

1316 COUNTY-CITY BUILDING  
227 W. JEFFERSON BOULEVARD  
SOUTH BEND, INDIANA 46601-1830



PHONE 574/ 235-9251  
FAX 574/ 235-9171

CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

August 27, 2024

Mr. Austin Redding  
Premium Concrete Services, Inc.  
712 Richmond St.  
Elkhart, IN 46516  
[rbecker@premiumservices.group](mailto:rbecker@premiumservices.group); [austin@premiumservices.group](mailto:austin@premiumservices.group)

RE: Quotation Award – Jefferson Alley Repair – Project No. 124-048

Dear Mr. Redding:

At its August 27, 2024 meeting, the Board of Public Works awarded the above referenced quotation to you in the amount of \$36,405.00.

Please forward the following documents **in one submittal by September 10, 2024** to my attention for Board of Public Works approval at [hhorvath@southbendin.gov](mailto:hhorvath@southbendin.gov) :

- 1) One (1) signed original of the Contract (enclosed); and
- 2) Certificate of Insurance naming the City of South Bend as an additional insured.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

*/s/ Theresa Heffner*

Theresa Heffner, Clerk

Enclosures  
TH/hh

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CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

August 27, 2024

Mr. Ruben Alvarado  
Rieth-Riley Construction Co., Inc.  
25200 State Road 23  
South Bend, IN 46614  
[ralvarado@rieth-riley.com](mailto:ralvarado@rieth-riley.com); [gvanparys@rieth-riley.com](mailto:gvanparys@rieth-riley.com);

RE: Quotation Award – Jefferson Alley Repair – Project No. 124-048

Dear Mr. Alvarado:

At its August 27, 2024 meeting, the Board of Public Works awarded the above referenced quotation to Premium Concrete Services, Inc. in the amount of \$36,405.00.

We thank you for quoting and hope you will quote with us again in the future.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures  
TH/hh

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CITY OF SOUTH BEND JAMES MUELLER, MAYOR  
**BOARD OF PUBLIC WORKS**

August 27, 2024

Mr. Dustin Hilary  
Milestone Contractors, L.P.  
24358 SR 23  
South Bend, IN 46614  
[akrueger@milestonelp.com](mailto:akrueger@milestonelp.com); [dhilary@milestonelp.com](mailto:dhilary@milestonelp.com)

RE: Quotation Award – Jefferson Alley Repair – Project No. 124-048

Dear Mr. Hilary:

At its August 27, 2024 meeting, the Board of Public Works awarded the above referenced quotation to Premium Concrete Services, Inc. in the amount of \$36,405.00.

We thank you for quoting and hope you will quote with us again in the future.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Theresa Heffner

Theresa Heffner, Clerk

Enclosures  
TH/hh



**INTER-OFFICE MEMORANDUM**  
**DEPARTMENT OF PUBLIC WORKS**  
**DIVISION OF ENGINEERING**

**TO:** Theresa Heffner, Clerk  
Board of Public Works

**FROM:** Lidya Abreha  
Project Engineer, Division of Engineering

**SUBJECT:** Award: 124-048 Jefferson Alley Repairs

**DATE:** August 16<sup>th</sup>, 2024

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On August 13<sup>th</sup>, 2024, the Board of Public Works opened and read quotes for the above project. Three quotes were received from Premium Concrete Services Inc., Reith-Riley Construction Co. Inc., and Milestone Contractors, L.P.

	<b>Premium Concrete Services Inc.</b>	<b>Reith-Riley Construction Co. Inc.</b>	<b>Milestone Contractors, L.P.</b>
Base Quote Total	\$33,705.00	\$43,080.35	\$130,000.00
Alternate No. 1	\$2,700.00	\$6,000.00	\$9,900.00
Base Quote + Alternate No. 1 Total	\$36,405.00	\$49,080.35	\$139,900.00

This project has been deemed non-goal eligible with respect to MWBE subcontracting following review by the Office of Diversity and Inclusion, the Legal Department, and Engineering. The project cannot reasonably be subdivided as required by the Minority and Women Business Enterprise Inclusion Program Plan §8.B.2:

**§8.B.2 Non-Goal-Eligible Contracts**

*If a contract is not goal-eligible, either because it is not able to be subdivided into commercially useful functions or because it does not contain any work described in the NAICS Codes in Attachment A, the Program Administrator will not set goals for that contract.*

For this project, the crews are small and are performing only one task (brick pavement spot repairs). There are no specialized sub-tasks like electrical or planting work that can be separated out as commercially useful functions.



Engineering recommends the award of the base quote + alternate no. 1 to the lowest responsive and responsible bidder, Premium Concrete Services Inc. in the amount of \$36,405.00.

The Department of Public Works has appropriated sufficient funds from River West TIF and Storm Capital funds (Funding #324-10-102-121-442001, 667-06-605-517-442002 respectively).

Please respond with any questions (EXT 5961).

Enc. Quote Tabulation



QUOTE TABULATION  
124-048 2024 Jefferson Alley Repairs

BASE QUOTE				Engineer's Estimate		Premium Concrete Services Inc.		Reith-Riley Construction Co. Inc.		Milestone Contractors, L.P.	
Item No.	Line Item	Quantity	Unit	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
1	MAINTENANCE OF TRAFFIC	1	LS	\$821.65	\$821.65	\$1,200.00	\$1,200.00	\$2,765.00	\$2,765.00	\$4,897.85	\$4,897.85
2	MOB & DEMOB	1	LS	\$657.32	\$657.32	\$3,000.00	\$3,000.00	\$1,575.00	\$1,575.00	\$12,100.00	\$12,100.00
3	CONCRETE CURB, REPLACEMENT	24	LFT	\$35.00	\$840.00	\$85.00	\$2,040.00	\$231.00	\$5,544.00	\$320.00	\$7,680.00
4	PCCP FOR APPROACHES, 6-IN	22	SYD	\$120.00	\$2,640.00	\$152.00	\$3,344.00	\$290.50	\$6,391.00	\$970.00	\$21,340.00
5	EXCAVATION, COMMON	16	CYD	\$220.00	\$3,520.00	\$514.00	\$8,224.00	\$363.50	\$5,816.00	\$1,020.00	\$16,320.00
6	MILLING, 1"	44	SYD	\$7.00	\$308.00	\$46.00	\$2,024.00	\$39.10	\$1,720.40	\$410.00	\$18,040.00
7	HMA SURFACE, 9.5mm, TYPE B	14	TON	\$170.00	\$2,380.00	\$397.00	\$5,558.00	\$426.30	\$5,968.20	\$1,400.00	\$19,600.00
8	HMA INTERMEDIATE, 12.5 mm, TYPE B	19	TON	\$155.00	\$2,945.00	\$290.00	\$5,510.00	\$329.25	\$6,255.75	\$900.00	\$17,100.00
9	TRACK COAT	19	LFT	\$200.00	\$3,800.00	\$10.00	\$190.00	\$2.40	\$45.60	\$0.01	\$0.19
10	JOINT ADHESIVE	196	LFT	\$2.00	\$392.00	\$2.00	\$392.00	\$6.30	\$1,234.80	\$0.01	\$1.96
11	SIDEWALK, CONCRETE	19	SYD	\$165.00	\$3,135.00	\$117.00	\$2,223.00	\$303.40	\$5,764.60	\$680.00	\$12,920.00
<b>BASE QUOTE TOTAL</b>					<b>\$21,438.97</b>		<b>\$33,705.00</b>		<b>\$43,080.35</b>		<b>\$130,000.00</b>

ALTERNATE NO. 1				Premium Concrete Services Inc.		Reith-Riley Construction Co. Inc.		Milestone Contractors, L.P.			
Item No.	Line Item	Quantity	Unit	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost	Unit Price	Cost
1	ALT. 1 STRUCTURE, DRYWELL, 1800 GAL	2	EA	\$8,000.00	\$16,000.00	\$1,350.00	\$2,700.00	\$3,000.00	\$6,000.00	\$4,950.00	\$9,900.00
<b>BASE QUOTE + ALTERNATE NO. 1 TOTAL</b>					<b>\$37,438.97</b>		<b>\$36,405.00</b>		<b>\$49,080.35</b>		<b>\$139,900.00</b>

<b>Non-Collusion Affidavit</b>			Y	Y	Y
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I hereby certify that the above truly and accurately represents quotes received for this project on August 13th, 2024

*Lidya Abreha*

Lidya Abreha, Project Engineer

# CITY OF SOUTH BEND, INDIANA CONTRACTOR'S QUOTE FOR PUBLIC WORK



PROJECT NAME: Jefferson Alley Repairs  
 PROJECT NO. 124-048  
 QUOTES DUE August 13, 2024 at 9:00am Local Time. Quotes are to be submitted electronically to bpwbids@southbendin.gov

(Must be completed for all quotes. Please type or print)

Date: 8/13/2024 Firm: Premium Concrete Services Inc. DBA Premium Services  
 Address: 712 Richmond Street  
 City/State/Zip: Elkhart/IN/46516 Telephone Number: ( 574) 264-0196  
 Email Address: austin@premiumservices.group  
 Agent of Bidder (if Applicable): \_\_\_\_\_  
 Pursuant to notices given, the undersigned offers to furnish labor and/or material necessary to complete the public works project of:

the City of South Bend, Indiana, in accordance with plans and specifications prepared by:

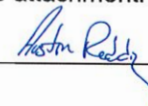
The City of South Bend, Department of Public Works

and dated 08/13/2024 for the sum of (enter the Total Quote as shown on the Proposal)

Thirty Six Thousand, Four Hundred Five, and Zero Cents (\$ \$36,405.00 )  
 (Enter Sum of Total Quote plus Alternates shown on Proposal) (Numerical)

If alternative quotes apply, the undersigned submits a proposal for each in accordance with the notice. Any addendums attached will be specifically referenced at the applicable page.

If additional units of material included in the contract are needed, the cost of units must be the same as that shown in the original contract if accepted by the City of South Bend. If the quote is to be awarded on a unit basis, the itemization of the units shall be shown on a separate attachment.

By  (Signature)  
Austin Redding  
 (Printed Name of Person Signing)

## ACCEPTANCE

The above quote is accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_


Subject to the following conditions: \_\_\_\_\_

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS

  
Elizabeth A. Maradik, President

  
Gary A. Gilot, Member

  
Murray L. Miller, Member

  
Joseph R. Molnar, Vice President

  
Briana Micou, Member

  
Attest: Theresa M. Heffner, Clerk

Date: August 27, 2024

BOARD OF PUBLIC WORKS  
CITY OF SOUTH BEND, INDIANA  
PUBLIC WORKS CONTRACT

This Agreement is made and entered into this 27th Day of August 2024, by and between Premium Concrete Services, Inc., (the "Contractor"), and the Board of Public Works (the "Board").

The Contractor covenants and agrees to make the following improvement, as fully set out in the Request for Quotations, Standard Specifications, Special Provisions, Plans, and Bid Proposals, all of which are set forth as a part of this Contract, for:

<u>PROJECT NO.</u>	<u>124-048</u>
<u>DESCRIPTION:</u>	<u>JEFFERSON ALLEY REPAIR</u>
<u>COMPLETION DATE:</u>	<u>SEE SPECIFICATIONS</u>
<u>AMOUNT:</u>	<u>\$36,405.00; BASE QUOTE PLUS ALTERNATE 1</u>
<u>FUNDING:</u>	<u>PR-00034695</u>

The unit prices for this improvement were those prices as received and accepted by the Board on the 27<sup>th</sup> Day of August 2024.

The Contractor further agrees to notify the assigned Engineer when this improvement is completed. This notification shall be in the form of a Project Completion Affidavit, signed by the Contractor. Upon final acceptance of the improvement by the Engineer, the Contractor's final estimate will be presented to the Board for final Payment with one (1) copy of the Project Completion Affidavit and one (1) copy of a Waiver of Lien.

Each of the Parties, by signing below, represents and warrants to the other Party that he/she/it has the authority to bind the named person or entity to this Agreement.

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Gary A. Gilot, Member



Murray L. Miller, Member



Joseph R. Molnar, Vice President



Briana Micou, Member



Attest: Theresa M. Heffner, Clerk

Date: August 27, 2024

PREMIUM CONCRETE  
SERVICES, INC.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

*When the prospective Contractor is unable to certify to any of the statements below, it shall attach an explanation to this Affidavit.*

**CONTRACTOR'S NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT,  
CERTIFICATION REGARDING INVESTMENT WITH IRAN, EMPLOYMENT ELIGIBILITY  
VERIFICATION, NON-DISCRIMINATION COMMITMENT AND CERTIFICATION OF USE  
OF UNITED STATES STEEL PRODUCTS OR FOUNDRY PRODUCTS**

(Must be completed for all quotes and bids. Please type or print)

STATE OF Indiana )  
 ) SS:  
Elkhart COUNTY )

The undersigned Contractor, being duly sworn upon his/her/its oath, affirms under the penalties of perjury that:

1. Contractor has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale; and
2. Contractor certifies by submission of this proposal that neither contractor nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and
3. Contractor has not, nor has any successor to, nor an affiliate of, Contractor, engaged in investment activities in Iran.
  - a. For purposes of this Certification, "Iran" means the government of Iran and any agency or instrumentality of Iran, or as otherwise defined at Ind. Code § 5-22-16.5-5, as amended from time-to-time.
  - b. As provided by Ind. Code § 5-22-16.5-8, as amended from time-to-time, a Contractor is engaged in investment activities in Iran if either:
    - i. Contractor, its successor or its affiliate, provides goods or services of twenty million dollars (\$20,000,000) or more in value in the energy sector of Iran; or
    - ii. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provides goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.



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4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor's newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor's documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and

5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.

6. Persons, firms, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of contract or employment, or any matter directly or indirectly related to contracting or employment because of race, sex, religion, color, national origin, ancestry, gender expression, gender identity, sexual orientation, or due to age or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions will consider the Contractor's good faith efforts to obtain participation by those subcontractors certified by the State of Indiana as a Minority Business ("MBE") or as a Women's Business Enterprise ("WBE") as a factor in determining the lowest, responsible, responsive bidder.

Contractors seeking the award of a City contract cannot be required to award a subcontract to an MWBE; however, they may not unlawfully discriminate against said MBE/WBE. On goal-eligible contracts, Contractors are required to either meet both MBE and WBE utilization goals or demonstrate that the Contractor has made good faith efforts to obtain participation from MBE and WBE subcontractors. A finding of noncompliance or a discriminatory practice shall prohibit that Contractor from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contract to which the discriminatory practice or noncompliance pertains.

7. The undersigned Contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, gender

expression, gender identity, sexual orientation, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products or foundry products made in the United States on this project if awarded. I understand I have an affirmative duty to notify the City in my bid that my proposal does not include the use of steel products or foundry products made in the United States. I understand it is my sole obligation and responsibility to provide a justification to the City, subject to review and approval, why the cost of United States made steel or foundry products is unreasonable. Prior to award and upon submission of bid which does not use steel products or foundry products made in the United States, the City, through its director of public works, shall make a determination if the price of United States made steel or foundry is unreasonable. I understand that violations hereunder may result in forfeiture of contractual payments.

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I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this 13th day of August, 2024

Premium Concrete Services Inc.

Contractor/Bidder (Firm)

Austin Reddy

Signature of Contractor/Bidder or Its Agent

Austin Redding

Printed Name and Title

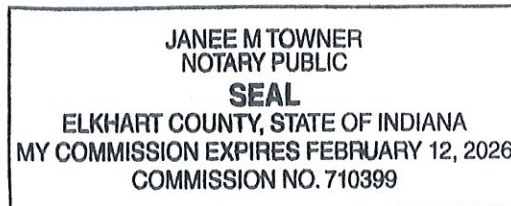
Subscribed and sworn to before me this 13th day of August, 2024

My Commission Expires 02/12/2026

Jane M Towner

Notary Public

County of Residence ELKHART





**QUOTE/PROPOSAL  
CITY OF SOUTH BEND**

**PROJECT NAME** Jefferson Alley Repairs

**PROJECT NO.** 124-048

**QUOTES DUE** August 13, 2024 at 9:00am Local Time. Quotes are to be submitted electronically to bpwbids@southbendin.gov

**BASE QUOTE**

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	MAINTENANCE OF TRAFFIC	1	LS	\$1,200.00	\$ 1,200.00
2	MOB & DEMOB	1	LS	\$3,000.00	\$ 3,000.00
3	CONCRETE CURB, REPLACEMENT	24	LFT	\$85.00	\$ 2,040.00
4	PCCP FOR APPROACHES, 6-IN	22	SYD	\$152.00	\$ 3,344.00
5	EXCAVATION, COMMON	16	CYD	\$514.00	\$ 8,224.00
6	MILLING, 1"	44	SYD	\$46.00	\$ 2,024.00
7	HMA SURFACE, 9.5mm, TYPE B	14	TON	\$397.00	\$ 5,558.00
8	HMA INTERMEDIATE, 12.5 mm, TYPE B	19	TON	\$290.00	\$ 5,510.00
9	TACK COAT	19	LFT	\$10.00	\$ 190.00
10	JOINT ADHESIVE	196	LFT	\$2.00	\$ 392.00
11	SIDEWALK, CONCRETE	19	SYD	\$117.00	\$ 2,223.00
<b>Base Quote Total</b>					<b>\$ 33,705.00</b>

**ALTERNATE NO. 1**

Item No.	Description	Quantity	Unit	Unit Price	Total Amount
1	ALT. 1 STRUCTURE, DRYWELL, 1800 GAL	2	EA	\$1,350	\$ 2,700.00

QUOTE + ALTERNATE NO. 1 \$36,405.00



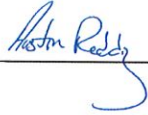
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Firm: Premium Concrete Services Inc. DBA Premium Services

Address: 712 Richmond Street

City/State/Zip: Elkhart/IN/46516 Telephone Number: ( 574 ) 264-0196

Fax Number: ( 574 ) 266-5392

By  (Signature)

Austin Redding  
(Printed Name of Person Signing)

**BOARD OF PUBLIC WORKS  
AGENDA ITEM REVIEW REQUEST FORM**

Date	<u>7/9/2024</u>	Department	<b>Public Works</b>
Name	<b>Scott Kreeger</b>	Phone Extension	9245
BPW Date	<b>8/13/24</b>		

Required Prior to Submittal to Board

BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name	<b><u>Michael Schmidt</u></b>
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	<b><u>Mickey Lovy</u></b>	

Check the Appropriate Item Type – Required for All Submissions

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal	
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA	
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise	<input type="checkbox"/> Title Sheet
<input checked="" type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes	
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA	
<input type="checkbox"/> Chg. Order, No. _____	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach	

Required Information

Company or Vendor Name	_____		
New Vendor	<input type="checkbox"/> Yes	<input type="checkbox"/> If Yes, Approved by Purchasing	
MBE/WBE Contractor	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	<b>Jefferson Alley Repair</b>		
Project Number	124-048 (PR-34695)		
Funding Source	River West TIF, Storm Capital		
Account No.	324-10-102-121-442001, 667-06-605-517-442002		
Amount	_____		
Terms of Contract	_____		
Purpose/Description	_____		

For Change Orders Only

Amount of	<input type="checkbox"/>	Increase	\$	
	<input type="checkbox"/>	Decrease	(\$ )	
Previous Amount			\$	
		Increase	%	
Current Percent of Change:		Decrease	( %)	
New Amount			\$	
		Increase	%	
Total Percent of Change:		Decrease	( %)	
Time Extension Amount:				
New Completion Date:				

**BOARD OF PUBLIC WORKS  
AGENDA ITEM REVIEW REQUEST FORM**

Date	<u>8/16/2024</u>	Department	<b>Public Works</b>
Name	<b>Lidya Abreha</b>	Phone Extension	5961
BPW Date	<u>8/27/2024</u>		

**Required Prior to Submittal to Board**

BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name	<b><u>Michael Schmidt</u></b>
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	<b><u>Mickey Lovy</u></b>	

**Check the Appropriate Item Type – Required for All Submissions**

<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal	
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA	
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise	<input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input checked="" type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes	
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA	
<input type="checkbox"/> Chg. Order, No. _____	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach	

**Required Information**

Company or Vendor Name	<u>Premium Concrete Services Inc</u>		
New Vendor	<input type="checkbox"/> Yes	<input type="checkbox"/> If Yes, Approved by Purchasing	
MBE/WBE Contractor	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<b>Completed E-Verify Form Attached</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Project Name	<u>Jefferson Alley Repair</u>		
Project Number	<u>124-048 (PR-34695)</u>		
Funding Source	<u>River West TIF, Storm Capital</u>		
Account No.	<u>324-10-102-121-442001, 667-06-605-517-442002</u>		
Amount	<u>\$36,405.00</u>		
Terms of Contract	<u>Base Quote + Alternate No. 1</u>		
Purpose/Description	_____		

**For Change Orders Only**

Amount of	<input type="checkbox"/>	Increase	\$ _____	
	<input type="checkbox"/>	Decrease	(\$ _____)	
Previous Amount			\$ _____	
Current Percent of Change:		Increase	_____ %	
		Decrease	( _____ %)	
New Amount			\$ _____	
Total Percent of Change:		Increase	_____ %	
		Decrease	( _____ %)	
Time Extension Amount:			_____	
New Completion Date:			_____	