

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

Date	<u>05/04/2026</u>	Department	<u>Public Works</u>
Name	<u>Becca Plantz</u>	Phone Extension	<u>5998</u>
BPW Date	<u>05/12/2026</u>		

**Review and Approval Required Prior to Submittal to Board**

<input type="checkbox"/> Diversity Compliance and Inclusion Officer	<input type="checkbox"/>	Officer Name	<u>Cynthia Simmons</u>
BPW Attorney	<input type="checkbox"/>	Attorney Name	<u>Michael Schmidt</u>
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	<u>Mickey Lovey</u>	

**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 checked="" type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise	<input type="checkbox"/> Title Sheet
<input 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	

**Required Information**

Company or Vendor Name	_____		
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 type="checkbox"/> WBE	<input type="checkbox"/> Yes
	<u>Completed E-Verify Form Attached</u>		<input type="checkbox"/> No
Project Name	<u>2024 Lead Service Line Replacements Northwest Rebid</u>		
Project Number	<u>123-069CR</u>		
Funding Source	<u>State Revolving Fund</u>		
Account No.	_____		
Amount	_____		
Terms of Contract	<u>Unit Prices</u>		
Purpose/Description	<u>Replacement of lead services from the water main to the water meter of houses within a northwestern zone of the City.</u>		

**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:			_____