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 <u>no later than 10:00 a.m. on the Tuesdays</u> 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: 05/13/2026

2. Name of Department Submitting Request: Public Property

3. Summary of Report: A request from the Department of Public Property, Streets Division, to purchase SS-1H emulsion from Unique Paving materials. Unique Paving Materials is the only area vendor able to supply the quantity we need and is thus the sole source vendor.
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4. Name of Vendor: Unique Paving Materials

5. Amount: not to exceed $25,000.00

6. Number of account to be used for funding: 2030.R203.3140.6400.6000

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 Unique Paving Materials up to $25,000.00

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? _____