

**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 ☐ WBE ☐ Completed E-Verify Form Attached ☐ Yes ☐ No
Project Name O'Brien Splashpad and Restroom
Project Number 125-025
Funding Source PR-00044221
Account No. 430-00-000-000-240101--PROJ00000623
Amount N/A
Terms of Contract Opening of Bids
Special Contract Provisions N/A
Purpose/Description Opening of Bids for O'Brien Splashpad and Restroom Project

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:		_____