BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	**April 24, 2026**		
Name	**Michael Bartley**	Department	**Central Service**
BPW Date	**May 26, 2026**	Phone Extension	

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	Spec A – Six (6) More or Less 2026 or Newer ½ Ton Four Wheel Drive Pick Up Trucks		
Project Number			
Funding Source	PR-47863		
Account No.	622-06-604-620-445000		
Amount			
Terms of Contract	2026 Cash		
Purpose/Description			

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:			

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Joseph R. Molnar, Vice President

Murray L. Miller, Member

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Abigail E. Magas, Member

Attest: Hillary R. Horvath, Clerk

Date: May 7, 2026