

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

Date	<u>12/26/2025</u>	Department	Public Works
Name	Lidya Abreha	Department	Public Works
BPW Date	01/27/2026	Phone Extension	5961

Required Prior to Submittal to Board

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

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 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
		<input type="checkbox"/> Title Sheet

Required Information

Company or Vendor Name	TBD
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing
	<input type="checkbox"/> No
MBE/WBE Contractor	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> Completed E-Verify Form Attached <input type="checkbox"/> Yes
	<input type="checkbox"/> WBE <input type="checkbox"/> No
Project Name	Leighton Renovation Selective Demo
Project Number	125-055A
Funding Source	Building Improvements
Account No.	TIF River West: 324-443001
Amount	TBD
Terms of Contract	Lump Sum
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:		