BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	**09/17/2024**		
Name	**Zach Hurst**	Department	**DPW**
BPW Date	**09/24/2024**	Phone Extension	3057

Review and Approval Required Prior to Submittal to Board

Diversity Compliance and Inclusion Officer	☐	Officer Name	_____
BPW Attorney	☐	Attorney Name	_____
Dept. Attorney	☐	Attorney Name	_____
Purchasing	☐	_____	

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

☐ Professional Services Agreement	☐ Contract	☐ Proposal	
☐ Open Market Contract	☐ Amendment/Addendum	☐ Special Purchase, QPA	
☐ Bid Opening	☐ Bid Award	☒ Req. to Advertise	☐ Title Sheet
☐ Quote Opening	☐ Quote Award	☐ Reject Bids/Quotes	
☐ Proposal Opening	☐ C/O & PCA No. ____	☐ PCA	
☐ Chg. Order, No. _____	☐ Traffic Control	☐ Resolution	
☐ Other: _____		☐ Ease./Encroach	

Required Information

Company or Vendor Name			
New Vendor	☐ Yes ☐ If Yes, Approved by Purchasing ☐ No		
MBE/WBE Contractor	☐ MBE ☐ WBE	Completed E-Verify Form Attached	☐ Yes ☐ No
Project Name	Momentum TIF Project – Site Work		
Project Number	124-018		
Funding Source	River West DA TIF		
Account No.	PR-00036154		
Amount			
Terms of Contract	Line Item		
Purpose/Description	Request to advertise for site work package at former Salvation Army building on Main Street.		

For Change Orders Only

Amount of	☐ Increase ☐ Decrease	$ ($	
Previous Amount	$		
Current Percent of Change:	Increase Decrease		
New Amount	$		
Total Percent of Change:	Increase Decrease		
Time Extension Amount:			
New Completion Date:			

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

Elizabeth A. Maradik, President

Joseph R. Molnar, Vice President

Gary A. Gilot, Member

Briana Micou, Member

Murray L. Miller, Member

Attest: Theresa M. Heffner, Clerk

Date: September 24, 2024