



**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: 2/6/26
2. Name of Department Submitting Request: Lorain Utilities Department
3. Summary of Report: A request from the Lorain Utilities Department for a purchase to be paid via credit card in the amount of \$5,100.00 with RailPros and or Norfolk & Southern for Norfolk Southern Permit fees related to the repair and construction of the sanitary sewer pipe underneath the Railroad along Root Road. This includes the application fee of \$2,500.00, Risk Fee \$1,900.00 and the Protection Service Fee \$700.00. Funding will come from an account determined by the Auditor.
4. Name of Vendor: RailPros and or Norfolk Southern
5. Amount: \$5,100.00
6. Number of account to be used for funding: Account to be determined by the Auditor
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? _____