



**COMMISSION MEMORANDUM**

TO: Honorable Mayor and Members of the City Commission

FROM: Rickelle Williams, Interim Executive Director

DATE: July 24, 2024

TITLE: REQUEST FOR APPROVAL OF ROUTINE RENEWAL OPTIONS, TASK ORDERS, CHANGE ORDERS, OR CONTRACT AMENDMENTS FOR CITY-AWARDED CONTRACTS.

**RECOMMENDATION**

The Administration recommends that the Mayor and City Commission approve the item detailed in Attachment A for Superior Landscaping & Lawn Service, Inc., Metro Express, Inc., SFM Landscape Service, LLC, Lambert Advisory, LC, The Corradino Group, Inc., Willdan Financial Services, Inc., and Daedalus Capital, LLC.

**BACKGROUND/HISTORY**

This summary item addresses routine adjustments required to City agreements, which may include term extensions or approval of task orders, change orders, or amendments. Contracts included in this item may require one of the following adjustments, as detailed in Attachment A.

**Renewals/Extension** – As is customary, many agreements resulting from competitive solicitations include renewal clauses that allow for the extension of an Agreement for a certain number of renewal periods beyond the original term, as may be stipulated in the solicitation or resulting agreement. The renewal periods allow the City to continue acquiring the necessary goods and services from reputable contractors at prices established through competitive solicitations. In some cases, the City may require extending agreements, on a month-to-month basis, beyond the terms stated in the solicitation to ensure continuous operations until such time replacement agreements can be executed.

**Task/Service Orders** – Certain contracts, especially those awarded to pools of contractors, require service/task orders to be approved prior to the commencement of work. Work included in the service/task orders is consistent with the contracts approved by the City Commission.

**Change Orders/Contract Amendments** – Occasionally, it is necessary to approve minor change orders or amendments to existing contracts.

**ANALYSIS**

Details on the items for which approval is sought are included in Attachment A.

**FISCAL IMPACT STATEMENT**

The fiscal impact is included in each item in Attachment A.

**Does this Ordinance require a Business Impact Estimate?**  
(FOR ORDINANCES ONLY)

The Business Impact Estimate (BIE) was published on . See BIE at:  
<https://www.miamibeachfl.gov/city-hall/city-clerk/meeting-notice/>

## **FINANCIAL INFORMATION**

Financial information is included in each item in Attachment A.

## **CONCLUSION**

The Administration recommends that the Mayor and City Commission approve the renewals/extensions, task/service orders, or change orders/amendments, as detailed in Attachment A for Superior Landscaping & Lawn Service, Inc., Metro Express, Inc., SFM Landscape Service, LLC, Lambert Advisory, LC, The Corradino Group, Inc., Willdan Financial Services, Inc., and Daedalus Capital, LLC.

## **Applicable Area**

Citywide

**Is this a “Residents Right to Know” item, pursuant to City Code Section 2-17?**

No

**Is this item related to a G.O. Bond Project?**

No

**Was this Agenda Item initially requested by a lobbyist which, as defined in Code Sec. 2-481, includes a principal engaged in lobbying?** No

If so, specify the name of lobbyist(s) and principal(s):

## **Department**

Procurement

## **Sponsor(s)**

## **Co-sponsor(s)**

## **Condensed Title**

Request for Approval of Routine Renewal Options. PR