



STAFF REPORT

2/27/2024

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: SHARON DEL ROSARIO
ADMINISTRATIVE SERVICES OFFICER/FINANCE DIRECTOR**

SUBJECT: CONTRACT AMENDMENT REGISTER DATED FEBRUARY 27, 2024

Summary:

The Contract Amendment Register is a listing of proposed contract amendments and project changes orders eligible for streamlined processing based upon the following criteria as documented in the City's Purchasing Policy:

- Funds have been authorized as part of the adopted fiscal year Operating Budget.
- Staff are satisfied with the goods/services received to date; and
- City Manager has reviewed and approved each amendment for streamlined processing.

There are seven contract amendments being presented for City Council consideration are as follows:

Desi Alvarez dba MCM Management - Project management services for the Well 10 Project (95.18011). The proposed Amendment No. 4 would extend the term by 180 calendar days through May 28, 2024.

Tetra Tech - Professional services for Well 8 Demolition and Well 10 Construction Project. The proposed Amendment No. 3 would extend the term through May 28, 2024.

Moffat & Nichol - Professional and construction support services for the Fuel Canopy Replacement Project. The proposed Amendment No. 1 would extend the term through June 30, 2024.

Fifth Asset Incorporated, dba Debtbook - Renewing professional financial management software services for the City's leases and subscriptions initiative. The three-year agreement with DebtBook's software-as-a-service for lease and subscription management totals \$43,200, with a 5% annual fee increase. Effective from March 31, 2024, to March 31, 2027.

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Gov Invest - Professional Services related to pension advisory The proposed Amendments No. 1 and 2 would increase compensation by \$20,200 for additional pension investing services and for GASB 68 and GASB 75 valuation services. The revised total not-to-exceed contract amount would total \$70,172.60.

Bob Hall & Associates - Professional Services. The proposed Amendment No. 1 would increase the compensation by \$15,000 for additional recruitment services for the Deputy Finance Director position. Amendment No. 1 would also extend the term through August 11, 2025. The revised total not-to-exceed contract amount is \$75,000.

Recommendation:

Authorize the Contract Amendment Register dated February 27, 2024.

Fiscal Impact:

Funds have been authorized as part of the adopted 2023-2024 Operating Budget.

Attachments:

- A. Contract Amendment Register
- B. Desi Alvarez, dba MCM Management - Fourth Amendment
- C. Tetra Tech - Third Amendment
- D. Moffat & Nichol - First Amendment
- E. Fifth Asset Inc., dba Debtbook
- F. Gov Invest - First Amendment
- G. Gov Invest - Second Amendment
- H. Bob Hall - First Amendment