BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	**01/16/2026**		
Name	**Zach Hurst**	Department	**DPW**
BPW Date	**01/27/2026**	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	Demolition of 921 Louise Street (Qualex Building)		
Project Number	125-043A		
Funding Source	River East TIF		
Account No.	TBD		
Amount			
Terms of Contract	Lump Sum		
Purpose/Description	Request to advertise for bids to demolish the former Qualex Building at 921 Louise Street under Indiana's Unsafe Building Law.		

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

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Attest: Hillary R. Horvath, Clerk

Date: January 27, 2026