



REQ 1137

CHANGE ORDER FORM

PROCUREMENT MANAGEMENT DIVISION

Title: Print, Mailing, Postage and Inserts Services	Contract No.: R2020-100 Purchase Order No.: _____
Vendor: HARRIS COMPUTER CO (V#526018)	Change Order No.: 1
Contract Award Date: October 20, 2020	Completion Date: ON GOING
Revised Completion Date (prior to this change):	Extension(s) of Time Previously Approved: _____ days
Revised Completion Date (including this change):	

Summary of Amount	
Original Amount	\$ 176,995.40
Change Orders Previously Approved	\$ 0
Adjusted Value Prior to this Change Order	\$ 176,995.40
Cost of Changes in this Change Order	\$ 214,500.00
Adjusted Amount Including this Change	\$ 391,495.4
Percentage Increase this Change Order	% 83
Total Percent Increase to Date	% 83
Extension of Time Allowed by this Change -	_____ days

Description of Change:

The Mayor and City Commission approved Resolution 2020-100 on October 20, 2020 relating to a Bid Waiver from Harris Computer for 2 years maintenance fee and additional programming services in the amount of \$176,995.40. As part of the NMB Water transition, additional funding is needed to add utility billing printing, mailing, and postage services in the amount of \$214,500 for the same period of the prior agreement (November 2020 to November 2022). Historically, these expenditures were part of our Customer Services billing process and they are comparable to prior years.

Funding will be distributed as follows;

Total Estimated Cost: \$214,500.00
Average Monthly Cost \$8,580.00
Total no. of months: 25

FY2021: \$94,380.00 for 11 months
FY2022: \$102,960.00 for 12 months
FY2023: \$17,160.00 for 2 months

Account Number: 510916-533420

Code of Ordinances – Chapter III Purchasing, 3-3.20 Change Orders

The Interim City Manager may approve any change orders so long as the total sum of all change orders does not exceed the total amount awarded by the City Commission by more than either ten percent of the contract cost or \$50,000.00, whichever is less. The scope of any project may not be changed without prior approval of the City Commission. No increase in contract price shall be approved unless there are sufficient funds available for such purpose

This change order is hereby incorporated into and becomes a part of the Contract.

RECOMMENDED:

APPROVED:

(Project Manager)

By: _____
(Finance Division) (Date)

By: _____
(Signature) (Date)

By: _____
(Procurement Division) (Date)

(Title)

By: *Jeffrey Boes* 4/5/2021
(Department Head) (Date)

By: *Horace A. McHugh* 4/14/21
(Horace A. McHugh, Interim City Manager) (Date)

Work Flow Status



Originator	
Name	Comment
Coakley, Janice	

Approvers' comments

Name	Action taken	date	Action	Comment
Bennett, Meghan	04/01/2021	12:39	Held	Upload Change Order Form - Pending CC Approval
Bennett, Meghan	03/30/2021	11:44	Held	How is this being procured?
Fennell, Marcia	03/25/2021	09:26	Held	Insufficient attachment Invoice Cloud printing?

Steps

Details

Step	Status	Activated Date	Activated
▼ 10	Complete (Approved)		
▼ Any approver from this group	Group Complete		
Jim Balie Tygart	Complete	03/24/2021	16:44
▼ 50	Complete (Approved)		
▼ Any approver from this group	Group Complete		
Fennell, Marcia	Complete	03/26/2021	09:58
Smith, Janette	Auto approved by: MDF	03/26/2021	09:58
Fennell, Marcia	Complete	03/26/2021	09:58
Lopez, Racquel	Auto approved by: MDF	03/26/2021	09:58
▼ 70	In Progress (Held)		
▼ Any approver from this group	Group On Hold		
Bennett, Meghan	Complete	04/01/2021	12:38
Bennett, Meghan	Held	04/01/2021	12:39
▼ 90	Not started		
▼ Any approver from this group			
Rockfeld, Donna			

- Generate Chart
- Expand All
- Collapse All
- Expand In Progress