



BOARD OF CONTROL REQUEST FORM

The Board of Control meeting is held on Wednesdays at 11:15 a.m. in the 7th floor conference room.
(Meeting 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 the following questions for each request submitted >>>

1. Request Date: 04/15/26
2. Name of Department Submitting Request: City of Lorain Utilities Administration
3. Summary of Report: A request from the Lorain Utilities Admin Dept. for purchase orders not to exceed \$10,130. with UBY for the Instrumentation and Track Monitoring needed for the Root Rd. Sanitary sewer repair. Funding from G/L 6130.P616.6300.1500 Contractual Services
4. Name of Vendor: UBY USA INC
5. Amount: \$10,130.
6. Number of accounts to be used for funding: GL Account 6130.P616.6300.1500 Contractual Services

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 _____

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 the City Council approved and when? n/a