

**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 ☒ 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 ☐ Yes
☐ WBE ☐ No

Completed E-Verify Form Attached

Project Name

Marshall Park Tennis and Sidewalk Replacement

Project Number

125-026B

Funding Source

PR-00044033

Account No.

430-00-000-000-240101--PROJ00000669

Amount

N/A

Terms of Contract

Opening of Bids

Special Contract Provisions

N/A

Purpose/Description

Opening of Bids for Marshall Park Tennis and Sidewalk Replacement

For Change Orders Only

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