

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

Date: 6/16/2026  
 Name: Zak Tebell Department of Public Works – Engineering Division  
 BPW Date: 6/23/2026 Phone Extension: 9358

**Required Prior to Submittal to Board**

BPW Attorney  Attorney Name \_\_\_\_\_  
 Dept. Attorney  Attorney Name \_\_\_\_\_  
 Purchasing  \_\_\_\_\_

**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: Ratify Emergency Contract		<input type="checkbox"/> 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 Walker Field Restroom Building  
 Project Number 125-024  
 Funding Source PR-00048133  
 Account No. 456-10-101-121-444000--PROJ00000619  
 Amount \_\_\_\_\_  
 Terms of Contract Opening of Bids  
**Special Contract Provisions** N/A  
 Purpose/Description Opening of bids for the Walker Field Restroom Building

**For Change Orders Only**

Amount of  Increase \$ \_\_\_\_\_  
 Decrease (\$ \_\_\_\_\_ )  
 Previous Amount \$ \_\_\_\_\_  
 Increase \_\_\_\_\_ %  
 Decrease ( \_\_\_\_\_ % )  
 Current Percent of Change: \_\_\_\_\_ %  
 New Amount \$ \_\_\_\_\_  
 Increase \_\_\_\_\_ %  
 Decrease ( \_\_\_\_\_ % )  
 Total Percent of Change: \_\_\_\_\_ %  
 Time Extension Amount: \_\_\_\_\_  
 New Completion Date: \_\_\_\_\_