BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	**May 5, 2026**		
Name	**Michael Bartley**	Department	**Central Service**
BPW Date	**May 12, 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 C – Six (6) More or Less 2026 or Newer ¾ Ton Four Wheel Drive Pick Up Truck		
Project Number			
Funding Source	PR-47866		
Account No.	230-10-103-100-445100, 611-06-603-512-445100, 642-06-605-514-445000, 201-11-201201-445100		
Amount			
Terms of Contract	2026 Lease NEAT, 2026 Lease Solid Waste, 2026 Cash Waste Water, 2026 Lease Park Maint		
Purpose/Description			

For Chang

Amount of	☐ Increase ☐ Decrease	$ ($	
Previous Amount	$		
Current Percent of Change:	Increase Decrease		
New Amount	$		
Total Percent of Change:	Increase Decrease		

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Murray L. Miller, Member
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Attest: Hillary R. Horvath, Clerk

Date: May 7, 2026