

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

Date: 6/15/2026
 Name: **Nifemi Oluwatomini** Department of Public Works – Engineering Division
 BPW Date: 06/23/2026 Phone Extension: 0615

Required Prior to Submittal to Board

BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name	_____
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	_____	

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 type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise <input type="checkbox"/> Title Sheet
<input checked="" 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 Yes If Yes, Approved by Purchasing
 No

MBE/WBE Contractor MBE WBE Completed E-Verify Form Attached Yes No

Project Name Studebaker HVAC

Project Number 125-079

Funding Source _____

Account No. PR-00048637

Amount _____

Terms of Contract _____

Special Contract Provisions

Purpose/Description Opening of quotes for the replacement of 2 Roof top units (RTUs) and new building control system

For Change Orders Only

Amount of	<input type="checkbox"/> Increase	\$ _____
	<input type="checkbox"/> Decrease	(\$ _____)
Previous Amount		\$ _____
Current Percent of Change:	Increase	_____ %
	Decrease	(_____ %)
New Amount		\$ _____
Total Percent of Change:	Increase	_____ %
	Decrease	(_____ %)
Time Extension Amount:		_____
New Completion Date:		_____