BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM

Date	**June 2, 2026**		
Name	**Michael Bartley**	Department	**Central Services**
BPW Date	**June 9, 2026**	Phone Extension	

Review and Approval Required Prior to Submittal to Board

Diversity Compliance and Inclusion Officer	☐	Officer Name	_____
BPW Attorney	☐	Attorney Name	**Michael Schmidt**
Dept. Attorney	☐	Attorney Name	_____
Purchasing	☐	**Mickey Lovey**	

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 B – Five (5) More or Less 2026 or Newer Front Wheel Drive SUV		
Project Number			
Funding Source	PR-47865		
Account No.	622-06-604-620-445000 and 600-10-060-060-445000		
Amount			
Terms of Contract	2026 Cash		
Purpose/Description			

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:			