



**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: 1/9/2026
- 2. Name of Department Submitting Request: IT Department
- 3. Summary of Report: DOCUSHARE Annual Maintenance
- 4. Name of Vendor: Xerox Business Solutions
- 5. Amount: \$ 12,000
- 6. Number of account to be used for funding: 1010.E350.6300.1200

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
- 9. Is the amount requested due to a change order? Yes / No
- 10. If necessary, has City Council approved and when? _____