

**CHANGE ORDER FORM**

PROCUREMENT MANAGEMENT DIVISION

Title: Annual Software Maintenance and Printing, Mailing, Postage and Inserts	Contract No.: _____ Purchase Order No.: REQ 641 _____
Vendor: HARRIS COMPUTER CO (v#526018)	Change Order No.: 2
Contract Award Date: October 20, 2020	Completion Date:
Revised Completion Date (prior to this change):	Extension(s) of Time Previously Approved: days
Revised Completion Date (including this change):	

Summary of Amount	
<i>Original Amount</i>	\$ 176,995
Change Orders Previously Approved	\$ 214,500
Adjusted Value Prior to this Change Order	\$ 391,495
Cost of Changes in this Change Order	\$ 168,830
<i>Adjusted Amount Including this Change</i>	\$ 560,325
Percentage Increase this Change Order	% 43
Total Percent Increase to Date	% 217
Extension of Time Allowed by this Change -	days

Description of Change:

The Mayor and the 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 \$176,995. Resolution R2021-42 was approved on April 22 2021, for additional funding to add Harris services for bill printing, mailing, and postage services in the amount of \$214,500 for the same period as the prior agreement (November 2020 to November 2022). At this time, the contract has renewed for a one-year period to November 2023 and needs an additional \$168,830 for all the above services to be maintained.

Costs are divided as follows:

Print, Mailing, Postage: \$144,470
 Software Maintenance: \$ 24,360
 Total: \$168,830

Account Number: 510916-533420

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

The 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:

Jim Tygart

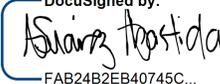
(Project Manager)

By:  12/27/2022
99C64F8F84A449E...

(Signature) (Date)

Senior Manager, Customer Service

(Title)

By:  12/27/2022
FAB24B2EB40745C...

(Department Head) (Date)

APPROVED:

By:  1/11/2023
AF0296AA39314F1...
 (Finance Division) (Date)

By:  1/20/2023
231DA3BA713E4A0...
 (Procurement Division) (Date)

By:  1/20/2023
826FBB7BF809428...
 City Manager (Date)



Date: 10/18/2022
 Contract #: DC-NMB-10182022
 Effective To: 12/30/2023
 Prepared By: Deb

Statement of Work – North Miami Beach

This Agreement between the City of North Miami Beach, FL (Purchaser) and N. Harris Computer Corporation of 2429 Military Road, Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following print and mail fulfillment and related services.

Item	Description	Quantity	Unit Price	Extended Price
<i>Managed Print Services:</i>				
1.	Monthly Utility Bills - Commercial Accounts	4,419	.235 \$	1,038.47
	a. Prints two sides, color ink on 8.5 x 11 white perf paper			
	b. Outgoing envelope			
	c. Courtesy Reply Envelope			
	Postage (Approximate - Actual postage will be passed along at current rate)	3,143	0.455 \$	1,430.07
<hr/>				
2.	Quarterly Utility Bills - Residential	26,200	.235 \$	6,157.00
	a. Prints two sides, color ink on 8.5 x 11 white perf paper			
	b. Outgoing envelope			
	c. Courtesy Reply Envelope			
	Postage (Approximate - Actual postage will be passed along at current rate)	25,700	.455 \$	11,693.50
<hr/>				

Pricing includes, processing, printing, folding, inserting, USPS CASS & NCOA services and First-Class mailing
 Price is subject to change with a 30-day written notice. Changes in pricing will only occur with any increases in postage from the USPS or any significant increases in paper supply costs during the life of the contract. Price is based on mailing over 500 pieces PER mailing. Mailings under 500 pieces will incur additional postage fees.

Purchaser: North Miami Beach, FL

DocuSigned by:
 By: Kemarr Brown Date: 1/20/2023
826FBB7BF800428...

DS

Harris Local Government Means Choice, Expertise & Relationship
 DS