



# 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: 2/18/26

2. Name of Department Submitting Request: Public Property

3. Summary of Report: A request from the Department of Public Property for annual renewal of SeeClickFix and Marketplace for the Public Property and Building Housing Planning Departments from CivicPlus for a total amount not to exceed \$46,594.40. Cost will be split equally between accounts 2010.R201.3140.6300.1500 Streets Contractual Service and 1010.S900.6300.1500 Building Inspection Contractual Service.

4. Amount: \$46,594.40

5. Number of account to be used for funding: 2101.R201.3140.6300.1500/1010.S900.6300.1500

6. VENDOR DETAIL CivicPlus

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 CivicPlus \$46,595.40

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? \_\_\_\_\_