



STAFF REPORT

8/26/2025

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: SIAMLU COX
ADMINISTRATIVE SERVICES OFFICER/FINANCE DIRECTOR**

SUBJECT: CONTRACT AMENDMENT REGISTER DATED AUGUST 26, 2025

Summary:

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

- The City Council authorized funds for the adopted fiscal year Operating Budget.
- Staff are satisfied with the goods/services received to date.
- The City Manager reviewed and approved each amendment for streamlined processing.

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

1. Bluespace Interiors, LLC, Second Amendment for Purchase and Installation Services, extending the term through February 28, 2026, and increasing the initial contract amount by \$83,887.43 for a new not-to-exceed amount of \$613,361.80. This adjustment is needed for 20 months of additional furniture storage fees, which were incurred due to project delays associated with the window installation.
2. Estate Design and Construction Incorporated, City Hall Interior Renovation Project, Change Order No. 4 extending the term through February 28, 2026, and increasing the contract price by \$255,281.85.

The original contract amount was \$988,800, plus a 10% contingency, bringing the total to \$1,087,680. Previously, Change Order Nos. 1 and No. 2 increased the initial contract price by \$2,817.93, which was within the 10% contingency allowed under the Agreement. Change Order No. 3 extended the project term to October 21, 2025.

With Change Order No. 4, the new not-to-exceed amount is set at \$1,246,899.78. This represents an increase of \$159,219.78 above the previous total not-to-exceed amount as per the Agreement dated November 12, 2024, including the 10% contingency.

This adjustment is necessary to address unforeseen conditions uncovered during the demolition of the window openings. Each window requires a unique structural and architectural design, resulting in an increase in cost for demolition, fabrication, and installation.

3. Canon, U.S.A., Incorporated, First Amendment for Professional Services that includes the Provision of Equipment and Maintenance Services, extending the contract term through September 22, 2030, and increasing the compensation annually to \$27,727 for a total five-year increase of \$138,633 for the equipment rental. The total amount of compensation under the agreement will be \$292,888, plus the agreed upon maintenance rates which will vary based on usage.
4. Thirtieth Street Architects, Incorporated, First Amendment for Design Services, increasing the contract amount by \$30,000 for a new not-to-exceed amount of \$80,000. This amendment is necessary to address unforeseen conditions uncovered during demolition of the window openings, including extensive misalignment of rebar and framing that no longer meet current structural and safety standards. Each window requires a unique structural and architectural design.
5. Cyrun, Incorporated, Sixth Amendment for Computer Aided Dispatch (CAD) / Records Management Systems (RMS) Dispatch and Reporting Services, extending the contract by one year for a new not-to-exceed amount of \$738,500.
6. Hinderliter, De Llamas & Associates (HdL), Second Amendment for Business License Tax Operations Management Services, extending the contract term through September 22, 2026, establishing an initial one-year term with an automatic one-year renewal and a compensation structure with an annual revenue share adjustment in accordance with the CPI index as authorized under the original agreement.

Strategic Plan Goal(s):

Goal No. 1 Financial Stability: Ensure the City's long-term financial stability and resilience.

Recommendation:

Authorize the Contract Amendment Register dated August 26, 2025.

Fiscal Impact:

The City Council has authorized funding as part of the adopted Fiscal Year 2025-2026 Operating Budget related to the proposed contract amendments.

Reviewed for Fiscal Impact:

8/26/2025

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Attachments:

- A. Contract Amendment Register
- B. Second Amendment, Bluespace Interiors, LLC
- C. Change Order No. 4, Estate Design and Construction Inc.
- D. First Amendment, Canon, U.S.A., Incorporated
- E. First Amendment, Thirtieth Street Architects, Inc.
- F. Sixth Amendment, Cyrun, Inc.
- G. Second Amendment, Hinderliter, De Llamas & Associates