



## CITY OF GRAND PRAIRIE COMMUNICATION

**MEETING DATE:** 06/18/2024

**PRESENTER:** Lee Harriss, Special District Administrator, Finance

**TITLE:** Change Order No. 1 in the amount of \$6,900 to add additional contract hours and funding to the Personal Services annual contract with Kathleen Mercer. The original contracted amount totaled \$50,000 for Business Operations and Financial Consultant Services for the Epic Central Development. The change order will result in a total project cost of \$56,900

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/04/2024)

### **SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Kathleen Mercer	\$56,900	\$56,900

### **PURPOSE OF REQUEST:**

On October 13, 2023, a contract was awarded to Kathleen Mercer in the amount of \$50,000 for Business Operations and Financial Consultant Services for the Epic Central Development.

This proposed Change Order No. 1 is to increase the amount to \$56,900. The increase in cost requires City Council authorization and approval because the contract value has been increased over \$50,000.

This change order will not change the term of this contract. The expiration date will be October 13, 2024.

### **EXPENDITURE HISTORY (2 to 3 yrs info):**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$50,000	N/A	Personal Services
<i>Change Order #1</i>	\$6,900	06/04/2024	For Additional Contractual Hours
<b><u>TOTAL:</u></b>	\$56,900		

### **PROCUREMENT DETAILS:**

Procurement Method: ☐ Cooperative/Interlocal ☐ RFB/RFP ☐ Sole Source ☒

Personal/Professional Services ☐ Exempt

☐ Local Vendor ☐ HUB Vendor

Number of Responses:

RFP/RFB #:

Selection Details: ☐ Low Bid ☐ Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name	: TIF 1 EPIC Central CIP Fund
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\* Provide Accounting Unit for Operating funds. Provide the Activity for CIP and Grant projects.

**ATTACHMENTS / SUPPORTING DOCUMENTS:**