BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	**03/17/2026**		
Name	**Zach Hurst**	Department	**DPW**
BPW Date	**03/24/2026**	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	River Glen Office Building Demolition		
Project Number	126-030		
Funding Source	River West DA TIF		
Account No.	PR-00046877		
Amount			
Terms of Contract	Lump Sum		
Purpose/Description	Request to advertise for bids to demolish three office buildings in the River Glen complex near Monroe and Columbia Streets.		

For Change Orders Only

Amount of	☐ Increase ☐ Decrease		
Previous Amount	$	Inc	
Current Percent of Change:		Dec	
New Amount	$	Inc	
Total Percent of Change:		Dec	
Time Extension Amount:			
New Completion Date:			

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Attest: Candy Bermudez, Acting Clerk

Date: March 24, 2026