



## PRODUCT REVIEW REQUEST FORM

PRODUCT REVIEW No.: \_\_\_\_\_

TO: Material Review Committee  
City of Courtenay Public Works Services  
1000 Piercy Ave., Courtenay, BC V9N 3E6  
Phone: (250) 338-1525

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

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### PRODUCT REVIEW APPLICATION

PRODUCT NAME:

\_\_\_\_\_  
\_\_\_\_\_

PROPOSED PRODUCT USE:

\_\_\_\_\_  
\_\_\_\_\_

PRODUCT REVIEW SUBMISSION IS FOR:

- **Product Awareness** or
- **First Stage Product Review** under the  
City of Courtenay – Approved Product List Section: \_\_\_\_\_

A review **will not** be considered unless the following is provided:

- Product standards and specifications.
- List of references or end users with contact information.
- Product Certificate of Compliance (i.e. CSA, ASTM, AWWA...)
- Documentation or letter describing:
  - the sustainability of the company, the product, and the manufacturing process.
  - a brief history of the product manufacturer
  - a brief history of the product(s)
  - a brief statement of why the product should be used by the City. How would the City benefit by using the product?
- Documentation or letter describing:
  - Maintenance requirements
  - Training requirements, and/or special tools or equipment required
  - Availability of the product and replacement parts
  - Cost to supply and maintain product
- Other information submitted for this Product Review Application: \_\_\_\_\_

· Product representative contact: \_\_\_\_\_  
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