



**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: 3/2/26
2. Name of Department Submitting Request: Law Department
3. **Summary of Report:** A request to enter into a professional services agreement with Zashin and Rich Co./LPA for representation in an Ohio Civil Rights Commission case. In an amount not to exceed \$5,000.00. Funds will be paid from the Safety/Service Contractual Services account number 1010.V100.3110.6300.1500.
4. Name of Vendor: Zashin and Rich Co./LPA
5. Amount: not to exceed \$5,000.00
6. Number of account to be used for funding: 1010.V100.3110.6300.1500
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. Yes
9. Is the amount requested due to a change order? Yes / **No**
10. If necessary, has City Council approved and when? N/A