

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

Date: 07/21/2026  
Name: Caitlin Wyant, EI Department of Public Works – Engineering Division  
BPW Date: 07/28/2026 Phone Extension: \_\_\_\_\_

**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: _____                    |                                              | <input type="checkbox"/> Ease./Encroach                                         |

**Required Information**

Company or Vendor Name \_\_\_\_\_

New Vendor

- ☐ Yes ☐ If Yes, Approved by Purchasing  
☐ No

MBE/WBE Contractor

- ☐ MBE ☐ Yes  
☐ WBE ☐ No

Completed E-Verify Form Attached

Project Name

Heartwood Commons – Building Materials

Project Number

126-031B

Funding Source

South Side TIF

Account No.

PR #49218

Amount

Terms of Contract

**Special Contract Provisions**

Purpose/Description

Opening bids for building materials for Heartwood Commons Mult-Family development in aid of development agreement

**For Change Orders Only**

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