

RESOLUTION R-21-112

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, REGARDING LAND DEVELOPMENT; UPDATING THE MANATEE COUNTY PUBLIC WORKS STANDARDS MANUAL BY ADOPTING AMENDMENT PROCEDURES AS DETAILED BY THE STANDARDS UPDATE & REVISIONS PROCEDURES AND THE APPROVED PRODUCTS REVIEW PROCEDURES MANUALS; PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Manatee County (“the County”), a political subdivision of the State of Florida, pursuant to Part II, Chapter 163, Florida Statutes, has adopted the Manatee County Comprehensive Plan, pursuant to Ordinance 89-01 (as amended, the “Comprehensive Plan”) to guide growth and development in Manatee County; and

WHEREAS, the County has implemented the Manatee County Comprehensive Plan through the adoption of land development regulations, pursuant to Ordinance 90-01, codified as the Manatee County Land Development Code (as amended, the “LDC”); and

WHEREAS, LDC section 108 authorized the adoption of the Manatee County Public Works Standards Manual (the “Public Works Standards Manual”), which includes regulations, standards, and guiding manuals establishing the technical standards for development in accordance with the LDC; and

WHEREAS, the Manatee Board of County Commissioners (the “BoCC”) after duly noticed and advertised public hearings, on June 4, 2015 adopted the Public Works Standards Manual, consisting of parts providing Utilities Standards, Stormwater Management Design, and Highway and Traffic Standards Manuals, through Resolution No. R-15-029, finding the Public Works Standards Manual to be consistent with the Manatee County Comprehensive Plan and LDC; and

WHEREAS, the BoCC after duly noticed and advertised public hearings, on February 25, 2020 updated the Utilities Standards Manual and adopted a Utility Approved Product List (the “APL”) as part of the Public Works Standards Manual, through Resolution No. R-20-031, finding the update to the Utilities Standards Manual and adoption of the APL a necessary implementation of the Comprehensive Plan and LDC that is in the interest of the public health, safety, and welfare; and

WHEREAS, the Public Works and Utilities Departments desire standardizing the procedures for amending the Public Works Standards Manual and its constituent parts; and

WHEREAS, to fully implement the requirements of the Comprehensive Plan and LDC, it is in the interest of the public health, safety, and welfare to adopt into the Public Works Standards Manual by reference both the Standards Updates & Revisions Procedures and the Approved Products Review Procedure Manuals as provided herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida, as follows:

SECTION 1. Update of the Public Works Manual by adoption of the Standards Update & Revisions Procedures and the Approved Products Review Procedures Manuals. The Board of County Commissioners hereby adopts the following:

1. "Standards Update & Revisions Procedures Manual," which is attached hereto as Exhibit A.
2. "Approved Products Review Procedures Manual," which is attached hereto as Exhibit B.

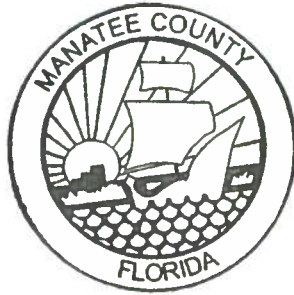
SECTION 2. Applicability. The standards set forth in the Public Works Manual, as updated above, shall be applied in accordance with the requirements of the LDC and Comprehensive Plan, to all applications, decisions or controversies pending before the County upon the effective date hereof or filed or initiated thereafter. In the event of any conflict between a provision of either Exhibit A or B and a provision of the LDC or Comprehensive Plan, the provision of the LDC or Comprehensive Plan shall supersede the conflicting provision of Exhibit A or B.

SECTION 3. Severability. If any section, sentence, clause, or other provision of this Resolution or any exhibit incorporated herein shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining sections, sentences, clauses or provisions of this Resolution or any exhibit incorporated herein.

SECTION 4. Effective Date. The effective date of this Resolution shall be the adoption date of this Resolution with a quorum present and voting.

DULY ADOPTED, this 27th day of July 2021.

**BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA**

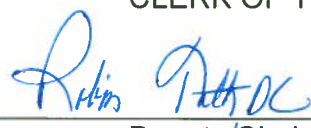


By: _____

Chairperson

A large, stylized handwritten signature in blue ink is written over the signature line and extends upwards and to the right.

ATTEST: ANGELINA COLONNESO
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By:  _____
Deputy Clerk

Adopted in Open Session 7/27/21
by Resolution R-21-112
Manatee County
Board of County Commissioners

Manatee County, Florida
Public Works

Standards Update & Revisions Procedures Manual

Version: 1.0
Adopted: 07/27/2021



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RECORD OF CHANGES

Table 1: Revision History

Version Number	Date	Description of Change	Adopted by
1.0	07/27/2021	Initial publication	Resolution R-21-112

1. INTRODUCTION

The purpose the Public Works Standards Update & Revisions – Procedure Manual is to establish the review process and procedures when updates or revisions the Public Works Standards (“Standards”) are required. Updates and revisions to the Standards are necessary to meet new needs and changing technologies in the engineering and construction industries. Such changes include material specifications, technical criteria, County polices, statutory requirements, input from industry and public, as well as, addressing public health, safety, and welfare. Additionally, revisions to correct typographical errors or provide clarification may be necessary.

With constant changing of industry standards and construction methodologies it is vital for updates and revisions to the Standards to be made timely. Therefore, the County has adopted a two-year review cycle with interim Technical Memorandums issuance for future changes to be made to the Standards during the formal update. By issuing Technical Memorandums in between formal revisions, the Standards become a living document that stays current with industry standards and practices. These Technical Memorandums shall be approved by the County Engineer and Director and be incorporated into the Standards during the next formal review cycle update.

Depending on the revision that is being made to the Standards, the appropriate Director (Public Works or Utilities) will be the authority for approving the revision. Any further reference to Director in this manual shall mean as such.

2. STANDARDS UPDATE & REVISION CYCLE

The Standards will be reviewed, revised (as necessary), and presented to the Board for adoption during odd-numbered calendar years. Outside of this official revision process the County will collect comments/suggestions and issue technical memorandums where revisions to the Standards are warranted.

2.1 Formal Update & Revision Process

2.1.1 Prepare & Circulate Draft Standards

Staff will prepare and circulate the draft Standards (which incorporates all approved technical memorandums) internally for comments on the proposed revisions. The draft will include a summary document of all the proposed changes to be incorporated into the Standards.

2.1.2 Public Review

The draft Standards will be distributed to the public and development community for feedback.

2.1.3 Revisions & Approvals

Final revisions are made based on the feedback received from internal circulation, public and development community then submitted to the County Engineer and the Director for approval.

2.1.4 Board Adoption

The final revised Standards will be placed as an agenda item for adoption by the Board near the end of the two-year formal update and revision cycle.

3. TECHNICAL MEMORANDUM PROCESS

3.1.1 Comments & Suggestions

When comments and suggestions for potential revisions to the standards are received, from both the public and staff, they will be reviewed by the appropriate staff depending on the revision. If the revision is warranted, a Technical Memorandum will be prepared for final review and approval by the County Engineer and Director.

3.1.2 Technical Memorandum Issuance

Approved technical memorandums will be signed by the County Engineer and Director. The revision will become effective per the memorandum and be incorporated in the Standards during the next update and revision cycle.

Notice of the technical memorandum will be issued via electronic notification and uploaded to the Public Works Department Engineering Services webpage under the Technical Memorandum section.

3.1.3 Technical Memorandums

Technical Memorandums will be numbered with an alpha numeric system as shown below.

Standards Discipline-Two-Digit Year-Sequential Number

The “standards discipline” refers to the respective part of the Standards (e.g., Utilities, Stormwater Management, and Highway & Traffic). The flowing letters will be used to represent each part:

“U” - Part 1. Utilities Standards Manual

“S” – Part 2. Stormwater Management Design Manual

“T” – Part 3. Highway & Traffic Standards Manual

“APL” – Utilities Approved Product List

For example, Technical Memorandum T-21-01 is for the first approved revision to Part 3 in 2021.

A sample Technical Memorandum is provided in Appendix A.

Technical Memorandums will remain effective until it has been adopted under the revised Standards or if made void.

APPENDIX A – SAMPLE TECHNICAL MEMORANDUMS



Public Works Department
Engineering Services
1022 26th Ave E Bradenton, FL 34208
Phone number: (941) 708-7450

TECHNICAL MEMORANDUM T-21-01

Date

June 1, 2021

Subject

Modification to Part 3. Highway & Traffic Standards Manual, Section 3.3.4 C. – Storm Sewer Pipe – High Density Polyethylene (HDPE) and High-Performance Polypropylene (HP) Storm Sewer Pipe

Summary

Technical Memorandum T-21-01 provides notices that Section 3.3.4 C. of the Public Works standards is revised to allow HDPE and HP storm sewer pipe meeting FDOT Standard Specifications.

Details

The below revision will be made during the next update the Standards and becomes effective by this Technical Memorandum:

Section 3.3.4 C. 1. (page T-30)

- 1. *HDPE and HP shall meet FDOT Standard Specifications, latest edition.*

This revision will be applicable for all projects submitted on or after the effective date.

Effective Date

June 1, 2021

Please contact Chris Mowbray at 941-708-7450 ext. 7605 if you have any questions.

Scott May, P.E.
County Engineer

Date

Chad Butzow, P.E.
Public Works Director

Date

JAMES
SATCER
District 1

REGGIE
BELLAMY
District 2

KEVIN
VAN OSTENBRIDGE
District 3

MISTY
SERVIA
District 4

VANESSA
BAUGH
District 5

CAROL
WHITMORE
At Large

GEORGE W.
KRUSE
At Large



Public Works Department
Engineering Services
1022 26th Ave E Bradenton, FL 34208
Phone number: (941) 708-7450

TECHNICAL MEMORANDUM U-21-01

Date

June 1, 2021

Subject

Modification to Part 1. Utilities Standards Manual, Water Detail UW-13 – ¾" & 1" Backflow Prevention Assembly – Note 2. – Copper Pipe Type

Summary

Technical Memorandum U-21-01 provides notices that Water Detail UW-13 of the Public Works standards is revised to allow type "L" copper for backflow prevention assemblies.

Details

The below revision will be made during the next update the Standards and becomes effective by this Technical Memorandum:

Water Details UW-13, Notes:

- 2. *COPPER PIPE TYPE "L" (OR "K") OR BRASS PIPE MINIMUM SCHEDULE 40 SHALL BE USED TO A MINIMUM DEPTH OF 12" BELOW GRADE.*

This revision will be applicable for all projects submitted on or after the effective date.

Effective Date

June 1, 2021

Please contact Chris Mowbray at 941-708-7450 ext. 7605 if you have any questions.

Scott May, P.E.
County Engineer

Date

Mike Gore
Utilities Director

Date

JAMES
SATCER
District 1

REGGIE
BELLAMY
District 2

KEVIN
VAN OSTENBRIDGE
District 3

MISTY
SERVIA
District 4

VANESSA
BAUGH
District 5

CAROL
WHITMORE
At Large

GEORGE W.
KRUSE
At Large

Adopted in Open Session 7/27/21
by Resolution R-21-112
Manatee County
Board of County Commissioners

Manatee County, Florida
Public Works

Approved Products Review Procedures Manual

Version: 1.0
Adopted: 07/27/2021



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RECORD OF CHANGES

Table 1: Revision History

Version Number	Date	Description of Change	Adopted By
1.0	07/27/2021	Initial publication	Resolution R-21-112

1. INTRODUCTION

The purpose the Approved Products Review – Procedure Manual is to establish the review process and procedure for when a manufacturer or product representative requests inclusion of their product on Manatee County's Utility Approved Product List (APL).

Manatee County's Public Works Department understands that new and existing products are available that could benefit Manatee County (the County) and should be considered for application within the County's infrastructure. However, these products and material need to be evaluated to ensure they meet federal, state and county standards, specifications, industry standards, and regulatory requirements as well as being reviewed for health and safety concerns, product history, durability, and other applicable criteria.

This manual is limited to only products used for the County's utility infrastructure. Approved products for traffic infrastructure are governed by the Traffic Engineering Division. Roadway and stormwater products are governed by the Florida Department of Transportation (FDOT) approved products list. In the event there is conflict between the FDOT approved product list and Manatee County Standards, the County's standards shall be followed.

The following sections outline the components of the review process and the procedures each process entails.

1.1 Approved Product List (APL)

The APL is a list of approved products that are permitted to be used within Manatee County's utility infrastructure and have been evaluated and approved by staff. The APL is authorized by Resolution R-20-031.

1.2 Product Review Committee (PRC)

The PRC shall consist of three voting members that are fully knowledgeable in their field of work through experience and education. Disciplines represented on the panel are (1) engineering and (2) utilities. The engineering representative will act as the chairperson of the PRC and be the point of contact for the committee.

Generally, the voting members will be at the manager level or higher level, however they may delegate their voting power to a designee. Furthermore, additional non-voting members may be called upon to provide technical input or review when necessary. At all PRC meetings, a Procurement Department representative shall be present to ensure compliance with procurement regulations and practices.

The list of the members, by title, of the PRC are provided in Table 2.

Table 2: PRC Voting Members

Title	Department	Division	Discipline
Engineering Division Manager (Chairperson)	Public Works	CIP Design & Review	Engineering
Utilities Water Division Manager	Utilities	Water Maintenance	Utilities
Underground Utilities Manager	Utilities	Underground Utilities	Utilities

1.2.1 PRC Meetings

If there are products to be considered or other issues to be discussed, regularly scheduled meetings will be held quarterly. Meeting minutes will be taken during the meetings and distributed to the PRC members and County Engineer. To preserve impartial voting, product representatives will not be permitted to attend unless they are appealing a PRC decision (detailed in Section 3).

1.2.2 PRC Authority

The PRC has the following authority with regards to the APL:

- a) May deny or remove a product or manufacturer, with cause, from the APL. Cause may include, but not limited to, the unavailability of the product or its replacements parts, change of the company ownership or corporate restructuring, known failure of a product, unresponsiveness on the part of the manufacturer or their representative to resolve product issues, unfavorable references for the product, does not meet County's standardized criteria, or a decline in the quality or performance of a product.
- b) Reserves the right to limit the number of approved manufacturers for any specific type of product for the purpose of minimizing inventory of parts, replacement components, and training requirements.

1.2.3 PRC Responsibilities

The PRC has the following responsibilities:

- a) Perform professional review of the product submittal packages
- b) Approve, deny, or postpone the review (to the next meeting) products requesting to be considered for the APL
- c) Review the APL annually and remove any obsolete products
- d) Discuss any issues or concerns with current products
- e) Recommend new products that may be of benefit to the County

1.3 Staff Product Recommendations

Public Works Department recognizes that staff may become aware of a product that may be beneficial to the County. In this case, staff should send an email the County Engineer (with a copy to his administrative support staff) with the following information:

- a) Product name;
- b) Manufacturer Name;
- c) Product website; and
- d) Company contact information (or representative, if available).

The County Engineer or designee may invite the company or representative to submit a product submittal package. Ultimately the submittal will be the choice and responsibility of the company to complete and submit in accordance with this manual.

2. SUBMITTAL PACKAGE

Only one specific product shall be considered per submittal package. The following subsections outline the required documentation to be provided by product representative in their submittal package (in the order presented). The submittal package shall be professionally bound (with cover a page), and each section tabbed accordingly. If submitted electronically, each section must be separated by individual partition sheets and be submitted as a PDF document.

For hard copy submittals:

County Engineer
Deputy Director – Engineering Services
1022 26th Ave E
Bradenton, FL 34208

For electronic submittals:

Send email to: apl@mymanatee.org

Subject: MC Approved Product Request – Company Name - Product Name – Model Number

Submittal package shall include a formal request, on company letterhead, signed and addressed to the county engineer. A checklist is provided in Appendix A to ensure all required information and documentation is provided in the package. It is recommended to complete the checklist prior to submitting the package to avoid any delays in the product review. Any incomplete submittal package will be rejected and returned to the product representative to correct any deficiencies.

Note: All documents submitted to the County are subject to Florida's public records law detailed in Chapter 119, Florida Statutes.

2.1 History and Sales Literature

Include the following:

- a) A copy of the general sales brochure for the product (brochure must include a picture of the product that is being considered); and
- b) Company history.

2.2 Technical Literature

Provide the following:

- a) Scaled drawings and installation instructions;
- b) Results of in-house testing program(s): include any quality control flow chart showing the stages where the product is checked for quality assurance and quality control (QA/QC);
- c) Copies of independent laboratory test results: testing of your product by an independent entity (with no affiliation to you or your company) to ensure

compliance with rules, standards, and specifications. It is preferred to see documentation signed and sealed by a professional engineer that the testing was completed satisfactorily to all applicable standards; and

- d) Verification of a standard certification: provide verification of certifications appropriate for the application of the product.

2.3 Product Specifications

Provide a copy of the product's specification (for use in the County or elsewhere) or submittal sheets.

2.4 Side-by-Side Comparison

Provide a detailed comparison (in table format) of the product under consideration and an item on the APL. Comparison must be based on technical facts in order to substantiate an "as-equal" submittal justification.

For products that the County has a set limit on (and that limit has been met), your documentation must substantiate replacing a product on the APL. The requested product will need to demonstrate a "marked-improvement" over the existing product since a change will require a major investment by the County and impact product warehouse inventory.

2.5 Manufacturing Facilities Location Information

Provide a list of all facilities and their locations that manufacture the product. In the case where multiple facilities produce the product, there shall be verification that identical testing and certification was performed for each manufacturing location.

State if the manufacturing facilities are owned by the company/brand whose name appears on the product.

2.6 Florida Local Government(s) Reference

Provide contact information from other Florida based local government(s) where the product has been approved (limit to five references). Include the following information for each reference:

- a) Name of contact;
- b) Local Government name;
- c) Contact details (title, phone number, and e-mail address);
- d) Quantity sold and model details (size, specific model number, etc.) of product used;
- e) Year sold (if known); and
- f) Year installed (if known).

Ensure provided information is current and accurate to avoid any delay in the review process.

2.7 Corporate References

Include any contractors or other well-established businesses (Florida only) that use the product. Provide the same information listed in the previous section. Ensure provided information is current and accurate to avoid any delay in the review process.

2.8 Product Sample (not mandatory)

Provide one sample of the product if it is capable of being handled by one person (40 lbs. or less). Alternatively, provide photos of the product from different viewpoints.

2.9 Presentation (not mandatory)

Provide a video or PowerPoint presentation of your product. Accepted formats include: CD, DVD, USB Drive, web link. Limit run time to 10 mins.

2.10 Additional Justification (not mandatory)

Provide additional justification deemed necessary or helpful such as warranty information. This section can also be used as a “sales pitch” for the product. Some example information might include:

- Competitive pricing information;
- Current or future changing trends in your field that may affect products; and
- New business merges or acquisitions.

3. REVIEW PROCESS

This section outlines the formal review process of the product submittal package. The target review timeframe is a maximum of 120 days; however, this can vary due to workload and unforeseen circumstances.

3.1 Completeness Review

Once the submittal package is received, it will be checked for completeness by a member of the CIP Design & Review Division. If the package is deemed to have the required information, documentation, and is formatted correctly the representative will be notified as such and informed that the package will be forwarded to the PRC members for consideration with the County Engineer notified.

If the received package is deemed incomplete, it will be returned to the representative with an explanation on what items need to be provided or corrected. Any deficiencies must be corrected and provided within 30 days, otherwise the entire package will need to be resubmitted.

Review timeframe: 30 days

3.2 County Engineer Review

The County Engineer will receive a copy of the email sent to the PRC for review. The County Engineer has the option to provide comments, questions, concerns, or any other information that the PRC should know when considering the product.

Review timeframe: 30 days

3.3 PRC Review

During the PRC quarterly meeting the committee members will make one of the following decisions for each product under review to be included on the APL:

- a) Approve the product to be added the APL
- b) Postpone the decision of the product consideration to conduct further review and deliberation at a later date (so the PRC can request more information, a product demonstration, conduct further research, etc.)
- c) Deny the product to be added to the APL

If approved, the product representative will be notified of the decision and a technical memorandum will be issued within 30 days. The effective date for the product being approved will be per the technical memorandum.

If denied, the representative will be notified, and the product will not be reconsidered until there is a specification change or there is change in the product that meets the County's needs. However, the PRC reserves the right to not consider a product if its design or engineering has changed, or it has less than five years in the open market.

Review timeframe: 60 days

3.4 PRC Review Process Flowchart

A flowchart of the PRC review process is provided in Appendix B.

4. APPEAL PROCESS

If a product under review is denied and the product representative believes the determination was made in error, the product representative has the opportunity to appeal the decision made by the PRC. This section provides the procedures for the appeal process.

4.1 Appeal Notice

The product representative has 10 days to submit a written appeal to the County Engineer explaining the facts the product representative believes to support a reversal of the PRC decision. Additional documentation and/or presentation is required for an appeal request.

4.2 Appeal Hearing

Within 30 days of receiving an appeal request, the PRC shall hold an appeal hearing and discuss any newly submitted information. The product representative may request the opportunity to make a formal presentation, however, the allotted time for the presentation shall not exceed 30 minutes with an additional 15 minutes for questions by the PRC members. The product representative will not be permitted during any PRC discussions or voting.

The PRC will then vote to approve or deny the appeal request. This decision is final.

4.3 Appeal Disclosure

An official letter, with an explanation, will be provided to the product representative the results of the appeal hearing.

If denied, the manufacturer may not resubmit that same product unless the reason for denial has been eliminated or a County specification has changed. However, the PRC reserves the right to not consider a product if its design or engineering has changed, or it has less than five years in the open market.

If approved, the product will be added to the APL in accordance with Section 3 of this manual.

4.4 PRC Appeal Process Flowchart

A flowchart of the PRC appeal process is provided in Appendix C.

APPENDIX A – PRODUCT REVIEW SUBMITTAL CHECKLIST

General

- Is the submittal package document finished correctly? (e.g. hard copy is bound and tabbed; electronic file has section page dividers)
- Does the first page of the submittal package include an official request letter on your company's letterhead addressed to the County Engineer?
- Does your request letter state who will be the contact person for the review process and includes their complete contact information?
- Is your request for only one product or model?
- Does all the test results you provided in this package demonstrate the performance claims mentioned in your sales brochures?

Section 2.1 History and Sales Literature

- Did you include your product brochure?
- Does your company's history narrative give background, and explain how long it has been in the industry?

Section 2.2 Technical Literature

- Did you include the scaled drawing (or a picture) of the product?
- Did you include a flowchart detailing the QA/QC process for the product?
- Did you include results from a recent QA/QC test?
- Does the test match the decision points you provided in your QA/QC process?
- Does the third-party QA/QC test include letterhead of the company?
- Was the testing performed by a professional engineer or a licensed lab technician?

- Did you include the printed version of the certifications appropriate for your product?
- Are your certifications current?
- Did you provide a copy of the cover for the specification you are referencing?

Section 2.3 Product Specifications

- Does the specifications you provided highlight the aspects of the product such that it stands out from other products?
- Does the specifications highlight what you feel would improve the Manatee County infrastructure?

Section 2.4 Side-by-Side Comparison

- Is your side-by-side comparison in a table format and only mention verifiable facts?
- Does the information provided substantiate the product being “as-equal” or a “marked-improvement” for a comparable product on the APL?

Section 2.5 Manufacturing Facilities Location Information

- Does your NSF-61 or FM certification include the manufacturer of the product?

Sections 2.6 & 2.7: Florida Local Government(s) Reference & Corporate References

- Are the references you are providing the information outlined in these sections?
- Did you check that your reference’s contact information is still valid and that they may receive a phone call from Manatee County?

Section 2.8 Product Sample (not mandatory)

- If you are providing a sample of your product is it less than 40 lb? If not, did you include photographs from multiple viewpoints?

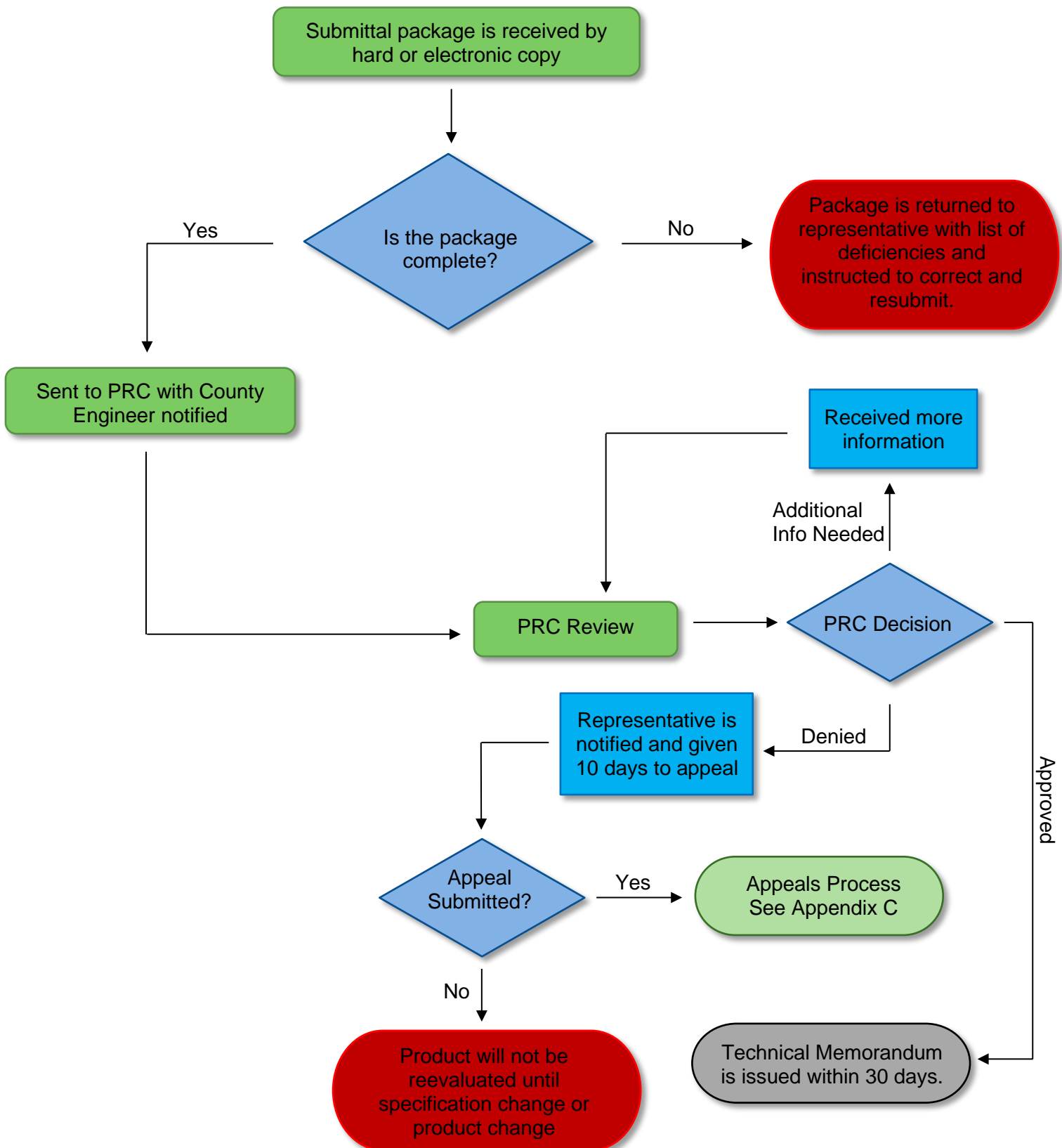
Section 2.9 Presentation (not mandatory)

- If you are providing a presentation/video is it 10 minutes or less and in an acceptable format?

Section 2.10 Additional Justification (not mandatory)

- If you included additional justification is it presented as bulleted items?

APPENDIX B – PRC REVIEW PROCESS FLOWCHART



APPENDIX C – PRC APPEAL PROCESS FLOWCHART

