

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                   **DATE:** June 3, 2026  
**FROM:** Damaris Henlon, City Attorney  
**SUBJECT:** Proposed Change Order with Cardinal Contractors for urgent plant repairs

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I have reviewed the above referenced Agreement with the participating Department, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Department of Public Utilities
  - 2) Type of Agreement – Change Order
  - 3) Method of Procurement (RFP, bid, etc.) – Contract bid
  - 4) Term of Contract: March 6, 2026--March 6, 2027
    - a) initial – November 6, 2023 – November 6, 2024
    - b) renewals (if any) – Dec. 5, 2024 – March 6, 2025
    - c) who exercises option to renew – March 2025 to March 2026
  - 5) Contract Amount – in an amount up to \$10,849,710.00
  - 6) Termination Rights – Article 15.2 of contract
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – for urgent plant repairs
  - 9) Other Significant Provisions:
- cc: Raelin Storey, City Manager