



1-32 USE OF TRADE NAMES IN PLANS AND SPECIFICATIONS

The use of trade names in Caltrans' projects is limited by Section 3400 of the Public Contract Code, FHWA Program Manual and Caltrans' policies as detailed in the Plans, Specifications and Estimates (PS&E) Guide issued by the Office of Office Engineer. The portion of this guide pertaining to the policy for using trade names is attached.

Within the Office of Structure Design, operating procedures shall be as described below.

For *Highway Projects* (bridges, tunnels, etc.), when the decision is made to use a material or item which can only be identified by the use of trade or brand name, the Design Engineer must prepare a memorandum to the Specifications Engineer fully justifying the need to do so and listing all known acceptable products. The Specifications Engineer will then obtain the necessary approvals from the Chief, Division of Structures and the FHWA, when required.

In addition to the circumstances listed in the Attachment, approvals can be obtained to use trade names in engineering work:

1. When modifying or enlarging an existing facility, if it is necessary for maintenance or safety reasons to exactly duplicate portions of the existing work.
2. When the design can only tolerate the use of a certain material, piece of equipment or method of construction which is of such a complicated nature and so rarely used that it is impractical to fully describe its desired performance characteristics. This will most likely occur in a limited number of cases involving mechanical and electrical control apparatus.

If a product is required for which there is only one known manufacturer, i.e., "sole source", the Structures' Specifications Section should be immediately notified because special firm price quotes must be obtained from the

Memo converted to metric.
Supersedes Memo to Designers 1-32 dated April 1989



manufacturer for inclusion in the contract special provisions. This notification shall be in the form of a written statement justifying the use of the specific trade name.

For *Building Projects*, follow the guidelines set forth in that portion of Section 4-4.01 of the PS&E Guide which includes the "Policy and Approval for Trade Names (Building Type Projects)."

Handwritten signature of Richard D. Land in cursive script.

Richard D. Land
Bridge Design Branch A

Handwritten signature of Shannon H. Post in cursive script.

Shannon H. Post
Bridge Design Branch B

Handwritten signature of Michael A. Barbour in cursive script.

Michael A. Barbour
Bridge Design Branch C

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Attachment