

**CITY OF NORFOLK DEPARTMENT OF UTILITIES
DESIGN AND CONSTRUCTION STANDARDS
Appendix B2 – Application Package Contents**

To apply for inclusion of a product on the Approved Products List the manufacturer must submit a concise and complete application package consisting of a maximum of seven, single sided pages. An incomplete package will not be considered.

The required contents are described as follows.

Section I: Applicant Information

1. Statement of interest
2. Request for a presentation in person, if applicable
3. Name of manufacturer
4. Name and contact information for the product representative
5. Company description including employees and experience
6. A list of recent projects (maximum five) using the product, providing for each:
 - a) Location and product use description
 - b) References with contact information

Section II: Product Information

1. Product catalog (excluded from maximum page count)
2. Product specification sheet (in digital pdf format)
3. Name and model of product
4. Description of product function
5. Number of years that the product has been manufactured
6. Advantages and disadvantages of this product versus similar products manufactured by others
7. Special conditions that will prolong or shorten the service life of the product
8. Cost of product
9. Product warranty information
10. Availability and delivery lead time for product

Section III: Training and Maintenance

1. A description of the maintenance requirements
2. A description of the training requirements (if needed)