



Project ID Contract Registration Number Work Order Number Change Order Number

Project Address

Payment Number Payment Period From Payment Period To Submission Date

Items

We hereby request your approval of the purchase and storage of the following material or equipment and the place of storage, as indicated below, for the purpose of receiving payment prior to incorporation in the work of the above project:

Item Number/ Budget Line	Item Description	Quantity	Estimated Unit Cost	Total Estimated UnitCost	Place of storage (On or Off Site)
Total:					

Location and Description of Off-site Place of Storage

Name and location of Bonded Warehouse, description of the conditions of storage, a detailed description of the approved materials and duration of such storage, any plans for inspection and testing, and a description of all fees associated with storage, inspections, maintenance, testing, moving, and any other expenses associated with off-site storage:

Item	Storage Location/Description

Terms and Conditions

1. This request, if approved, shall be with the understanding that all terms and conditions of the contract or any modification thereof shall be strictly adhered to.
2. That the City assumes no responsibility for the placing of orders, deliveries or storage of the material or equipment listed if approved for purchase and storage.
3. The Contractor should not assume that the materials or equipment listed will be approved, such approval being entirely within the discretion of the Commissioner.
4. The Contractor is warned that the purchase and delivery of materials and equipment in anticipation of the approval of the Commissioner will be at his own risk, and that payment therefore shall not be included in any estimate until approval is granted.
5. The Contractor, when requesting payment for such material or equipment, shall submit with their estimate Stored Material Summary Bill of Sale/Transfer of Title.
6. The Contractor retains the risk of loss for any approved materials. If any of the approved materials are lost or become damaged, the Contractor must repair or replace them at no additional cost to DDC. If a Progress Payment has been paid to any damage or loss, the amount so allowed or a proportionate part of the amount, will be withheld from subsequent Progress Payments until satisfactory repairs or replacements have been made.
7. The marking of Progress Payments with respect to any stored approved materials will not be deemed to be final acceptance by DDC of those approved materials, nor will it relieve the Contractor of its responsibility for those approved materials.



We agree that upon arrival of the purchase and storage of the above material or equipment, in whole or in part, we will assume all responsibility for the preservation and protection of such material and equipment until accepted and installed in accordance with the Contract Specifications.

Contractor

Print Name

Title

Signature

Date (MM/DD/YY)

I certify that I or my representatives have checked the material or equipment and that they are required or specified for the work under the contract. An inspection of the proposed place of storage has been made, it is suitable and adequate for storage of the material or equipment. **I, THEREFORE, RECOMMEND APPROVAL** of the purchase of the above material or equipment and the place of storage at the indicated location.

CM/REI

Print Name

Title

Signature

Date (MM/DD/YY)

PM/EIC

Print Name

Title

Signature

Date (MM/DD/YY)