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1.0 SCOPE

To provide an assessment of the suitability of a new product for procurement and use by Manitoba Transportation and Infrastructure (MTI). Manitoba Transportation and Infrastructure may require updates, resubmission of this form, or further testing to maintain status of products.

2.0 PURPOSE

To establish a due diligence evaluation of products that are vendor promoted or MI solicited.

3.0 ASSESSMENT CRITERIA

The criteria will address the Manitoba's Sustainable Development Procurement Guidelines as follows:

- Protecting Human Health and Well-Being
- Promoting Environmentally Sustainable Economic Development
- Conserving Resources
- Conserving Energy
- Promoting Pollution Prevention, Waste Reduction and Diversion
- Evaluating Value, Performance and Need

4.0 SUBMISSION


A completed Product Submission Form must accompany all new product submissions. Applicants must provide the requested information. Incomplete applications will be returned. A separate form must be completed for each new product submitted. MTI may request additional information to complete the assessment.

The form shall be submitted by email to the contact in Section 6.0 with the subject line containing "New Product Submission Form" and name of product.

5.0 ASSESSMENT PROCESS

MTI will evaluate the application for potential acceptance of the product for use on Department Projects.

If the application is deemed acceptable, the product will be classified in one of two categories: Approved Products and Potential Products.

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Approved Product – Product recognized to be acceptable and may be used on MTI projects provided the product meet the Construction Specification and/or work. Products will be listed on the MTI Approved Products List.

Potential Product – Product that has the potential to meet the specific requirements of the standard specification and/or the work but has not been used on a Manitoba Transportation and Infrastructure Project. Products will be placed on the internal MTI Potential Product List.

Final acceptance of a product as an “Approved Product” is based on the conformance to the specifications and actual in-field performance.

MTI will remove a product from the Approved Products List for the following reasons:


- The department changes specifications or standards that preclude the use of any particular product.
- Product is no longer manufactured or becomes obsolete.
- The product has not been “Approved” within the 2 years of it being classified as a “Potential” Products.
- Product does not perform.

Products that are rejected may not be resubmitted until a 2 year moratorium period has elapsed.

6.0 CONTACTS

For further information on the process, please contact:

Gordon McNabb
Highway Design Branch
Phone: (204)479-1919
Email: Gordon.Mcnabb@gov.mb.ca

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7.0 PRODUCT SUBMISSION FORM

Applicant's Contact Information

Name and Title	
Company Name	
Phone	
Email	

Supplier Information

Supplier Name			
Address		City	
Province/State		Postal/Zip Code	
Contact			
Phone		Fax	
Email			

Manufacturer Information (if different from supplier)

Manufacturer Name			
Address		City	
Province/State		Postal/Zip Code	
Contact			
Phone		Fax	
Email			

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Product Information

From the MTI Approved Products List, identify a suitable category in which the product will be evaluated for acceptance or propose a related alternate category

Product Name	
Product Website	
Product Application Details (Discuss the intended purpose or use of product)	

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Provide supporting information/test results(data sheet, construction method, details of product trials or tests, links to online relevant product info)

Is this product listed for approval or acceptance in other North American Transportation Agencies?

Yes No

If yes, provide details including documentation of approval, contact person(s) with email address and phone number.

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Has this product been evaluated for environmental impact? Yes No

If yes, attach environmental studies

Is this product Workplace Hazardous Materials Information System controlled? Yes No

If yes, attach MSDS

Does this product meet the requirements of a recognized specification agency (i.e. ASTM, CSA, CGSB, AASHTO)? Yes No

If yes, provide the agency and specification number(s)

Provide independent supporting letter/reports confirming compliance to specification and/or successful testing results.

Estimated Cost per
Unit

Estimated Cost per
Unit Installed

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For the purpose of evaluation, would you be interested in providing this product at no charge for a trial installation? Yes No

Can a demonstration be provided (on installation methods or special equipment used) by the manufacturer or supplier? Yes No

Provide details on technical support available. Is there a local representative (manufacturer or supplier) that can provide product support, if required? Yes No

If yes, provide details


Provide all other information that will assist in the appraisal of this product including documentation to support the products:

- Function
- Safety
- Environmental Acceptability
- Durability
- Life Cycle
- Performance History

Is this product considered a proprietary product? Yes No

If yes, provide the following documentation:

- Report on a full scale test program of the product.
- Report on further research conducted with an institution to verify the performance of the product. If there is a gap in understanding the in-service behaviour

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Attachment Checklist (*Indicates mandatory documents)

*Relevant supporting information/product literature/technical data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
*Test data(details of product trials or tests, lab and field reports)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Documentation of approval/acceptance from other DOT's	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Environmental Studies	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
*MSDS	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
*Independent supporting letter/reports confirming compliance to specifications and/or successful testing results	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
*Installation instructions (Include pictures/drawings/videos)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
*Additional information that will assist in the appraisal of this product including documentation to support the products function, safety, Environmental acceptability, Durability, Life Cycle and Performance History	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
*If proprietary, report on full scale test program and further research conducted with an institution	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Submission

Submission form completed by (Name and Title)	
Date	

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Internal Use Only

Date Received	
Evaluation result	<input type="checkbox"/> Approved Product <input type="checkbox"/> Potential Product <input type="checkbox"/> Not Required <input type="checkbox"/> Rejected Product
Comments	