



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: 1/13/26
- 2. Name of Department Submitting Request: Public Property
- 3. Summary of Report: The Department of Public Property, Building Maintenance Division, to purchase copier paper for various City departments from W.B. Mason for an amount not to exceed \$29,500.00.
- 4. Amount: \$29,500.00
- 5. Number of account to be used for funding: 1010.V100.3130.6400.2400
- 6. VENDOR DETAIL W.B. Mason

Sole Source Vendor - no 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 WB Mason \$28.31 each

Vendor #2 Sterling Distribution \$41.50 each

Vendor #3 Amazon \$47.00 each

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? _____