



# 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: 3/5/2026
2. Name of Department Submitting Request: Public Property, Garage Division
3. Summary of Report: Subframe and mounting materials for Street truck #27. Truck #27 is a Henderson built vehicle. Henderson is the sole source vendor.
4. Name of Vendor: Henderson Products, Inc.
5. Amount: \$6,280.90
6. Number of account to be used for funding: 7010.1701.6400.3500

**7. VENDOR DETAIL**

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 Henderson Products, Inc \$6,280.90

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? No
10. If necessary, has City Council approved and when? \_\_\_\_\_