



Procurement Management Department

Tuesday, March 21, 2023

SENT VIA EMAIL
bbutler@nextaff.com

The Buttler Group of South Florida, LLC
Buffy A. Butler, Managing Member
3810 Inverrary Boulevard, Suite 205
Lauderhill, FL 33319

RE: ITB-19-092-JL School Crossing Guard Services Contract Modification and Renewal

Dear Buffy A. Buttler,

The purpose of this letter is to determine your willingness to extend the current contract up to one (01) year through December 11, 2023. The bill rate shall increase from \$12.19 per hour to \$14.97 per hour as a result of the Florida minimum wage increase. All other terms and conditions of contract remains same.

As per Agreement, Section 4.1 "The covenants, terms, and provisions of this Agreement may be modified only by way of a written instrument, mutually accepted by the parties hereto in writing. In the event of a conflict between the covenants, terms, and/or provisions of this Agreement and any written Amendment(s) hereto, the provisions of the latest executed instrument shall take precedence."

If agreed upon, the contract will be extended and modified as stated above.

Please sign this letter below acknowledging agreement to this extension and return it to the Procurement Management Department via DocuSign for the City Manager's signature. In addition, please provide an updated certificate of insurance that lists the City as additionally insured via email to bids@citynmb.com. A copy of the signed letter will be sent to you for your records.

Sincerely,

DocuSigned by:
Phillip Ford
231DA3BA713E4A0...
Phillip Ford
Chief Procurement Officer

Check one: [X] []

Yes, we will extend and modified current contract as indicated above.

No, we are unable to extend and modified the contract.

Buffy A. Butler Managing Member

Name Title
DocuSigned by: 3/21/2023
Buffy A. Butler
Signature Date

C: John K. Philome Commander

**CHANGE ORDER FORM**

PROCUREMENT MANAGEMENT DIVISION

Title: ITB NO.19-092-JL SCHOOL CROSSING GUARD SERVICES	Contract No.: <u>502</u> Purchase Order No.: _____
Vendor: 522947 THE BUTLER GROUP OF SOUTH FLORIDA, LLC dba NEXTAFF	Change Order No.: 1
Contract Award Date: 12/11/2019	Completion Date: 12/11/2022
Revised Completion Date (prior to this change):	Extension(s) of Time Previously Approved: _____ days
Revised Completion Date (including this change): 12/11/2023	

Summary of Amount	
<i>Original Amount</i>	\$ 284,148.90
Change Orders Previously Approved	\$ 0
Adjusted Value Prior to this Change Order	\$ 284,148.90
Cost of Changes in this Change Order	\$ 21,316.90
<i>Adjusted Amount Including this Change</i>	\$ 305,465.80
Percentage Increase this Change Order	% 7.5
Total Percent Increase to Date	% 7.5
Extension of Time Allowed by this Change -	0 days

Description of Change:

Resolution No. 2019-102 authorized the City Manager to establish an agreement (No. ITB-19-092-JL) between the City of North Miami Beach and Nextaff for school crossing guard services for initial 3 year term with option to renew for 2 additional 1 year terms at rate of \$12.19 per hour. At the time of the first renewal, Nextaff is requesting to increase the bill rate to \$14.97 per hour due to the increase in minimum wage in Florida, from \$8.46 in 2019 to \$11.00 currently and increasing to \$12 on 9/20/23. In FY 23, the contract amount would increase by \$21,316.90, this results in a 22.8% increase to the annual contract amount.

Section 1.32 Modification of Contract, states that "The contract may be modified by mutual consent, in writing through the issuance of a modification to the contract, purchase order, change order or award sheet, as appropriate.

The increase to the annual expenditure, \$21,316.90, will be presented to City Commission during the next available meeting.

Account Number: 010500-512347

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:

John Philome
 (Project Manager)
 DocuSigned by:
 By: Philome, John 3/8/2023
 (Signature) (Date)
 Commander
 (Title)
 DocuSigned by:
 By: Smith, Harvette 3/8/2023
 (Department Head) (Date)

APPROVED:

DocuSigned by:
 By: Marcia Pennell 3/9/2023
 (Finance Division) (Date)
 DocuSigned by:
 By: Phillip Ford 3/14/2023
 (Procurement Division) (Date)
 DocuSigned by:
 By: Kemarr Brown 3/14/2023
 (City Manager) (Date)