



# 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: 1/9/26
2. Name of Department Submitting Request: Public Property
- 3 Summary of Report: We wish to purchase emulsion for use in the durapatch machine for the 2026 calendar year.
4. Amount: \$30,000.00
- 5 Number of account to be used for funding: 2030.R203.3140.6400.2900 BitMat
6. VENDOR DETAIL

Sole Source Vendor - yes      State Purchasing Vendor - 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 Northcoast Products \$30,000.00

Vendor #2 \_\_\_\_\_

Vendor #3 \_\_\_\_\_

Vendor #4 \_\_\_\_\_

7. The Treasurer's Office has verified that the vendor selected is registered with the City. Yes
8. Is the amount requested due to a change order? No
9. If necessary, has City Council approved and when? \_\_\_\_\_