

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 24, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Change Order No. 1 to Purchase Order No. 50004393 with GAIA GC Construction, Inc. for additional site work related to the installation of the Montella Precast Restroom Building.

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

- 1) Department/Division involved – Dept. of Design Construction and Management
 - 2) Type of Agreement – Change Order No. 1 to Purchase Order 50004393
 - 3) Method of Procurement (RFP, bid, etc.) – Section 38.47 of the Purchasing Ordinance provide that a change order means changes due to unanticipated conditions or developments, made to an executory contract, which are reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract and/or matters directly related thereto.
 - 4) Term of Contract:
 - a) initial – approximately four months.
 - b) renewals (if any) – n/a.
 - c) who exercises option to renew – n/a.
 - 5) Contract Amount – The change order cost is \$24,430.00 bringing the total project cost for site preparation to \$73,150.00.
 - 6) Termination Rights – with or without cause.
 - 7) Indemnity/Insurance Requirements – Vendor will provide insurance and indemnify City.
 - 8) Scope of Services – Contractor will perform site work preparation including the additional elements consistent with the revised permit plans.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager