



## The City of Harrisonburg, VA. Product Submittal & Review Form

This form shall be completed in its entirety and returned to The City of Harrisonburg, Central Stores, 2111 Beery Road, Harrisonburg, Va., 22801 for each product to be considered for use in or by the City of Harrisonburg, Va. All information shall be typed or neatly printed and accompanied by **eight (8) copies of any literature pertinent to consideration of the submittal, including but not limited to specifications, catalogs, parts lists, pricing schedules, applicable standards, availability of the submitted material, a brief narrative of vendor and/or manufacturer support of the submitted product, a minimum of four regional references for the product, or any other appropriate information.** Products will be reviewed on a schedule to be determined by the Product Review Committee. The Product Review Committee reserves the right to request additional information, samples of the submitted product, or a demonstration of the application of the submitted product.

Date: \_\_\_\_\_

Product Submitted: \_\_\_\_\_

Intended Application: \_\_\_\_\_

\_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Representative: \_\_\_\_\_

### Vendor's Product Submittal Checklist

Is this product or material currently approved or on probationary status with the City of Harrisonburg?	yes	no
Does the submitted product meet current City of Harrisonburg standards as referenced in the Design and Construction Standards Manual for the City of Harrisonburg?	yes	no
Have eight (8) complete copies of the submittal material package been provided?	yes	no

### CITY OF HARRISONBURG PRODUCT REVIEW COMMITTEE USE ONLY

Product accepted or rejected \_\_\_\_\_

Documentation supporting decision \_\_\_\_\_

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Vendor notified    yes    no

This decision has been arrived at and agreed upon by consensus of the members of the Product Review Committee for the City of Harrisonburg, Va.

\_\_\_\_\_, Committee chairman

\_\_\_\_\_ Date