



To Our Valued Suppliers:

The Procurement Division encourages suppliers to submit new and innovative products for evaluation to support the County's diverse operations. Products with satisfactory ratings in the process may then be included for consideration in the bidding process for future needs. The County is always interested in expanding its offering of green products that have a lesser or reduced effect on human health and the environment.

- To have your product considered for approval, please FULLY complete this Product Evaluation Request form. Email the completed form to the address indicated on the form.
- The Procurement Division will examine the product information and County requirements. After reviewing this information, samples may be requested for testing and should be shipped as indicated on the form.
- When samples are received the department or other evaluation team members will field test and individually provide "satisfactory" or "unsatisfactory" ratings to Procurement.
- The Procurement Department will request additional information, if needed, and compile all ratings from the evaluations. Products with overall satisfactory ratings will then be approved for consideration in future bidding opportunities.
- Regardless of result, company representatives submitting forms will be notified in writing of evaluation results.

Should you have any questions, please contact the Procurement Division at purchasing@mymanatee.org.

Sincerely,

Jacob Erickson, MBA, CPPO, NIGP-CPP
Purchasing Official Manatee County BCC
941-748-4501 Ext. 3053
jacob.erickson@mymanatee.org



This section completed by Procurement.

Request No. _____

Date Received: _____

Product Evaluation Request Form

Procurement Division

Product Name and Model No.:

Submitted By: Name: _____ Company: _____ Date: _____

Manufacturer (Company Name): _____

Manufacturer Web Address: _____ Mfg. E-mail Address: _____

Manufacturer Contact Person: _____ Contact's Phone No.: _____

Contact Persons Title: _____ Contact's Location _____

Product Representative: Distributor ☐ Manufacturer's Employee ☐ Other: _____

Representative's Company Name:
(If different from manufacturer) _____

Representative's Name & Title: _____

Representative's Address: _____

Street/ P.O Box

City

State / Zip

Representative's Phone No.: _____ Representative's Alt Phone No.: _____

Representative's E-mail Address: _____ Representative's Fax No.: _____

Check all that apply:

- | | | |
|---------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Patented | <input type="checkbox"/> Shelf Life -Months: _____ | <input type="checkbox"/> EPA Registration No. _____ |
| <input type="checkbox"/> Recycled content _____ % | <input type="checkbox"/> Non-Disclosure Agreement Required | <input type="checkbox"/> Environmentally Preferred ("Green") |
| <input type="checkbox"/> Hazardous Material | <input type="checkbox"/> Training Required | <input type="checkbox"/> Special Equipment Required |

Alternate or comparable to what existing materials or products (Use County Item Number if applicable):

Standard Lead Time ARO: _____

Order Minimum, Qty per Pkg, Unit Size:
(E.G.: Min 4 GA/ 4 GA per case/GA bottle unit)

Alternate Order Minimum, Qty per Pkg, Unit Size:
(E.G.: Min 16 QT/ 16 QT per case/QT bottle unit)

Estimated cost of material per unit: \$

Are educational courses/films available: Yes ☐ No ☐

Preferred Evaluation Method:

Is special equipment required to use the product: Yes ☐ No ☐

Group Demo ☐ Sample/Field Test ☐

The following information and materials shall be attached to this form in order to substantiate, verify or clarify its contents. *HYPERLINK TO INFORMATION IF AVAILABLE ON WEB IS PREFERRED.* Attachments shall be numbered if provided as hard copy or electronic file.

1. Specifications	Attached <input type="checkbox"/> N/A <input type="checkbox"/>	Link: <u>www.</u>
2. Instructions	Attached <input type="checkbox"/> N/A <input type="checkbox"/>	Link: <u>www.</u>
3. Drawings, Sketches, Pictures	Attached <input type="checkbox"/> N/A <input type="checkbox"/>	Link: <u>www.</u>
4. Materials Safety Data Sheet (MSDS)	Attached <input type="checkbox"/> N/A <input type="checkbox"/>	Link: <u>www.</u>
5. Product/Material Literature	Attached <input type="checkbox"/> N/A <input type="checkbox"/>	Link: <u>www.</u>
6. Test Data Sheets	Attached <input type="checkbox"/> N/A <input type="checkbox"/>	Link: <u>www.</u>
7. Certifications (Energy Star, UL, CSA, etc.)	Attached <input type="checkbox"/> N/A <input type="checkbox"/>	Link: <u>www.</u>
8. Sample (Qty. and Size Provided)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Note: _____
9. Test Sample Submitted:	Date: _____ Qty: _____	

Terms & Conditions for Evaluation

1. All test materials will be furnished by the Manufacturer/Supplier at no cost to the County.
2. Acceptance for evaluation is in no way a commitment to purchase, recommend or specify the product evaluation, regardless of its performance.
3. Manufacturer/Supplier shall be responsible for all liabilities for injuries caused by defects in design, packaging, manufacturer labeling and usage instruction of their products.
4. A separate form will be required for each product submitted for evaluation.
5. Unmarked repackaged samples may be requested at the discretion of the County.
6. The County reserves the right to return all unused samples to the manufacturer at no cost to the County.
7. All submissions are subject to Florida Public Records Law.

Please return this form to:

VIA EMAIL (preferred):
purchasing@mymanatee.org

VIA US MAIL:
Manatee County BCC
1112 Manatee Ave West, Ste. 705
Bradenton, FL 34205
Attention: Procurement Division

Please direct samples to:

Manatee County BCC
1112 Manatee Ave West, Ste. 705
Bradenton, FL 34205
Attention: Procurement Division

If you are not already registered as a supplier with the County visit:

https://www.mymanatee.org/departments/financial_management/doing_business_with_manatee_county/register_as_a_vendor