City of Denton
Commodity/Supplier Approval Request Form
For Warehouse Stock Items

Denton requires new products and/or suppliers are pre-approved before bids
can be accepted. To begin the process, please fill out the attached form and submit to:
City of Denton Distribution Center, Attn: Laura Hermosillo, 901 B Texas Street, Denton, TX 76209
  • Fax: 940.349.7302    • laura.hermosillo@cityofdenton.com

Product: _____________________________________________________________________________
Manufacturer: __________________________ Part #: ________________________________________
(Attach additional documentation if necessary)

☐ Cut Sheets/Product information sheets attached

Samples: ☐ Provided to: ____________________________________________________________

☐ Available Upon Request

☐ Viewable at: __________________________
  Contact Name __________________________
  Contact Phone _________________________

List three (3) municipal governments of similar size, utilizing product with contact name and phone.
(Note: Texas municipals preferred)

1) __________________________________________________________
   Utility Name: __________________________
   Contact Name: _________________________
   Contact Phone: _________________________

2) __________________________________________________________

3) __________________________________________________________

Requesting Vendor: _________________________________________________________________
Representative Name: __________________________ Phone: ____________________________
Fax: __________________________ Email: ______________________________________________

Currently Doing Business with the City of Denton?    YES    NO
If NO, please attach company data, references, officer information, and financial information.

Dunn and Bradstreet #: ________________________________

Comments on product benefits/uses:
______________________________________________________________________________
______________________________________________________________________________

Manufacturer Representative: __________________________ Phone: ________________________
Email: __________________________________________
Factory Location: __________________________
On-Site inspection available: YES    NO
Current Inventory Stock Number(s) related: _________________________________________________

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<thead>
<tr>
<th>Vendor Site Visit Performed:</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Date: ___________</td>
<td>Attendee(s): ____________________________________________</td>
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*Note: Each attendee shall note comments and attach to this form*

Comments: __________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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*Field Testing Performed: | Yes | Not Applicable (site visit may be required) |
| Where: ______________________________ | Date(s): __________________________ |
| Crew Leader: ________________________ |

Comments: __________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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*Engineering Review/Analysis: | Approved | Rejected |
| Comments: (required if rejected) ____________________________________________ |

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* Division Manager Review: | Approved | Rejected |
| Comments: (required if rejected) ____________________________________________ |

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Warehouse Item Master Updated by: __________________________ | Date: ______________

2/9/2019