



**BOARD OF CONTROL
REQUEST FORM**

1. Request Date May 7, 2026

2. Name of Department Submitting Request Law Director

3. Summary of Report A request to enter into a contract with Well Dressed Windows, Inc. for the materials, fabrication, freight and installation of Draper Techmatic screen shades for the replacement of the blinds in the Prosecutor's Office that have been there since the construction of the building.

Funds will be paid from the Capital Outlay Account #1010.E500.1160.6700.1100

4. Name of Vendor Selected

5. Purchase Amount \$3,010.90

6. 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 _____

7. The Treasurer's Office has verified that the vendor selected is registered with the City. **Yes** / No

8. Is the amount requested due to a change order? Yes / **No**

9. If necessary, has City Council approved and when? _____ NA _____