

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

Date: 10/27/2025 Name: **Zak Tebell** Department of Public Works – Engineering Division  
 BPW Date: 12/09/2025 Phone Extension: 9358

Required Prior to Submittal to Board		
BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name _____
Dept. Attorney	<input type="checkbox"/>	Attorney Name _____
Purchasing	<input type="checkbox"/>	_____
Check the Appropriate Item Type – <i>Required for All Submissions</i>		
<input type="checkbox"/> Professional Services Agreement <input type="checkbox"/> Open Market Contract <input checked="" type="checkbox"/> Bid Opening <input type="checkbox"/> Quote Opening <input type="checkbox"/> Proposal Opening <input type="checkbox"/> Chg. Order, No. <input type="checkbox"/> Other: _____	<input type="checkbox"/> Contract <input type="checkbox"/> Amendment/Addendum <input type="checkbox"/> Bid Award <input type="checkbox"/> Quote Award <input type="checkbox"/> C/O & PCA No. _____ <input type="checkbox"/> Traffic Control	<input type="checkbox"/> Proposal <input type="checkbox"/> Special Purchase, QPA <input type="checkbox"/> Req. to Advertise <input type="checkbox"/> Reject Bids/Quotes <input type="checkbox"/> PCA <input type="checkbox"/> Resolution <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	Completed E-Verify Form Attached
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Project Name	Main and Wayne garage Elevator	
Project Number	125-027	
Funding Source	PR-00043224	
Account No.	324-00-000-000-240101--PROJ00000631	
Amount	N/A	
Terms of Contract	Opening of Bids	
<b>Special Contract Provisions</b>	N/A	
Purpose/Description	Opening of Bids for Main and Wayne Elevator Project	

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