



# Hillsborough County Florida

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## PRC Submittal Checklist

Complete and scan in this checklist as the first pages of your submittal package.

If you have questions on any item, please contact the TRO for guidance via e-mail ([HC-PRC@hillsboroughcounty.org](mailto:HC-PRC@hillsboroughcounty.org)) or phone (813-272-5977 x-43357) and indicate the date you received an answer.

Missing or incomplete checklists can result in immediate dismissal of your submittal.

General		
1) Did you use the <u>original unaltered page separators</u> and place the product information in between the section dividers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Did you introduce yourself and explain your relationship to the company?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
3) Did you state who would be the contact person for the review process and provide their complete contact information (your e-mail, preferred phone number, and physical mailing address)	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
4) Is your request for product review for only one product or one model? (not multiple products)	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
5) Does your cover letter explain exactly how and where the PRC approval should appear in Appendix B?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
6) Does the all testing results you provided in this submittal <b>demonstrate</b> the performance claims mentioned in the sales brochures you provide in section A?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
Section A		
1) Did you include a product brochure?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Did you introduce your company, give a background, and explain how long it has been in the current industry?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
3) Did you limit the company history to two pages?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:

This checklist was completed by: \_\_\_\_\_

Date: \_\_\_\_\_ (1/3)



# Hillsborough County Florida

Section B		
(Sub-Section i)		
1) Did you include your scaled drawings (or a picture) of what you are submitting in this section?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
(Sub-Section ii)		
1) Did you include a flowchart detailing QA/QC process for the product before it reaches the customer (Hillsborough County)? <i>(Steps indicating testing for compliance MUST be formatted as decision diamonds)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Did you include current example results from your QA/QC testing?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
3) Does your testing match up with the decision points you provided in the QA/QC flowchart?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
(Sub-Section iii)		
1) Does your 3rd party testing show the letterhead of a company other than yours?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Was testing performed by a professional engineer or a licensed lab technician?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
(Sub-Section iv)		
1) Did you include the printed version of the certifications necessary for your product and company? <i>(For example: NSF-61 Annex G, FM Global, NACE, ISO 9001 for QA/QC, etc.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Are your certifications still current?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
(Sub-Section v)		
1) As a minimum, did you provide the copy of the first page (the cover) for the specification you are referencing? <i>(This helps us to find our copy of the specification.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
Section C		
1) Do the specifications you provided highlight the aspects that makes your product stand out from the rest?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Does your specifications highlight what you feel can be improved upon in the Hillsborough County Technical Specifications?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
Section D		
1) Is your side-by-side in a table format and only mention verifiable facts?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Does the information you provided in this section <b>prove</b> you are an "AS-EQUAL" or better?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
Section E		
1) Does your NSF-61 (Annex G), or FM certification mention this plant?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:

This checklist was completed by: \_\_\_\_\_

Date: \_\_\_\_\_ (2/3)



# Hillsborough County Florida

Section F & G		
1) Are your references in the format presented on separation page F & G?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
2) Did you check that your reference contact information is still valid and they are expecting a call from Hillsborough County?	<input type="checkbox"/> Yes	<input type="checkbox"/> Received TRO guidance Date:
Section H (Optional)		
1) <u>If you opted</u> to send a sample, did you remember to include a picture in this section? <i>(This helps us to identify your product on a shelf and return it to you when we are finished.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No information submitted
Section I (Optional)		
1) <u>If you included</u> a presentation, is it as short as possible? <i>(Links to short online videos are acceptable. 5-10 min runtime)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No information submitted
Section J (Optional)		
1) <u>If you opted</u> to include additional justification, did you present your points as bulleted items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No information submitted

This checklist was completed by: \_\_\_\_\_

Date: \_\_\_\_\_ (3/3)

# HILLSBOROUGH COUNTY



## Product Review

WATER RESOURCES DEPARTMENT

Technical Services Division



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**Hillsborough**  
**County** Florida

# Table of Contents

- A. (History & Sales Literature)
- B. (Technical Literature)
  - i. *Scaled drawings*
  - ii. *Results of in-house testing program(s)*
  - iii. *Independent laboratory test results*
  - iv. *Verification of appropriate certifications*
  - v. *Copies of official applicable standards*
  - vi. *Technical Information*
- C. (Product Specifications)
- D. (Side-by-Side Comparison)
- E. (Manufacturing Facility Locations Information)
- F. (Municipality Reference List) for each reference
  - i. *Contact person details-(Name, Title, Phone number, and E-mail Address)*
  - ii. *Quantity Sold Number and Product Details-(Size, Specific Model Number, Etc)*
  - iii. *Year sold*
  - iv. *Year installed*
- G. (Florida Corporate References)
- H. (Product Sample)-*(include a sample picture if you sent this)*
- I. (Presentation)-*(include outline notes here if you sent this)*
- J. (Any of Your Additional Justification)
- K. (Additional Requested by PRC Chairman)



# Section A

## History & Sales Literature

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*Typically this is the information one would find in the "About Us" portion of a company website.*

*This is where we would like to "get to know your company". We are looking for answers to questions such as:*

*How long has your company been in business?*

*What accomplishments and innovations have you done that you would like us to know about?*

*How many employees do you have? In how many states or countries?*

*The sales literature we are looking for is typically what one would find in a promotional brochure. This is where you can place all your information about your product.*



# Section B1

## Technical Literature

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*Section B is for the pertinent engineering and testing information about your product. In this particular section we are looking for the:*

i. Scaled Drawings

*Scaled Drawings (or MSDS sheets for chemical products) - As a minimum, a picture of the item should be presented.*



# Section B2

## Technical Literature

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*Section B is for the pertinent engineering and testing information about your product. In this particular section we are looking for the:*

### ii. Results of In-House Testing Program(s)

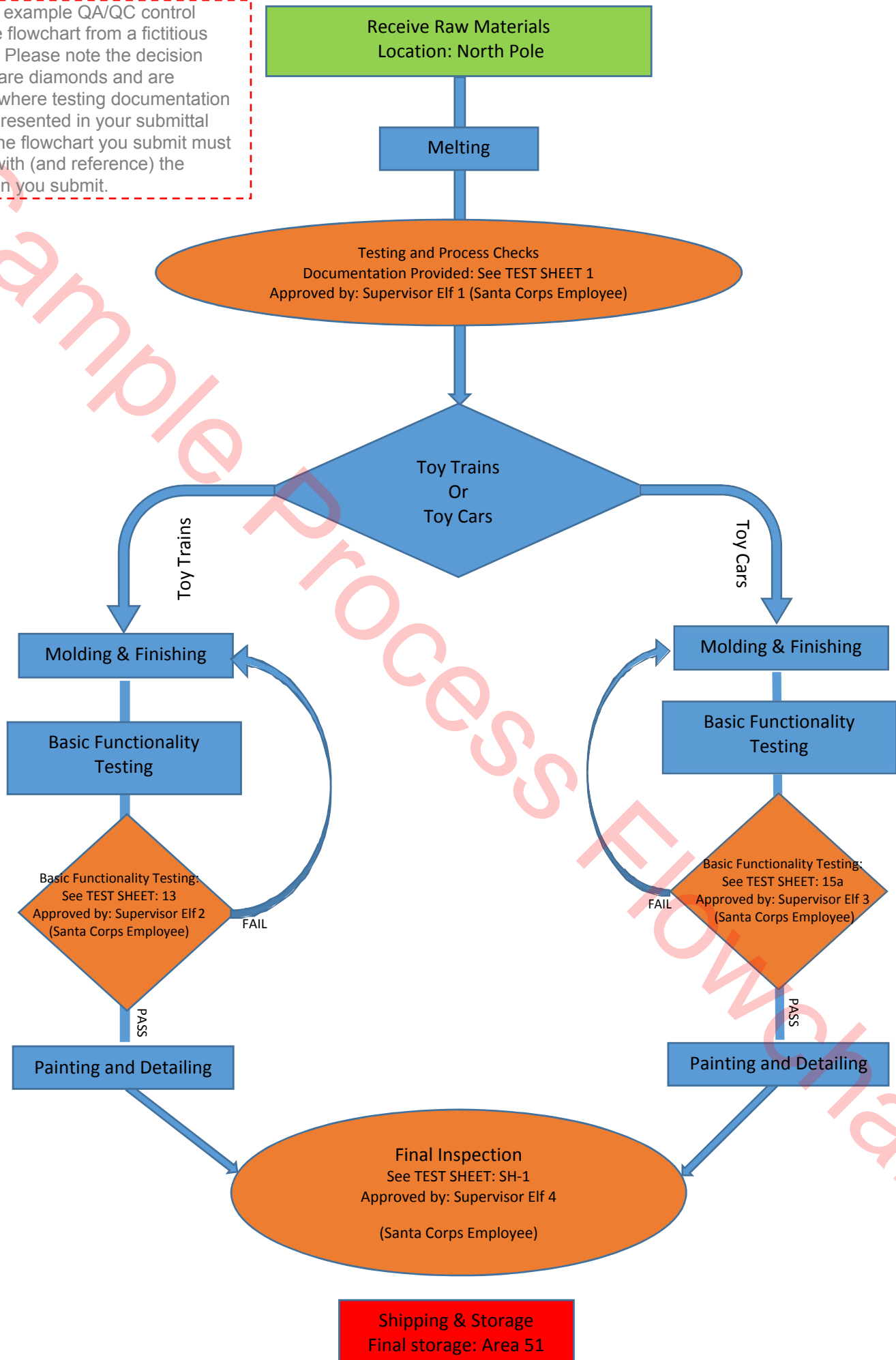
*Results of in-house testing Programs –*

*In this section the first few pages must be a flowchart for your QA/QC program. This flow chart should then be followed by samples of recent testing results from your QA/QC program. There should be a link to where the submitted testing results fit in on the QA/QC flowchart.*

*After that information is provided, you are welcome to submit other additional testing you feel will demonstrate the product will perform as claimed.*



This is an example QA/QC control procedure flowchart from a fictitious company. Please note the decision locations are diamonds and are locations where testing documentation must be presented in your submittal packet. The flowchart you submit must coincide with (and reference) the information you submit.





# Section B3

## Technical Literature

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*Section B is for the pertinent engineering and testing information about your product. In this particular section we are looking for the:*

iii. Independent Laboratory Test Results

*In this section we would like to see any test, performed by an unbiased outside testing agency, which backs up performance claims. We prefer to see test results on company letterhead (different from your company letterhead) and signed by a Professional Engineer or a licensed lab technician.*



# Section B4

## Technical Literature

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*Section B is for the pertinent engineering and testing information about your product. In this particular section we are looking for the:*

#### iv. Verification of Appropriate Certifications

*Certifications - This is where you would place your certification letters (or other type of proof) from certification agencies (such as NSF, UL, FM, ISO 9000, etc.). We are extremely interested to know if you have an ISO certified QA/QC process.*



# Section B5

## Technical Literature

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*Section B is for the pertinent engineering and testing information about your product. In this particular section we are looking for:*

- v. Copies of Official Applicable Standards

*Applicable Standards - Place copies of applicable standards you feel your product meets in this section.*



# Section B6

## Technical Literature

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*Section B is for the pertinent engineering and testing information about your product. This section is for you to place any testing based information you feel is relevant, but did not fit into the other section B categories.*



# Section C

## Product Specifications

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*In this section, provide any specifications you developed for use by Hillsborough County or other parties interested in using your product.*



# Section D

## Side-by-Side Comparison

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*As a minimum, we are looking for a direct comparison table of your product to something already approved in our (Hillsborough County Product Review) Appendix B. You choose the comparison, but please remember to think of this as an "As-Equal" comparison table.*

**County Limit:**

*In situations where there is a set "County Limit" of products (and that number has already been met), the applicant (you) must provide documentation to substantiate replacing one of the already approved products.*

*The goal in such cases is to demonstrate a "marked-improvement" over an already approved product (financial or otherwise). An approval in such a category will require a major investment by the County. This change will impact our warehouse product inventory.*

*All statements must be verifiable and supported by information in Section B of this submittal package.*



# Section E

## Manufacturing Facility Information

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*Where is the product manufactured?*

*This location(s) must be mentioned in your QA/QC flowchart and match the certifications presented in Section B.*

*Please do not mention company owned locations that do not manufacture the product you are submitting.*





# Section F

## Municipality Reference List

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*In this section please provide references from governmental agencies similar (in size and type) to Hillsborough County Water Resources Department (HC-WRD).*

*Please use the following format:*

- *Name,*
- *Current phone number,*
- *Current e-mail, and*
- *Information on the product (exactly what it is that the reference is using). Less than three references could be evidence of lack of usage by other similar agencies.*

*Please make every effort to provide current information as this will help expedite the review process.*



# Section G

## Florida Corporate Reference

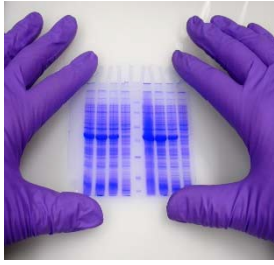
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*In this section please provide references from companies or contractors that are familiar with your product.*

*Please use the following format:*

- *Name,*
- *Current phone number,*
- *Current e-mail, and*
- *Information on the product (exactly what it is that the reference is using).*

*Please make every effort to provide current information. This will help expedite the review process.*



# Section H

## Product Sample

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*You may provide samples or models that demonstrate the functionality of your product. We will return all models/samples upon request.*

*Providing the PRC a sample of your product is welcome, but not mandatory.*

*(Include a sample picture in this section only if you send a sample)*



# Section I

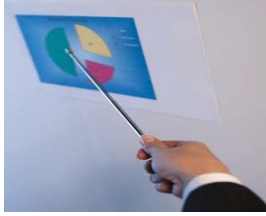
## Presentation

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*If you would like to include company videos highlighting (describing) your product, you may send the material on the following media:*

- *CD*
- *DVD*
- *Zip (thumb) Drive*
- *Web link*

*Please limit the run time to 5-10 min*



# Section J

## Include Additional Justification

*You may also include in this section any information you feel is relevant to your submittal but is not addressed in any other section.*

*An example of information in this section might include*

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



# Section K

Additional Material Requested By PRC  
Chairman

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*This section will remain empty and is dedicated for departmental use only.*