

REQUESTS FOR APPROVED EQUALS FORM

Potential Vendors may submit for the City's consideration for a determination of approved equal status. Requests for Approved Equals must be submitted on the below form and delivered by email to the Procurement Specialist/Buyer, no later than the deadline to submit questions as outlined in the **Solicitation**. The City's response to Requests for Approved Equals will be issued by addendum. Do not submit this form through BidNet

Vendor shall submit with this form any relevant product literature in order to demonstrate that the product meets all of the solicitation requirements. City is not obligated to review incomplete requests.

Vendor to complete the following:

Vendor Name: _____

Contact Name/Title: _____

E-mail: _____ Phone: _____

Solicitation No.: _____ Solicitation Title: _____

Request No.: _____ Ref. Page No.: _____ Ref. Specification No.: _____

Specification Requirement from solicitation:

Request for Approved Equal:

Manufacturer Offered: _____

Model No./Product: _____

Description of product offered for approved equal:

Product Literature is attached to this form? ☐ Yes ☐ No

For City Use Only

City Response: ☐ Approved ☐ Not Approved

Reasons: _____
