



# Approved Products List Administrative Policy

## PRODUCT REVIEW REQUEST FORM - APPENDIX "A"

TO:

Approved Products Review Committee  
1495 Hardy Street  
City of Kelowna, BC, V1Y 7W9  
email: [DrawingReviewOps@kelowna.ca](mailto:DrawingReviewOps@kelowna.ca)

FROM:

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

DATE:

PRODUCT NAME:

\_\_\_\_\_  
-

PROPOSED PRODUCT USE:

\_\_\_\_\_  
-

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

- Product Specification.
- Product Information Brochures.
- Product representative contact \_\_\_\_\_
- Product References (Installer and End users)
- Product Certificate of Compliance (CSA, ASTM, AWWA, etc.)
- Documentation or Letter Describing the following;
  - Sustainability of the Product, Company and Manufacturing process
  - History of the product
  - Why the City should use the product and any potential benefits to the City
  - Identify Maintenance and Training requirements, and / or special tools or equipment required.
  - Availability of the product and replacement parts
  - Cost to supply and maintain the product
  - Provide location within the existing APL, where the proposed product would best fit

Please indicate any additional information that is supplied with this request form:

- Other information: \_\_\_\_\_

## **APPROVED PRODUCT EVALUATION CRITERIA - APPENDIX "B"**

1. Does the product fill a deficiency within materials we have on hand presently?
2. Is the product easier to maintain and/or require less maintenance?
3. Is the product of better cost/quality than what we use presently?
4. Is product a safer or more environmentally friendly product?
5. Are replacement parts readily available and are they competitively priced?
6. Is training required for the maintenance or installation of the product?
7. Are new tools, equipment or procedures required to handle, install or maintain the product?
8. Does the product have a proven track record of excellent performance?