

NEW PRODUCT SUBMITTAL FORM



This form provides information required to determine if a proposed product is suitable for inclusion on the Olympic View Water & Sewer District's Approved Materials List.

Please fill out the form completely and attach any additional pertinent information or materials. Incomplete forms will not be considered.

No obligations on the part of the Olympic View Water & Sewer District are either inferred or implied by receipt of this form.

Use a separate form for each product to be considered. Separate forms are not required for various sizes of the same product, as long as the products components are the same, varying only in the size of components.

Submit the completed form and product information to:

Olympic View Water & Sewer District

C/O Operations Manager
8128 228th St SW
Edmonds, WA 98026

Type of Submittal: **NEW** **RESUBMITTAL** **GRANDFATHERED**

Submittal Date _____

Product Name and Model _____

Generic Description of Product _____

Available Sizes _____

Submitted by: Company Name _____

Street Address _____

City, State and Zip _____

Contact Person _____

Phone Number _____ FAX Number _____

Email Address _____

Manufacturer Information

Manufacturer: _____

Headquarters Address: _____

City, State and Zip: _____

Headquarters Phone # _____ Headquarters FAX # _____

Local Office Address: _____

City/State/Zip: _____

Local Phone # _____ Local FAX # _____

How long has the manufacturer been producing related products?

List related products:

List other trade names used by manufacturer:

Specifically where is the product produced? _____

PRODUCT INFORMATION

What is/are the appropriate ANSI, UL, ASTM, or NSF standard(s)?

Does the product meet it/them? If not, please explain:

What is/are the appropriate AWWA standard(s)?

Does the product meet it/them? If not, please explain:

What is/are the appropriate Olympic View Water & Sewer District Standards?

Does the product meet it/them? If not, please explain:

What laboratories, if any, have tested and approved the product?

How long has the product been on the market?

List the most commonly-used competitors to the product:

Manufacturer	Product
_____	_____
_____	_____
_____	_____

What are the operational advantages and disadvantages of the product compared to similar products shown on the Approved Materials List?

Advantages:

Disadvantages:

What are the financial advantages and disadvantages of using the proposed product compared to similar products shown on the Approved Materials List? Provide a current price list for the product.

Advantages:

Disadvantages:

What other agencies in the Western United States are using the product?

Agency	How Long?	Contact Person	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List the local suppliers that stock the product:

Supplier	City
_____	_____
_____	_____
_____	_____
_____	_____

What is the typical availability and delivery lead time for the product?

List the length of the product warranty and what the warranty covers. Attach a copy of the warranty.

TECHNICAL INFORMATION

Please attach relevant technical information about the product. The information must include specific details about all standard and optional features available. The optional features being provided to the Olympic View Water & Sewer District must be indicated by underlining or highlighting. Provide Safety Data Sheets (SDS) and National Sanitation Foundation (NSF) certification information, if applicable, for products submitted.

ADDITIONAL COMMENTS (use additional sheets if necessary)