



Interoffice Memorandum

February 5, 2019

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM:  Carrie Mathes, Manager, Procurement Division

CONTACT: Terry Devitt, Acting Deputy Director, Orange County Convention Center
407-685-9867

SUBJECT: Approval of Amendment No. 9, Contract Y14-114, Orange County
Convention Center Sustainability Initiatives

ACTION REQUESTED:

Approval of Amendment No. 9, Contract Y14-114, Orange County Convention Center Sustainability Initiatives, with TLC Engineering for Architecture Inc., in the amount of \$30,000, for a revised total annual contract amount of \$157,675.

PROCUREMENT:

This amendment will extend the contract and provide additional funding for a period of 90 days while a procurement process is completed.

FUNDING

Funding is available in account 4430-035-0937-3197.

APPROVALS:

The Orange County Convention Center concurs with this recommendation.

REMARKS:

On October 14, 2013, the Procurement Division approved award of Contract Y14-114 in the amount of \$78,000 for a one-year term with four additional one-year renewals. Previous amendments to the contract are as follows:

Amendment No. 1: Renewed for the period of October 14, 2014 through October 13, 2015. The contract amount remained unchanged.

Amendment No. 2: Renewed for the period of October 14, 2015 through October 13, 2016. The contract amount remained unchanged.

Amendment No. 3: Renewed for the period of October 14, 2016 through October 13, 2017. The contract amount remained unchanged.

- Amendment No. 4: Increased hours from 600 to 900. The contract estimated total was increased from \$78,000 to \$124,800.
- Amendment No. 5: Decreased hours and added additional services. The contract estimated amount decreased from \$124,800 to \$124,675.
- Amendment No. 6: Renewed for the period of October 14, 2017 through October 13, 2018. The contract amount remained unchanged.
- Amendment No. 7: Extended the contract for 60 days for the period of October 14, 2018 through December 13, 2018, with an increase to the contract estimated amount from \$124,675 to \$127,675.
- Amendment No. 8: Extended the contract for 90 days for the period of December 14, 2018 through March 13, 2019. The contract amount remained unchanged.