

February 26, 2020
File No.: TS 220-14

Dear Sir or Madam:

Re: Product submissions to City of Saskatoon

Suppliers may submit a product for technical evaluation by providing all relevant information using the Product Submissions form on the City of Saskatoon's (City) website. Some important information on this process can be found below:

- The City has the ability to approve, reject, or provisionally approve product submissions.
- The City of Saskatoon may, at its sole discretion, consider the information submitted in connection with the City's procurement interests and/or contact a registrant. However, the City of Saskatoon has no legal obligation to do so.
- If approved, the product may be used for any project until such time as it is suspended or removed from the approved products list.
- Approving a product for use does not create a legal relationship, contractual or otherwise, between the supplier and the City of Saskatoon.
- If provisionally approved, the supplier will be advised of the conditions of the approval. The conditions of provisional approval may include a pilot study to evaluate product performance.
- If rejected or suspended the supplier will be advised of the reason for rejection or suspension. Previously rejected products may be re-submitted by the supplier after five years unless otherwise specified in direct communications by the Specification and Products Review Committee.
- The City has reviewed and discontinued the historical process of granting temporary product approvals. Unless otherwise specified, all legacy temporary approvals shall be considered valid for a maximum of one year from the date of approval.
- Products may be granted approval based on a City engineer's evaluation in situations of product equivalency or custom designs for a specific project. Such approvals are to be used only for a single project and must be re-evaluated for use in any subsequent projects. Use of all products, approved or otherwise, is at the discretion of City engineers and decisions will be documented following the City's standard procedures.

If you have any questions or concerns, please contact the Customer Care Centre at 306-975-2476.

Sincerely,
City of Saskatoon SPRC Committee