL).

Acceptance will allow a product to be used in construction, operation and maintenance of City infrastructure and Facilities. Any approved products being purchased by the City shall follow the requirements of the Procurement Policy C002-03.

## Appeal Process

The City of Abbotsford recognizes that occasionally a Proponent may not agree with the decision to not approve a product for use. In the event of a disagreement, the following Appeal Process shall be instituted.

The Proponent will prepare and submit to the Chair(s) of the MRC and Director(s) of the affected division(s) a written Appeal which lists the specific points of contention. The MRC Chair(s) and the Director(s) will review the submission and seek additional information from other sources as required. The Director(s) will then render a written finding within 30 days of receipt of the written request. This decision shall be deemed final.

It must be noted that any Solicitation of Elected Officials or other City of Abbotsford staff other than the MRC contact is not appropriate and may result in disqualification of the product's review.

## Maintenance of the Approved Products List (APL)

Products on the Approved Products List will be reviewed periodically to ensure they continue to meet the City of Abbotsford's requirements.

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If a product is on the APL, it is up to the Proponent to notify the MRC of any modifications or changes to the product immediately.

Approved products that no longer meet the City of Abbotsford's requirements will be re-reviewed by the MRC. After this review, the products may be removed from the APL and have their approval rescinded. When this occurs, the Proponent will be notified.

When a product is removed from the APL, an APL revision will be completed. The revised APL comes into effect 60 days after the revision is posted. At that time, the product will not be approved for use in City-owned civil engineering projects, new developments or maintenance of existing City owned infrastructure. It is the responsibility of APL users to ensure they have the most current version and all amendments.

## Product Awareness

A Product Awareness review is used when a Proponent submits an application to share information about a product for specialized use. This review is specifically for products that are not applicable to the Approved Products List (APL). The information is provided for consideration and awareness of the product for future use on specialized projects.

The product Awareness review invites all interested and pertinent City Staff to review the application.

The need for product demonstration or sample may be determined by the Proponent to better promote their product, or it may be at the request of the MRC to gain better understanding of the product.

All cost associated with the supply and delivery of the product will be incurred by the applicant. No reimbursement will be provided for a product.

## Submission Contact

Questions and correspondence regarding the Approved Products List can be sent to:

[approvedproducts@abbotsford.ca](mailto:approvedproducts@abbotsford.ca)