



## OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE

**DATE:** September 9, 2024

**FILE:** PR-24-176

*\*Assigned by procurement*

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

**VIA** Adam Reichbach DocuSigned by:  
Adam Reichbach  
FF840A01DE2047B...  
Assistant City Manager for Finance and Administration

**VIA:** Gus Zambrano DocuSigned by:  
Gus Zambrano  
850501A269B24D0...  
Assistant City Manager for Sustainable Development

**THRU:** DS  
99 Otis Thomas DocuSigned by:  
Otis Thomas  
83A2D5C0D289438...  
Director, Procurement and Contract Compliance

**FROM:** Rick Engle DocuSigned by:  
R.ENGLE@HollywoodFL.org  
F1A5FD9C9B8488...  
Director, Parks, Recreation & Cultural Arts

**SUBJECT:** Recommendation to Approve a Change Order to Broward County Fence LLC for Blanket Purchase Agreement PA600689, for fencing repair and installation at various park locations. The Change Order Amount is an increase of \$31,175.00 and the Total Amount to include the Change Order is \$81,175.00.

### ISSUE:

The Department of Parks, Recreation, & Cultural Arts (PRCA) is requesting a change order increase up to \$31,175 for fencing repair and installation at various park locations. During FY 2024 PRCA utilized funds for unplanned fencing repairs after traffic accidents and to install a dog park fence at the ArtsPark.

On Monday May 6, 2024, at 1:40am a vehicle was travelling southbound on Federal Highway approaching North Young Circle. The vehicle lost control, rolled over, struck a curb, shrubs, and the ArtsPark dog park fence. See attached Hollywood Police Department Case Number 332405067409 and Broward County Fence repair

invoice number TBL2089YK for \$950.

On Sunday April 7, 2024, at 2:06am a vehicle was travelling westbound on Pembroke Road approaching SW 48 Ave. The vehicle struck a curb, then a FPL utility pole, then drove onto a sidewalk, overturned, and came to rest on top of the Washington Park perimeter fence. See attached Hollywood Police Department Case Number 332404051764 and Broward County Fence repair invoice number TBL2044YK for \$2,450.

At the Wednesday, February 15, 2023, City Commission Meeting Mayor Levy brought up the idea of a dog park at ArtsPark. The ArtsPark dog park initiative received support from the other members of the City Commission and was added Commission Action Items. After a boundary survey and permitting was completed, Broward County Fence installed 488 linear feet of black vinyl, 6-gauge, chain link fence, bottom and top rails and four pedestrian gates. See attached Broward County Fence invoice number TBL1539YK for \$27,775.

#### **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 2024 budget for the Parks, Recreation & Cultural Arts in Account Number 001.300701.57200.531170.000000.000.000.

**RECOMMENDATION:**

Change order approval in the amount of \$31,175.00 to Broward County Fence LLC for continued fencing repair and installation at various park locations.

DocuSigned by:

*George R. Keller Jr., CPPT*

9/17/2024

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

Date:

Attachments: **Original Agreement/BPA/PO**

**Supporting documentation (Approval documentation for the award, Reso, City Manager memo, email correspondence, pricing quote, etc.)**

**Approved Certification of Insurance**