



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

This form shall be completed in its entirety and returned to Jeffrey Moyer, CPPB, 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 **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 in a PDF format in the vendor's choice of CD or thumb drive media.** 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 _____

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