

**PALM BEACH COUNTY WATER UTILITIES DEPARTMENT NEW  
PRODUCT EVALUATION APPLICATION FORM**

Application Number: \_\_\_\_\_

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

Submittal Complete: Yes \_\_\_\_\_ No \_\_\_\_\_

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(Do not write above this line, PBCWUD use only)

**Instructions:**

All information requested below must be submitted in its entirety for the product to be considered for evaluation by the Product Evaluation Committee (PEC). Provided all required information in electronic format preferably flash drive with a hard copy of the new product evaluation application form. One (1) application is required for each product type. No application will be evaluated by the PEC until the submittal is complete. Failure to provide full disclosure will be grounds for product disapproval.

Submit seven (7) electronic copies of the application and all supporting data to the following;

Palm Beach County Water Utilities Department  
ATTN: PEC Committee Chairperson  
8100 Forest Hill Boulevard  
West Palm Beach, FL 33413

1. General Information

Product Name: \_\_\_\_\_

Product Type: \_\_\_\_\_

Product Application/Use: \_\_\_\_\_

Manufacturer Name: \_\_\_\_\_

Individual Contact(s): \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

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

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

Individual Contact(s): \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

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

2. Provide the following data on minimum of five (5) completed installations of the product; Installation date, installation location, installation client (company name) along with their contact person including telephone number(s) and address, quantity, costs. The Department will contact these references concerning product performance.
3. Describe materials and processes used in the manufacturing of the product and required materials and processes for the installation of the product.
4. Are there any special conditions required for the proper performance of the product?
5. The current PBCWUD Minimum Design and Construction Standards must be adequate for inclusion of the product. If not, then requested exception(s) to the Standards must accompany the product evaluation request.
6. Provide evidence of compliance with applicable industry standards, codes, etc. (UL, FM, NSF, AWWA, ASTM, FDOT, etc.)
7. Provide a copy of the standard product installation guide which outlines special equipment, training, inspection and installation requirements.
8. Provide information related to patents, licenses and franchises associated with the product.
9. Provide information regarding installation costs and maintenance costs.
10. Provide information related to replacement parts, specifically costs and availability.
11. Provide location of nearest manufacturing facility, maintenance facility and spare parts warehouse.
12. Provide information if the product is interchangeable with other similar products.
13. Provide related information, although not required, with the application that may assist the PEC in evaluating the product for use by PBCWUD. This information may include brochures, videos, product samples, photographs, etc. (One copy of a video and samples is sufficient for PEC review).
14. Indicate if you wish to appear before the PEC to present your product which is not mandatory. Though if you wish to present your product the presentation is limited to fifteen (15) minutes with no exceptions.