



New Product Application Form

Product Ref #:

**Certification of Product
Requested by Products, Standards and Specifications
Management Committee
City of Richmond Hill**

The following information is requested to assist us in the evaluation of your product and to ensure that our standard specification documents and records are complete.

NOTE: *Please prepare and submit one application per product and return to: the attention of the Chair of the Products, Standards and Specifications Management Committee, by email to: PSSMC@richmondhill.ca*

General Information:

Company Name: _____ Product Name: _____
Address: _____
Contact: _____
Tel: _____

Check the appropriate box (es) to identify what the product being submitted is designed for:

- Water Distribution System Sanitary Sewer System
 Stormwater Management System Roadway

Specific Product Item Information: (One Application per Item)

1. Indicate:

- Manufacturer of the Product
 Authorized distributor of the product

2. (a) Date of Specification: _____

(b) If product information is available on-line, provide website information:

3. a) Manufacturer's address Same as applicant



b) Address of stocking distribution center nearest to the City of Richmond Hill is:

c) Provide typical lead times for product delivery: _____

4. Does the applicant company have the ability to respond to emergency requests, (i.e., 24 -hour and weekend contact, etc.)? () Yes () No

Provide details: _____

Contact name: _____ Telephone Number: _____

5. Complete list of all regular and/or specialized tools, regular and/or special testing equipment and any special performance testing procedures recommended by the manufacturer prior to or during installation or maintenance of the product.

6. Total average cost per year to maintain the product according to manufacturer's recommended service, including all required materials and hours of labour.

7. Provide detailed preventative and/or routine maintenance scheduled according to manufacturers' recommendations and special operating conditions.

8. For certified installations, list of local qualified installers and/or maintenance service providers.

| Name | Address |
|------|---------|
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9. List of references where the product has been approved and used in other GTA and southern Ontario municipalities.

| Name | Address |
|------|---------|
| | |



The City of Richmond Hill
225 East Beaver Creek Road,
Richmond Hill, ON L4B 3P4
T 905 771 8800 F 905 771 2481
RichmondHill.ca

| Name | Address |
|------|---------|
| | |
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| | |

Mandatory Requirements:

Registration with The Road Authority (TRA)

Submissions must include the following documentation:

Specifications

Product Warranty

Certification Letters

ASTM

AWWA

CAC

Other:

Recommendation Letters

Quality Assurance Program Product

Warranty Details

Product Safety Data Sheets/WHMIS

I confirm that all the information provided herein is accurate

Company Official and Title

Date