



BOARD OF CONTROL REQUEST FORM

The Board of Control meeting is held on Wednesdays at 11:15 a.m. in Council Chambers.
(Meeting location, day and time is subject to change with advanced notice)

All requests must be received by no later than 10:00 a.m. on the Tuesdays prior to the meeting, or by 10:00 a.m. one day prior to the meeting when BOC is held on a day other than Wednesday.

<<< Answer all of the following questions for each request submitted >>>

1. Request Date: 01/14/26
2. Name of Department Submitting Request: City Of Lorain Utilities Admin.
3. Summary of Report: A request from the City of Lorain Utilities Dept. for a Purchase Order with W.B. Mason in the amount of \$20,000. For the purchase of Utility dept. Office supplies. Funds to be a 50/50 split from G/L 6020.P602.4000.6400.3700 & G/L 6130.P613.4000.6400.3700 General Utility Supplies
4. Name of Vendor: W.B. Mason
5. Amount: \$20,000
6. Number of account to be used for funding: G/L 6020.P602.4000.6400.3700 General Utility Supplies & 6130.P613.4000.6400.3700 General Utility Supplies.

7. VENDOR DETAIL

Sole Source Vendor - **Yes** / No

State Purchasing Vendor - Yes / No

List the names and the quote received from *at least* three vendors for the requested item;
Or, if bids were submitted, use this area to list vendor names and bid amounts.

Vendor #1 _____

Vendor #2 _____

Vendor #3 _____

Vendor #4 _____

8. The Treasurer's Office has verified that the vendor selected is registered with the City. **Yes** / No
9. Is the amount requested due to a change order? Yes / **No**
10. If necessary, has City Council approved and when? (Please provide Ordinance number) _____