

**BUREAU OF STREET LIGHTING
EQUIPMENT EVALUATION AND TESTING SECTION
CHECKLIST & FEE AGREEMENT: STANDARD POLE**



This form must be completed, with all boxes checked, signed, and submitted via email to the Bureau of Street Lighting (BSL) at lawrence.almassod@lacity.org. Upon acceptance of the checklist by BSL, the equipment evaluation fee will be requested to proceed with the review process.

MANUFACTURER / COMPANY: _____

MODEL: _____

CATALOG NO.: _____

CONTACT OR REPRESENTATIVE: _____

PHONE: _____ **EMAIL:** _____

Design Considerations

- ☐ Shop drawings and stamped structural calculations submitted for review and approval
- ☐ Base plate and bolt circles shall be designed per applicable Standard Plan found here:
https://lights.lacity.gov/business/pole_manufacturers
- ☐ Pole construction shall comply with the applicable material specifications of the current adopted Special Specifications for the Construction of Street Lighting Systems ("Blue Book"):
 - Steel poles – Section 5010.1
 - Concrete poles – Sections 3000–3390
 - Aluminum poles – Section 5010.2
- ☐ Welds shall conform to applicable AWS standards per Sections 5050.1 (Steel) and 5050.2 (Aluminum), and meet inspection criteria specified in the Blue Book
- ☐ No handholes or doors
- ☐ Pole banners are not required as part of the evaluation process. Banners to be designed by others
- ☐ Foundation to be designed by others

Paint Procedures

- ☐ Pole shall be wet-painted per Section 5030.1 (Steel) or Section 5030.2 (Aluminum) of the Special Specifications for the Construction of Street Lighting Systems ("Blue Book") and comply with all applicable ASTM coating standards
- ☐ Powder coating is not currently accepted

Bureau of Contract Administration Facility Audit

Following issuance of a *conditional* shop drawing Approval Letter, the manufacturer shall coordinate with the Bureau of Contract Administration (BCA), Materials Control Group, prior to prototype fabrication. The manufacturer must schedule a Material Control inspection with BCA before fabrication begins. All

fabrication is subject to inspection by BCA during regular working hours (Monday through Friday, 7:00 a.m. to 3:30 p.m.).

BCA will impose additional inspection and audit fees for all facility audits and material inspections. These fees are established, administered, and collected solely by BCA and are not overseen or reimbursed by the Bureau of Street Lighting. All costs associated with BCA inspections, audits, testing, or related requirements are the sole responsibility of the manufacturer or vendor and must be paid directly to BCA.

For facilities located within 30 miles of Los Angeles, the manufacturer shall provide at least two working days' notice to BCA before fabrication. For facilities beyond 30 miles, the manufacturer shall engage BCA-approved third-party inspectors or accredited testing laboratories. A request letter identifying the proposed inspectors, their qualifications, and the specific pole types to be inspected must be submitted to BCA for approval prior to fabrication. BCA will verify compliance with BSL specifications, Standard Plans, material certifications, and paint submittals. Upon successful completion of the audit, BCA will issue a Yellow Tag Approval, authorizing production to proceed. BSL will issue a final Prototype Approval Letter.

Refer to the current adopted version of the Special Specifications for the Construction of Street Lighting Systems ("Blue Book") for additional requirements and detailed procedures. For questions regarding the facility audit process, please contact bcamaterialscontrol@lacity.org.

Equipment Evaluation Fee Agreement

The vendor or manufacturer shall be responsible for all costs associated with the evaluation of the proposed pole. These costs include, but are not limited to, shop drawings, prototypes, structural calculations, and all associated delivery, shipping, or pick-up expenses. In addition, the equipment evaluation fee is **\$1,000 USD per pole**, payable by check to the *City of Los Angeles / Bureau of Street Lighting*. Money orders or ACH transfers are also accepted. Please reference "Pole Evaluation" on the payment memo line.

The evaluation fee is **non-refundable** and subject to change. BSL reserves the right to modify or add requirements to the evaluation process or fee structure at any time. Vendors or manufacturers will be notified if such changes occur.

Upon successful completion of the evaluation process, BSL will issue a formal Approval Letter. Poles submitted and approved for general citywide use will be added to the BSL Approved Pole Manufacturers List. Poles submitted for project-specific approval will not be added to the approved list and its use will be limited to the specified project. **Inclusion on any BSL approval list does not imply or guarantee any obligation by BSL to procure the pole.**

Signature

Date

Printed Name

Title/Position