



**OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE**

**DATE:** January 27, 2025

**FILE:** PR-25-074

**TO:** George R. Keller, Jr. CPPT  
City Manager

**VIA:** Adam Reichbach  
Assistant City Manager

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*Adam Reichbach*  
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**THRU:** Otis Thomas  
Director, Procurement and Contract Compliance

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*Otis Thomas*  
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**FROM:** Raheem Seecharan  
Director, Information Technology

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*Raheem Seecharan*  
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**SUBJECT:** Recommendation to Approve a Change Order to AT&T Corp. for Blanket Purchase Agreement Number PA600477 for cellular minutes, data plan services, products, and other related equipment. The Change Order Amount is an increase of \$88,000.00 and the Total Amount to include the Change Order is \$1,171,333.33.

**ISSUE:**

Information Technology Department (IT) is requesting a change order increase up to \$88,000.00 for AT&T Corp. for cellular minutes, data plan services, products, and other related equipment. The reason for the change order is a substantial number of cellular devices were moved from other cellular carriers to AT&T. The devices were moved to take advantage of FirstNet. FirstNet is a nationwide wireless network that provides communications for first responders and public safety professionals. It's designed to be reliable, secure, and prioritized over commercial networks.

Expenditures previously allocated to other providers are being moved to AT&T Corp. The change order will allow the IT Department to pay current expenditures while bringing a long-term funding request to City Commission for approval through the agenda process.

**AUTHORITY:**

**§ 38.48 CHANGE ORDERS.**

**(A) CHANGE ORDER**

*Changes, due to unanticipated conditions or developments, made to any contract, which are reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract and/or matters directly related thereto.*

*(B) City Manager's authority.*

*(1) Subject to the restrictions contained in (B)(2) below, the City Manager is authorized to approve and initiate work on the following types of change orders determined in his or her judgment to be in the public interest, as follows:*

*(a) All change orders decreasing the cost of the contract to the City that do not materially alter the character of the work contemplated by the contract.*

*(b) A change order, consisting of one or more changes permitted by subsection (A) above, where the net change, taking into account both increases and decreases in cost, increases the cost of the contract to the City by an amount not in excess of \$50,000.*

*(c) A change order extending the contract completion date by not more than 90 calendar days.*

*(d) A change order comprised of administrative changes with no change in cost or completion date.*

*(e) Any change orders where the sum of all change orders and the original contract amount do not exceed \$100,000.*

*(2) Notwithstanding the provisions of (B)(1) above, the City Manager is not authorized to approve a change order under either of the following conditions:*

*(a) Where the sum of all change orders issued under the contract exceed \$100,000 or 10% of the original contract amount, whichever is less, except as authorized in §38.48(B)(1)(e) above; or*

*(b) Where the cumulative effect of all approved change orders will result in the extension of a contract completion date by more than 180 calendar days.*

Funding has been provided in the fiscal year 2025 budget for the Information Technology Department in Account Number 557.130101.51900.541022.000000.000.000.

The cumulative sum of all change orders is \$88,000.00, which is under the limit of \$108,333.33, which is the lesser of \$100,000 or 10% of the original contract value (\$1,083,333.33).

**RECOMMENDATION:**

Change order approval in the amount of \$88,000.00 to AT&T Corp. for continued cellular minutes, data plan services, products, and other related equipment.

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*Adam Reichbach*  
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1/28/2025

APPROVED BY: George R. Keller, Jr. CPPT  
City Manager

Date:

Attachments: BPA PA600477  
Resolution # R-2022-118