



Product Review Application Form

General Information

This form is used to request approval for a product to be included in the City of Regina's Approved Products List. Information submitted on this form will be used to examine and assess new products that may be suitable for use in the City of Regina.

Complete this form in full, in order to be considered for product approval. Please ensure the following is contained in the application package:

- Completed Product Approval Application Form.
- Supporting documentation, which may include shop drawings, technical specifications, installation and maintenance literature, photos, brochures, etc.
- Product sample(s)*.
- Third-party certification confirming compliance with current industry standards.

Submit your application, including all supplementary materials, via email to:
productreviews@regina.ca

or mail to: **Infrastructure Delivery** Branch

City of Regina
2476 Victoria Avenue
PO Box 1790
Regina, SK S4P 3C8

Attention: Product Reviews

- * Prior to sending product samples or if you require additional information on product reviews, please contact the City of Regina by email to: productreviews@regina.ca

1. Company Information

Company Name:

Address:

City/Town:

Province/State:

Postal/Zip Code:

Country:

Contact Person:

Title:

Telephone Number:

Fax Number:

Email:

Company Website:

Company Type (Check applicable):

 Manufacturer Supplier Representative Other

Date:

2. Applicable City of Regina Specifications

Indicate City of Regina Standard Construction Specification(s) with section numbers that the product applies:

3. Product Information	
Product Name:	Model No.:
Manufacturer:	Location of Manufacturing Plant:
Product Type (Check applicable): <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Stormwater <input type="checkbox"/> Open Spaces <input type="checkbox"/> Transportation <input type="checkbox"/> Engineered Materials	
Product Description:	
End Use Function:	
Features:	

4. Compliance with Industry Standards*					
Standard	Section No.	Standard	Section No.	Standard	Section No.
<input type="checkbox"/> ANSI		<input type="checkbox"/> CAN		<input type="checkbox"/> Other:	
<input type="checkbox"/> ASSHTO		<input type="checkbox"/> CSA		<input type="checkbox"/> Other:	
<input type="checkbox"/> ASTM		<input type="checkbox"/> NSF		<input type="checkbox"/> Other:	
<input type="checkbox"/> AWWA		<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	

* Please submit Proof of Certification to ProductReviews@Regina.ca.

5. Current Approvals in Other Jurisdictions

a) City/Municipality:	Contact Person:	Phone Number:
	Email:	
b) City/Municipality:	Contact Person:	Phone Number
	Email:	
c) City/Municipality:	Contact Person:	Phone Number:
	Email:	
d) City/Municipality:	Contact Person:	Phone Number
	Email:	

6. Pilot Project (If Applicable)

Project Title:		Project File No.:
Project Location:	Project Start Date:	Project End Date:
Developer/Owner:	3rd Party Consultant:	City Representative:
Project Description:		

7. List of Suppliers and/or Distributors

a) Vendor Name:	Contact Person:	Phone Number:
	Location:	
b) Vendor Name:	Contact Person:	Phone Number:
	Location:	
c) Vendor Name:	Contact Person:	Phone Number:
	Location:	

8. Product Differentiation

In a brief paragraph, indicate what makes your product better than the direct competitors (Including cost benefits, technology, and environmental innovations.):

9. List of Locations for Product Service/Repairs (If Applicable)

a) Location:

b) Location:

c) Location:

FOR REVIEW TEAM TO COMPLETE
Review Team Member Name:
Branch:
Review Results:
Additional comments: