BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	**09/25/2024**		
Name	**Zach Hurst**	Department	**DPW**
BPW Date	**10/08/2024**	Phone Extension	3057

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	621 Sherman Ave. TIF Project – Foundation		
Project Number	123-062L		
Funding Source	River West DA TIF		
Account No.	PR-00036343		
Amount			
Terms of Contract	Lump Sum		
Purpose/Description	Request to open quotes to perform foundation installation for new duplex on Near Northwest side.		

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:			
New Completion Date:			