Hillsborough County Florida

PUBLIC UTILITIES
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November 5, 2026

PRODUCT REVIEW COMMITTEE (PRC) SUBMITTAL PROCEDURE

In order to ensure that the customers of the Hillsborough County Water Resources Department (HC-WRD) receive the best value for rates paid, the Product Review Committee (PRC) was formed. The PRC evaluates components and materials to determine if they qualify for use in HC-WRD Water, Wastewater, and Reclaimed Water systems. The PRC evaluation includes conformance with Hillsborough County Specifications, industry standards, regulatory requirements, health and safety concerns, product history, durability, and other applicable criteria. This review procedure is available to all manufacturers and vendors who wish to have their products considered for use in Hillsborough County.

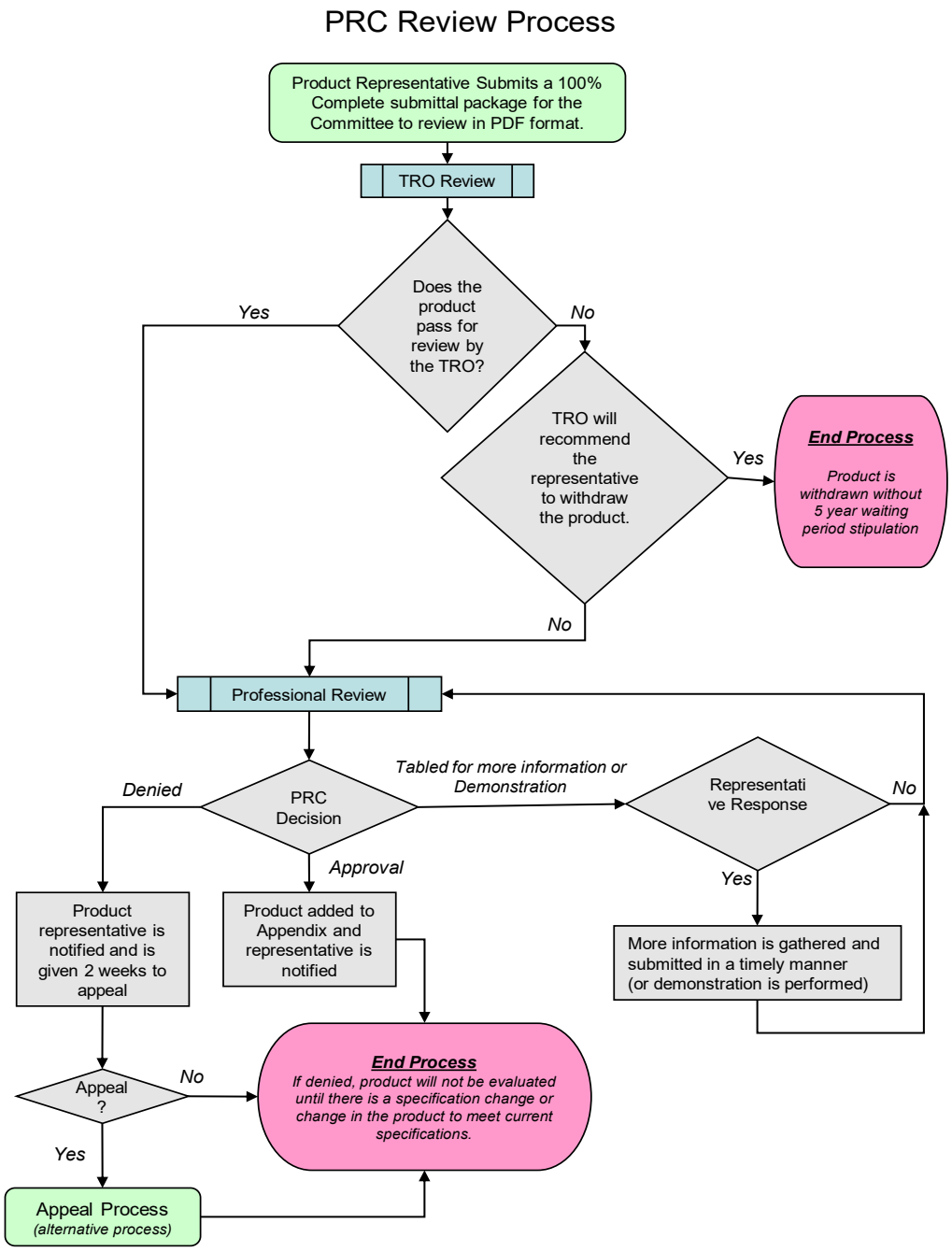
The voting Committee members consist of Hillsborough County staff members fully knowledgeable in their field of work through experience and education. Key areas represented on the panel are (3) Engineering Design, (3) Line Maintenance, (1) Engineering Planning, (1) Engineering Project Management, and (1) Lift Station Maintenance. The current voting committee members and their associated sections/teams are posted on the County website with the list of approved products and scheduled PRC meeting dates.

In order to adhere to county procurement rules as well as the HC-WRD Technical Manual and Technical Specifications the PRC is also guided by non-voting County members.

If there are products to be considered or other issues to be discussed, regularly scheduled PRC meetings will be held quarterly. In order to preserve impartial voting, product representatives will not be invited to attend unless they are appealing a PRC decision (as described later in this document).

Public notice of the product review procedure will be advertised and available to the general public at all times of the day on the internet on the HC-WRD official web site.

The PRC procedure flow chart (or review cycle) is as follows:



Each review procedure consists of two parts:

1. The Technical Review
2. The Professional Review

The Technical Review:

The Technical Review is performed by the Technical Review Officer (TRO) or Engineer and consists of matching the submitted material of each product to applicable Hillsborough County needs and technical specifications. In cases where there are no specifications to use as criterion, the TRO will gather information from the appropriate HC-WRD division to ensure the product meets County needs.

The Professional Review:

The Professional Review involves the application of experience and field knowledge. Decisions regarding products are made addressing the daily changing concerns and specific problems faced by Hillsborough County Public Utilities Employees.

The PRC generates a list of approved products for inclusion in the "*HC-WRD Water, Wastewater & Reclaimed Water Technical Specifications"* for use by the development community and *HC-WRD* in the County's installed infrastructure. This list is not partial to any specific product or manufacturer. The list represents the concerns, experience, and product performance relating solely to Hillsborough County. It is for these reasons and those stated in the opening paragraph, that the HC PRC has the authority to add and remove products from this list as deemed necessary. Any additions and removals shall be documented.

NOTE: To make the review process efficient, if any product submittal fails to meet the formatting criteria mentioned here, the TRO may refuse the product submittal package before presenting it to the PRC.

In order to commence the review the following shall be done:

1. Each product representative shall visit the Hillsborough County website (www.HillsboroughCounty.org) and navigate to the Water Resources Department website where the current version of the Technical Specifications are located. There, the representative shall follow the Product Review Committee web links and download the file named "Table of Contents, (TOC)" (in Adobe PDF document format). The product representative will then read all instructions on the PRC website and submit the completed product submittal in PDF format by e-mail or by mailing a USB drive to the TRO. All pages in the submitted PDF document shall be formatted to fit 8½" x 11" paper. Alternate sized paper (8½" x 14") must have the prior approval of the TRO before submission. Color will be acceptable at all times.

    - The first page of the submittal shall be a formal letter, with the manufacturer logo/name at the top, addressed to the PRC chairman requesting a formal review of **one specific product** for possible inclusion on to the approved products list indicating the appropriate list section and the applications. For example: a PVC pipe manufacturer will send a letter that indicates desired placement in the PVC pipe section with an approval for potable water, reclaimed water and sewer (gravity) applications. In those cases where the manufacturer is represented by a third

party, the representative's logo/name shall appear as well but nearer to the bottom of the page close to the representative's signature.

- The second page of the submittal shall be the "Table of Contents" page. The manufacturer shall also be provided individual section partition sheets in the same electronic manner (PDF). These sheets shall be used to separate the individual information sections and should therefore be the first page of each following section.

There is a 5MB limit on all County received e-mail. The product representative may need to break the submittal into multiple parts or mail to the TRO on a USB drive. It is this final electronic PDF document that shall be considered the manufacturer's submittal package. The appropriate e-mail address to be used for submittal and all communication is:

HC-PRC@HCFL.gov

Below is the order of the individual information sections. The information sections (placed immediately after the Table of Contents) shall be formatted as follows:

A. ***History and Sales Literature section*** which shall consist of:
   a. A copy of the general sales brochure with the product on it
   b. Company history

B. ***Technical Literature:*** Provide the following:
   i. Scaled drawings and installation instructions
   ii. *Results of in-house testing program(s):* A quality control flow chart must be provided showing the stages where the product is monitored and checked to maintain quality. Sample results of this testing must be provided.
   Also, you may submit any ongoing testing to maintain quality. Initial in-house design proof-testing or testing you have done to prove the unique or outstanding selling factors of your product is also acceptable if signed and sealed by a Professional Engineer.

   iii. Copies of independent laboratory test results: Testing of your product by an independent entity with no affiliations to you or your company to ensure compliance to standards and specifications. What the PRC prefers to see is documentation signed and sealed by a Professional Engineer verifying that testing was completed satisfactorily to the applicable standards.
   iv. *Verification of a standard certification:* Provide verification of certifications appropriate for your product's application. Examples of such certification include (but are not limited to) NSF letters, NSF-61 web listings, AWWA testing, ANSI testing, ASTM testing, UL/FM listing letters, Uni-Bell, ISO-9000 certification letters, etc.

C. ***Product Specifications:*** provide a copy of the product specification or submittal sheets.

D. ***Side-by Side Comparison:*** A detailed comparison (in a table format) of the manufacturer's product to a current item or items on the existing approved products list and top competitors. The comparison must be based on technical facts in order to substantiate an "as-equal" submittal justification.

E. ***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. Please state if the manufacturing facilities are owned by the company/brand whose name appears on the product. It is important to note the information provided in the QA/QC section should match to these locations.

F. ***Florida Municipality Reference list: Provide a contact list of people in other Florida based municipalities or utilities where*** the product has been approved. Please limit this to six (6) references. For each contact name the following information shall be provided:

i. Date of approval
ii. Municipal or utility's name
iii. Contact details (Name, Title, Phone number, and E-mail Address)
iv. Quantity sold and model details (size, specific model number, etc.) of product used
v. Year sold (if possible)
vi. Year installed (if possible)

G. ***Corporate References list (preferably in the state of Florida):*** This section may include contractors, distributors, and other well established businesses. Limit this to six (6) references with the same format as stated above.

H. **Product Sample (NOT MANDATORY):** Provide one sample of the product if it is capable of being handled by one person (weight 40 lbs. or less). Please place a picture of the materials you send the PRC in this section. If you do not send anything, then do not place a picture here.

I. **Presentation (NOT MANDATORY)**: Provide a video or PowerPoint presentation of your product

J. **Additional Justification (NOT MANDATORY):** Provide additional justification deemed necessary or helpful, by the product representative, such as warranty information. This is where a salesman can "pitch" their product, but please limit it.

K. **Chairman Requested Information (OFFICE USE ONLY):** Any additional information deemed essential by the Chairman, that does not fit any of the sections above, will be placed here. This section is for internal use only.

2. Upon completion of the submittal package the TRO will begin the first part of the review. The total review should take approximately 120 days but can vary due to County staff workload and unforeseen circumstances.

A. If additional information is required by the TRO, a request will be sent electronically. The applicant will be given additional time to deliver the information. If this information is not presented in the extended time period, the product may be removed from consideration.

B. After the review is completed, the TRO shall provide the committee with a report and recommendation at least one to two weeks before a PRC meeting.

C. If the product is determined by the PRC Chairman not to meet HC-WRD standards, it may be removed from consideration before reaching the committee. It is also possible for the TRO to

forward products to HC-WRD Field and Line Maintenance Division for future evaluation or testing.

3. Upon receipt of a TRO recommendation, the Chairman will consider placing the product on the agenda for formal consideration by the PRC at the next meeting. Meetings will be held quarterly unless there are no issues to be considered. If the Chairman requests more information, an electronic notice will be sent.

4. At the scheduled meeting, the rest of the PRC voting members will review the TRO's recommendation and perform a Professional Review of the manufacturers' product data. The PRC will perform this review without the presence of the manufacturer.

   The committee will make one of the following decisions:

   a. Approval for addition to the list of approved products.
   b. Table the product for further review and deliberate at a later date. In this case, the Committee can request more information, a product demonstration, testing done by HC-WRD staff (if not done already in the TRO review), or instruct the TRO to perform more research.
   c. Denial for addition to the list of approved products.

5. If approved, the product will be added to the HC-WRD list of approved products within 15 working days.

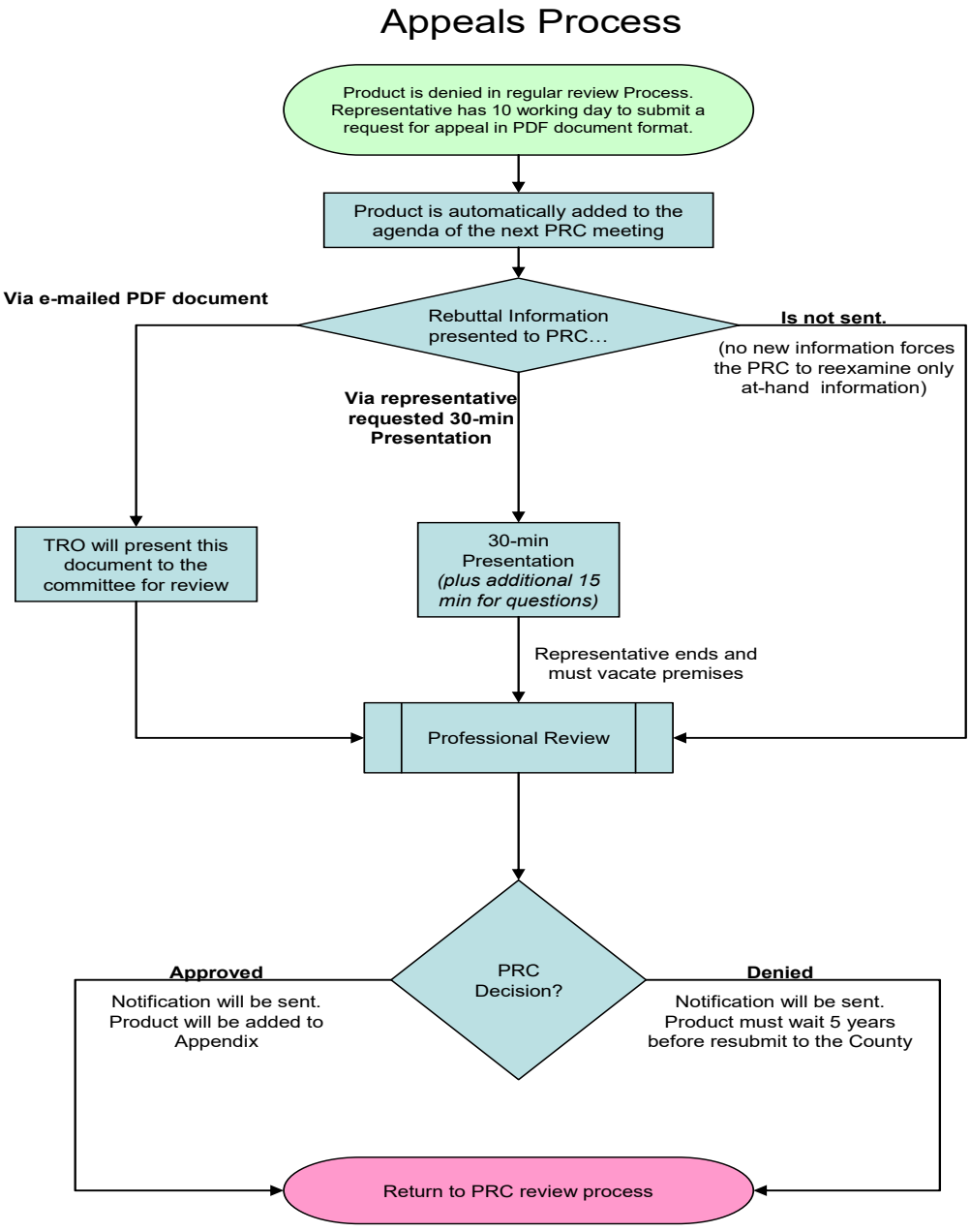
6. The decision of the PRC will be conveyed in writing by the Chairman to the product applicant within 15 working days of the PRC meeting.

7. APPEAL: An appeal shall only be initiated by a product representative. If a product is disapproved and the product representative believes the determination was made in error, an opportunity will be provided to appeal the decision to the PRC. The appeal procedure is as follows:

   A. The product representative shall have 10 working days to submit written appeal to the PRC in PDF document format. The appeal shall include a written explanation outlining the facts the product representative believes to support an acceptance by the HC-WRD.
   B. If received, the appeal will be added to the agenda of the next scheduled PRC meeting. The product representative may request the opportunity to make a formal presentation to the PRC. Up to 30 minutes will be available for the presentation. An additional 15 minutes will be provided to allow PRC members to ask questions of the representative. The representative will then be excused from the meeting.
   C. After review of the newly submitted material and presentation the PRC will vote to approve or disapprove the product. Documentation of this decision shall be sent to the manufacturer. This determination will be final.
   D. Once denied, a manufacturer may not resubmit that same product unless the reason for denial has been eliminated, or a County specification has changed. In order to ensure product quality, the PRC may opt not to consider a product if the design or engineering has changed**,** has less than 5 years exposure in the open market or both.

RECONSIDERATION: Reconsideration of a product shall only be initiated by a voting committee member. A denied product may be reconsidered if a voting member discovers new information missed during the

initial review, or if County Technical Specifications are revised and to include characteristics of the product specifications. During the opening of the following PRC meeting, the voting member shall make a motion to include the product in agenda of that meeting. The PRC will vote on the motion to approve or disapprove the reopening of the case. If approved for reconsideration by the committee, the product will then be presented with the new information by the initiating voting member. At the end of this presentation, the PRC shall vote and this decision will be final. Neither the manufacturer nor their representative shall be present at this meeting. A vote ending in a tie shall be considered a rejection.



8. HC-WRD 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.

9. The HC-WRD may, with cause, disapprove and remove from the list any previously approved product. Cause may include (but is not limited to) the unavailability of a product or its replacement parts, change of company ownership or corporate restructuring, failure of a product, unresponsiveness on the part of the manufacturer or their representative to resolve product issues, or a decline in the quality or performance of a product.

10. The PRC recognizes that occasionally staff members may become aware of information involving a product that may be of benefit to the county. For that reason, a formal review may be requested by any Hillsborough county staff member. All of these requests will be submitted to the TRO via e-mail.

    This e-mail shall contain in it:

    - The product name
    - The name of the manufacturer
    - A product website
    - A contact number for the company or representative if available

    After the TRO checks to see if the county is interested in the product, the TRO will then invite the manufacturer or their local representative to submit a package. Ultimately the submittal will be the choice (and responsibility) of the manufacturer or their representative to complete and turn in. The product will then follow the previously defined process for product evaluation.

11. The PRC Chair may call a meeting to order, out of sequence and at any given time, to address those issues that would normally hinder the presentation of new products. Additional reasons to hold a meeting out of sequence include, but are not limited to:
    - Addressing errors on the official HC-WRD list of approved products
    - Addressing the addition or removal of a product that was already presented in a regular PRC meeting.
    - To accommodate excessive workloads or address PRC issues.

12. The TRO will review all products on the approved products list annually in the last two months of the year and remove any obsolete products.

------End of Section------