Product Selection. Provide a general statement as to why this product was selected. Items such as benches, litter receptacles, or bicycle racks are generic items. Unless an involved local public agency can establish the following, it must submit the names of three vendors.
1. The product is already being used by the agency, and by those that are geographically nearby.
2. Maintaining an inventory of different products is not cost effective. Is storage a problem? What hardships are created by maintaining multiple products?
3. Has the requested product proven to be more durable than other similar products? Is the warranty period longer than that for other similar products? Unless the LPA can establish more definitive reasons, the proprietary-material request for the product will be denied.

[Delete this and other gray-highlighted instructional copy once the form is completed.]

Product History. Indicate if the product been used successfully in Indiana or elsewhere. If the product is new to the State, it may require the approval of the New Products Evaluation Committee unless it is in accordance with INDOT specifications. Contact the Office of Materials Management’s Miscellaneous Materials Team leader if unsure.

Project Compatibility. Indicate if this the only product that is compatible with the non-proprietary materials intended for use. Provide discussion.

Product Availability. Indicate if there are other similar products that can be used, or other similar products that were considered. Demonstrate that there are not at least two other similar
products. A minimum of three vendors' products are necessary to negate the need for a proprietary-material approval. Provide discussion.

**Product Cost.** Include a condensed cost/benefit analysis. Provide the cost of using alternate non-proprietary materials.

**Maintenance.** Discuss maintenance issues such as training or storage. Provide discussion as to why other products cannot be used due to maintenance issues.

PREPARED BY: Date:

Based upon the above finding, the use of the proprietary material listed is in the public interest and is hereby approved.

APPROVED: ______________________  _________________________
Deputy Commissioner, Design, Division Administrator, FHWA
Project Management, & Technical (if FHWA oversight req’d)
Support, INDOT

Date: Date: