

## **Evaluation Policy for Traffic Signal Equipment and Materials**

### **South Carolina Department of Transportation Qualified Products List (QPL)**

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SCDOT will evaluate equipment according to this Evaluation Policy and in conjunction with the individual Qualified Product Policies (QPP) as time and schedules allow. If a vendor desires to submit an item for the SCDOT QPL they must follow the procedures set forth by the Office of Materials and Research (OMR) for evaluation as follows:

#### **Evaluation Process**

- The SCDOT QPL [Evaluation Form](#) must be completed and submitted prior to any item being evaluated.
- Submit QPL Evaluation Form to SCDOT contact specified in the applicable product QPP. The submitter should ensure that the equipment or material meets all applicable specifications and include any pertinent information with the Evaluation Form. After SCDOT review of the QPL Evaluation Form the submitter will be notified with decision on status of the product for further evaluation.
- If the product is accepted for further evaluation, deliveries will be made to SCDOT as specified in the product QPP. Delivery arrangements must be coordinated at least five working days in advance of delivery. Once SCDOT has received the delivery, the vendor will receive a signed copy of the Evaluation Form as a receipt. A demonstration of the equipment will not be allowed at time of delivery.
- The equipment will be held on SCDOT property during this period. Once the item is evaluated, SCDOT will contact the vendor to pick up their equipment. The vendor will have one month to pick up the equipment or arrange return shipment. SCDOT will not incur any shipping costs to return equipment or materials. Coordination with SCDOT is required to ensure someone will be available for the return of equipment.
- If the equipment meets SCDOT specifications and is deemed satisfactory for use in SCDOT projects by the Evaluation Engineer it will be added to the QPL. SCDOT will provide a letter or email to the vendor and place the equipment information on the SCDOT Qualified Products web page. If the item does not meet SCDOT specifications, a letter or email will be provided to the vendor detailing the reasons the item was not approved.

#### **Additional Policy Comments**

- In accordance with OMR Policy, SCDOT may remove equipment or material from the QPL at any time. Upon removal, SCDOT will inform the supplier of the removal and the reason for removal by letter or email. In addition, SCDOT requires items to be resubmitted every three years for reevaluation unless otherwise specified in the individual Policy.
- To maintain quality control SCDOT's Evaluation Engineer reserves the right to monitor products listed on the QPL. The Evaluation Engineer at unscheduled times may inspect and review any product or material listed on the QPL. The following actions may result from periodic reviews:

Products that consistently produce results that significantly vary from those established by the manufacturer and verified by SCDOT may be removed from the QPL and/or may be asked to be resubmitted for reevaluation.

Products that do not perform satisfactorily in the field may be removed from the QPL and/or may be asked to be resubmitted for reevaluation.

- Removal from the QPL will prohibit the use of the product on SCDOT projects until the product has been resubmitted for evaluation and received approval for inclusion on the QPL.
- In the event one manufacturer is acquired by a competitor SCDOT may require re-evaluation of those products. If a manufacturer goes out of business and its inventory is acquired by another company the same applies.
- Equipment being resubmitted will be reevaluated using the most current specifications set by SCDOT. SCDOT reserves the right to prohibit the use of the product on SCDOT projects until the product has received approval for placement on the QPL.
- The vendor/manufacturer is advised that the evaluation of their product is not a commitment to purchase, recommend, or specify their product, and that data developed is public information.
- During Evaluation:

Any cost of integrating the product or system into the current operating system will be the manufacturer's responsibility.

If the product causes damage to SCDOT property during testing, the representing company may be liable for repair/replacement costs.

SCDOT will not guarantee the condition of the equipment upon completion of the evaluation. Some evaluations may require dismantling the equipment. SCDOT will not be held liable for any damage to the equipment.

- Effective January 1<sup>st</sup>, 2016 all traffic signals equipment used in SCDOT work must be approved and placed on the Qualified Product List prior to letting date of the project.