



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: 3/13/26

2. Name of Department Submitting Request: Public Property

3. Summary of Report: The Department of Public Property, Garage Division, requests a purchase order to cover vehicle collision damage repairs. Autonation is a local vendor providing collision damage repairs to city vehicles following vehicle accidents. Gallagher Bassett insurance will work with Autonation for damage claims/repairs.

4. Amount: \$25,000.00

5. Number of account to be used for funding: 7010.1701.6400.3500

6. VENDOR DETAIL Autonation

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 Autonation \$25,000.00

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? _____