

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 -	da

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 programing 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

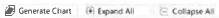
This change order is hereby incorporated into and becomes a part of the Contract.

RECOMMENDED:		APPROVED:		
		Ву:		
(Project Manager)				
Ву:		(Finance Division) (Date)		
(Signature)	(Date)	Ву:		
(Title)	·	(Procurement Division) (Date)	_	
By: //		By: Alal / //		
	our 4	Clay 4/14/21		
(Department Head)		(Horace A. McHugh, Interim City Manager) (Date	3)	





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lame	Comment						
Coakley, Janice							
pprovers comments							
lame	Action taken	dat Action t	ak Action	Comment			
Bennett, Meghan	04/01/2021	12:39	Held	Upload Change Order Form - Pending	g 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	id printing?		
teps						D	etails
Step	Status		Activa	ed Date Activated			
▼ 10	Complete (Appr	roved)	recita	111111111111111111111111111111111111111			
 Any approver from this g 	roup Group Complete	e .				- 1	
Jim Balie Tygart	Complete		03/24/	021 16:44		- 0	
▼ 50	Complete (Appr	oved)					
 Any approver from this g 	roup Group Complete	9					
Fennell, Marcia	Complete		03/26/	021 09:58			
Smith, Janette	Auto approved	by MDF	03/26/	021 09:58		10	
Fennell, Marcia	Complete		03/26/	021 09:58			
Lopez, Racquel	Auto approved	by: MDF	03/26/	021 09:58			
▼ 70	In Progress (Hel	d)					
 Any approver from this g 	roup Group On Hold						
Bennett, Meghan	Complete		04/01/	021 12:38			
Bennett, Meghan	Held		04/01/	021 12:39			
₹ 90	Not started						
 Any approver from this g 							





Expand In Progress