



BOARD OF CONTROL REQUEST FORM

The Board of Control meeting is held on Wednesdays at 11:15 a.m. in the 7th floor conference room.
(Meeting day and time is subject to change with advanced notice)

All requests must be received by no later than 2:00 p.m. on the Mondays prior to the meeting, or by 2:00 p.m. two days 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: **1/14/26**
2. Name of Department Submitting Request: Lorain Police Department
3. Summary of Report: **The Lorain Police Department request approval for additional \$9,187.20 to cover testing and repairs to AED, through Biomedical Instrumentation Services. To be paid out of Levy Contractual Services. Original PO# 2025-310.**
4. Name of Vendor: **Biomedical Instrumentation**
5. Amount: **\$9,187.20**
6. Number of account to be used for funding: **2590.S400.6300.1500**

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