

MEMORANDUM

DATE: September 9, 2014

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: Jennifer Nanek, Special Projects Manager

RE: Addendums #1 & #2 to Contract with Andy Easton & Associates

SYNOPSIS: Staff is seeking approval of addendums #1 & #2 to the current contract with Andy Easton & Associates for CDBG Grant Administration Services. Addendum #1 authorizes Mr. Easton to write the CDBG grant application for Phase 2 of the C Street Sewer Project. Addendum #2 modifies the current contract to include the contact information for the current City Manager.

RECOMMENDATION

Staff recommends approval of Addendums #1 and #2 to the current contract with Andy Easton and Associates.

BACKGROUND

In January 2012, the City Commission approved a contract with Andy Easton and Associates for Grant Administration Services of the CDBG grant for the first phase of the C Street Sewer Project. The cost of his contract, \$44,000, is covered by the CDBG grant.

The City is interested in submitting an application for Phase 2 of the C Street Project. Addendum #1 authorizes Mr. Easton to prepare the grant application on behalf of the City. Addendum #2 updates the City Manager contact information.

OTHER OPTIONS

Prepare the grant application ourselves or contract with another source.

FISCAL IMPACT

None.

ATTACHMENTS

Addendum #1
Addendum #2
Contract with Andy Easton and Associates

CONTRACT

THIS AGREEMENT, made and entered by and between The CITY OF LAKE WALES, Florida, a Florida Municipal Corporation, (hereinafter called "CITY"), and ANDY EASTON & ASSOCIATES, a Florida Corporation, located at 203 Ridgeland Road, Tallahassee, Florida 32312, (hereinafter called "CONSULTANT").

WITNESSETH:

That for and in consideration of payments, hereinafter mentioned, to be made by the CITY, the CONSULTANT agrees to furnish grant administration services for expected Community Development Block funding to be provided to the CITY by the Florida Department of Economic Opportunity (DEO) and to perform all work related to providing grant administration services in strict conformity with the provisions of this Contract, the CONSULTANT'S proposal for grant services and the rules, laws and regulations that govern the CDBG grant program. The CONSULTANT shall provide grant administration services for fees that will be paid for with CDBG funds.

In consideration of the foregoing premises, the CITY agrees to pay for the work actually done as set out by task order made a part of this contract. The CONSULTANT shall bill the CITY monthly for services rendered. The CONSULTANT shall be prepared to begin work to be performed under the contract as set forth in his proposal, but will not proceed until he receives an official notice from the CITY to begin.

Termination (Cause and/or Convenience)

This contract may be terminated in whole or in part in writing by the CITY for its convenience as provided for in Exhibit "A" (**Clauses Required for Compliance with 24 C.F.R. Section 85.35(i)**) to this contract.

Term of Contract

It is hereby agreed that this Agreement is for a term commencing on the effective date written below, and ending two years after the effective date, or when grant administration activities, described by task orders made a part of this contract are completed. This contract may be extended for a specific period of time and for mutually agreed upon compensation. It is understood however, that future extensions may be made only if fully executed in writing by the parties hereto.

It is understood that the federal rules that govern the Small Cities Community Development Block Grant program require professional service contracts such as this one to contain certain clauses. Accordingly, the CONSULTANT and CITY, as appropriate, agree to comply with the provisions of Exhibit "A" of this Agreement, which is entitled: **Clauses Required for Compliance with 24 C.F.R. Section 85.35(i)**. If this Agreement contains any clauses that conflict with the clauses of Exhibit "A" then this Agreement will be governed by the clause(s) in Exhibit "A".

Additional Services

Should any work and/or services be required which are not specified in this Agreement or any addenda, such work or services shall be performed as fully as if described and delineated herein, but CONSULTANT shall first obtain permission from the CITY before starting such work and CITY shall provide payments for such additional work and/or services in accordance with this Agreement. Also, if additional work is to be paid for by CDBG funds, approval from the grant agency will be obtained prior to commencement. It is understood that such additional work or services may include the following: (1) revisions to work previously performed that are required because of a change in the data or criteria furnished to the CONSULTANT, (2) a change in the scope or concept of the tasks initiated by the CITY, (3) additional planning or grant services, as directed by the CITY, to obtain and/or administer funds from other grant agencies and application cycles, and (4) one or more changes in the requirements of public agencies, the laws or administrative regulations of the State of Florida and/or any state agency's interpretation of such, after work under this Agreement has commenced. Such additional work as may be required shall be provided at an hourly rate of \$70.00 for professional planning/grant administration services, or as negotiated on a lump sum basis.

REPRESENTATIVES: The authorized representative of the CITY shall be:

Therese Leary, City Manager
City of Lake Wales
201 Central West
P.O. Box 1320
Lake Wales, FL 33859-1320
Phone: 863-678-4182
Fax: 863-678-4180
(email: tleary@cityoflakewales.com)

The authorized representative for the CONSULTANT (and the project manager) shall be:

Andy Easton
Andy Easton & Associates
203 Ridgeland Road
Tallahassee, FL 32312
Phone: 850-445-7829
Fax: 850-386-6404
(email: andyeaston2@msn.com)

All notices required by this agreement shall be in writing to the representatives listed above,

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives on the date shown below:

This contract is accepted this 10th day of 1, 2012 and is effective on the 10th day of 1, 2012.

ANDY EASTON & ASSOCIATES

BY: Andy Easton
Andy Easton, Grant Consultant

CITY OF LAKE WALES

BY: Therese Leary
Therese Leary, City Manager

APPROVED AS TO FORM AND CORRECTNESS

BY: [Signature]
CITY ATTORNEY

APPROVED January 10, 2012 BY THE CITY COMMISSION, CITY OF LAKE WALES

Exhibit "A"

Clauses Required for Compliance with 24 C.F.R. Section 85.35(i)

1. Termination (Cause and/or Convenience)

(a) This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.

(b) This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in l(a) above.

(c) If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to the contractor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor's default.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice.

For any termination, the equitable adjustment shall provide for payment to the contractor for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, in addition to termination settlement costs reasonably incurred by the contractor relating to commitments (e.g., suppliers, subcontractors) which had become firm prior to receipt of the notice of intent to terminate.

(d) Upon receipt of a termination action under paragraphs (a) or (b) above, the contractor shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the contractor in performing this contract, whether completed or in process.

(e) Upon termination, the local government may take over the work and may award another party a contract to complete the work described in this contract.

(f) If, after termination for failure of the contractor to fulfill contractual obligations, it is determined that the contractor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the local government. In such event, adjustment of the contract price shall be made as provided in paragraph (c) above.

2. Remedies

Unless otherwise provided in this contract, all claims, counter-claims, disputes and other matters in question between the local government and the contractor, arising out of or relating to this contract, or the breach of it, will be decided by arbitration if the parties mutually agree or in a Florida court of competent jurisdiction.

3. Access to Records

The local government, the Florida Department of Community Affairs, the U.S. Department of Housing and Urban Development, the Comptroller General of the United States, the general public and any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

4. Retention of Records

The contractor shall retain all records relating to this contract for six years after the local government makes final payment and all other pending matters are closed.

5. Environmental Compliance

If this contract exceeds \$100,000, the contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and U.S. Environmental Protection Agency regulations (40 C.F.R. Part 15). The contractor shall include this clause in any subcontracts over \$100,000.

6. Energy Efficiency

The contractor shall comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

7. Conflicts with Other Clauses

If this contract contains any clauses which conflict with the above clauses, then this contract will be governed by the clause(s) in Exhibit A.

Exhibit "B"
INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CITY, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the CONSULTANT and other persons employed or utilized by the CONSULTANT in the performance of this Agreement.

ANDY EASTON & ASSOCIATES
Consultant's Company Name

203 Ridgeland Road, Tallahassee, FL 32312
Physical Address

Same
Mailing Address

(850) 445-7829
Phone Number


Authorized Signature – Manual

Andy Easton
Authorized Signature – Typed

Grant Administrator
Title

(850) 386-6404
FAX Number

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of LakeWales
[print name of the public entity]
- by Andy Easton
[print individual's name and title]
- for Andy Easton & Associates
[print name of entity submitting sworn statement]
- whose business address is
203 Ridgeland Road, Tallahassee, Florida 32312

and (if applicable) its Federal Employer Identification Number (FEIN) is 34-2062470
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" included those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate.

The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies]

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [attached is a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Andrew Easton
[signature]

STATE OF FLORIDA
COUNTY OF POLK

The foregoing instrument was acknowledged before me this November 22, 2011

by Andrew John Easton who is personally known to me and who did did not take an oath. produced a valid FL DRIVERS LICENSE

Lewis Abbott
Notary Public, Commission No.: EE 034482
My Commission Expires: OCT 14, 2014
LEWIS ABBOTT (printed name)

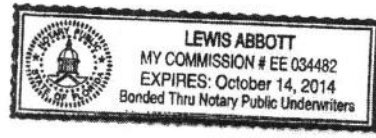


Exhibit "D"
INSURANCE

CONSULTANT shall maintain the following kinds and limits of insurance in connection with the grant administration services agreed upon in this agreement.

Type of insurance to be maintained while providing grant administration services to City of Lake Wales	\$1,000,000 professional liability insurance \$1,000,000 business use class auto insurance

**Task Order
 Neighborhood Revitalization Grant Services
 Andy Easton & Associates/City of Lake Wales
 CDBG-CR Consultant Services Contract**

Task Description: CDBG Commercial Revitalization Grant Administration	Federal Fiscal Year: 2011
Project Name: Lake Wales CDBG Cr Grant	
Contractor Name: Andy Easton & Associates Employer ID: 34-20624	Owner's Name: City of Lake Wales Federal ID: 59-6000357
Contractor's Contact Person: Andy Easton Phone Number: 850-445-7829	City's Contact Person: Tom Moran Phone Number: 863-678-4182
Consultant Fee: \$44,000	Amount of Grant: \$750,000

Task Summary: The total fee (price) for grant administration services shall be a lump sum fee of \$44,000. The following describes the scope of work and fee for administration services for this CDBG Commercial Revitalization grant.

Initial Grant Administration Activities

Review/revise and/or develop program documents, conduct kick off meeting, organize schedule and provide other related program start up activities. The documents to be developed/reviewed/revise as needed include:

Activity	Fee
CDBG grant agreement	
Civil rights profile	
Signature authorization form for requesting grant funds	
Project milestones document (schedule).	
Local match funding arrangements	
Procurement documentation	
Environmental Review Record	
Total	\$10,000

Develop DCA Monitoring Reports, Organize and Attend Monitoring Site Visits

DCA staff usually conducts a monitoring visit prior to the start of construction. Other visits may be scheduled when the project is 50% to 100% completed. Andy Easton & Associates will prepare for and attend all monitoring visits as may be required by DCA. In addition, we will prepare the required response from the City on any issues, findings or concerns that DCA may have as a result of the visit. The fee for these services is described in detail below:

Activity	Fee
Organize files, prepare for monitoring visits	\$1,500
Represent City during monitoring visits	\$1,500
Prepare monitoring response letters for City	\$2,000
Total	\$5,000

Project Administration - Programmatic

The grant services team will ensure that project activities, components, documents and procedures conform to CDBG regulations. Activities in this regard shall include, but not be limited to coordinating with the engineer on grant requirements for the bid documents, ensuring that the City follows its adopted procurement policies for construction services. We will also coordinate the City to ensure that project milestones, budgets and accomplishments (and grant amendments) are taking place as planned. In addition, we will order the wage decision and conduct the pre construction conference. Other activities include ensuring that the contractor makes adequate efforts to hire minority subcontractors and providing oversight of citizen complaints. Other activities include providing periodic progress reports and providing other programmatic and technical assistance as needed. Programmatic activities will also include monitoring the construction process, conducting labor interviews with construction workers as required by the Davis Bacon, Fair Wages Act to ensure that workers are being paid in accordance with the Wage Decision. In addition, pay requests will be coordinated with the Engineer to ensure all activities are grant-eligible. Also, we will ensure that annual fair housing activities take place, develop MBE forms and submit periodic financial projections to DCA. The fee for these services is described in detail below:

Activity	Fee
Coordinate with Engineer to develop bid documents.	\$1,500
Review procurement policy and advise City accordingly.	\$0.00
Monitor project milestones and budget	\$1,500
Ensure project milestones and budget are in compliance	\$2,750
Develop grant amendments to revise project scope.	\$2,750
Order Wage Decision	\$500
Prepare for and Conduct pre construction conference.	\$2,000
Prepare quarterly reports, MBE reports and financial	\$3,000

projection reports.

Ensure compliance with MBE procurement requirements.	\$1,500
Conduct Davis Bacon labor interviews (interview employees of contractor as required by grant rules).	\$1,500
Conduct quarterly fair housing interviews	\$3,500
Review/approve contractor change orders.	\$1,500

Total	\$22,000
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Project Administration - Financial

Although CDBG rules require the City to maintain its own financial system for any CDBG project that it is awarded. Close coordination with the grant consultant is nevertheless required. Towards this end, the grant services team will review the City's existing financial system and make suggestions for modifications as needed. In addition, the team will maintain its own financial record keeping system that tracks the same CDBG financial transactions of the City. This will help ensure accuracy and overall improved program performance. Other financial activities that will be undertaken include preparing grant budget amendments and providing oversight, approval and tracking for all payments made to contractors to ensure conformance with grant rules. The fee for these services is described in detail below:

Activity	Fee
Review City's existing financial management system.	\$500
Assist with ordering CDBG funds	\$1,250
Prepare budget summaries, analyses and reports.	\$2,000
Review, approve and process contractor pay requests.	<u>\$1,500</u>
Total	\$5,250

Program Closeout Activities

One of the first closeout activities that will be undertaken is to compare the grant budget with the final construction cost. If significant differences exist, a grant amendment will be prepared. Other closeout activities include reviewing all project completion certifications and ensuring that all contractors and subcontractors have been paid. The final step is to complete the CDBG closeout status report for submission to the grant agency. If the grant agency has additional questions, after the closeout report is submitted, we will provide follow up documents or additional information as needed. The fee for these services is described in detail below:

Activity	Fee
Review completed project and compare to budget.	\$750
Develop and submit project closeout report.	\$1,000
Total	\$1,750
TOTAL FEE (to be paid by the CDBG Grant) (If the grant is not awarded, no fee is due)	\$44,000



August 21, 2014

BY EMAIL TO: adebolla@cityoflakewales.com

Ms. Autumn DeBolla, City of Lake Wales Purchasing Agent
City of Lake Wales
201 West Central Avenue
Lake Wales, FL 33853

RE: Proposal for Community Development Block Grant (CDBG) grant writing services

Dear Autumn:

It has been a pleasure working with the City on its current CDBG grant which is providing funds for sewer line improvements in the "C" Street area. This project will soon be completed and the City has the opportunity to apply for another CDBG grant that could provide additional funds for sewer line improvements.

I would be honored to provide CDBG grant writing services for the City for the upcoming CDBG grant cycle. The grant application deadline has not been announced yet but is expected to be during the first quarter of next year (2015). The maximum grant that can be applied for is \$750,000. Grant writing services would include developing a CDBG grant application that requests funding for sewer line improvements. The grant application process would involve coordinating the required public hearings, coordinating with the engineer on budget and construction scope issues. It would also include a door to door survey of the households that would be served by the sewer line improvements. The grant application would be developed with assistance from City staff.

AUTHORIZATION

The CDBG grant writing services will begin upon the City's approval of the attached Addendum to the current grant consultant agreement.

FEE (None)

There will be no fee for grant writing services. I am looking forward to submitting a proposal for grant administration services after the City finds out whether the grant will be funded.

Thank you for the opportunity to serve the City. Should you have any questions, please call me at 850-445-7829.

Sincerely,

A handwritten signature in black ink that reads "Andy Easton".

Andy Easton, AICP



Addendum #1 to the CDBG Grant Services Agreement Between Andy Easton & Associates and the City of Lake Wales that was approved by the City Commission on January 10, 2012

Task Description: CDBG Grant Writing	Fiscal Year: 2014	Anticipated Grant Application Deadline: First Quarter of 2015
Contractor Name: Andy Easton & Associates Employer ID: 34-2062470	Owner's Name: City of Lake Wales Federal ID: 59-6000357 DUNS: <u>073212201</u>	
Contractor's Contact Person: Andy Easton Phone Number: 850-445-7829	City's Contact Person: Jennifer Nanek Phone Number: 863-678-4182	
Amount of Grant to be Applied for: \$750,000	Fee: There is no fee for grant writing services	
Approval Signature by Andy Eason & Associates <hr/>	Approval Signature by City of Lake Wales <hr/>	
Date:	Date:	

Grant Writing – The following describes the consultant tasks that are involved in the grant writing process.

Grant Writing Task	Hours	Cost	Comments
Prepare for and hold Kick Off meeting	5	\$0.00	Includes meeting with City staff and preparation for meeting.
Conduct Citywide door to door survey with assistance of City	40	\$0.00	A door to door household survey of the CDBG service area will be conducted using a randomly selected sample of households. The survey will be consistent with the CDBG rules and regulations.
Assist City Staff will meeting Citizen Advisory Task Force requirements	5	\$0.00	The City will need to appoint five members to a Citizen Advisory Task Force and hold at least one task force meeting prior to the grant application deadline.
Prepare for and conduct First Public Hearing	5	\$0.00	An advertised meeting will be held with the public to obtain views on the City's community development needs.
Prepare for and conduct 2nd Public Hearing	5	\$0.00	An advertised meeting will be held with the public to obtain views on the proposed CDBG grant application.
Prepare Draft CDBG Application	15	\$0.00	A draft CDBG grant application will be prepared that will include a project budget, narrative, all maps and all forms that are required for the application.
Prepare Final CDBG Application and Conduct completeness review and submit intergovernmental documentation	10	\$0.00	Andy Easton will prepare a final CDBG grant application, provide a final completeness review and submit the application to the Department of Community Affairs. In addition, Andy Easton will submit copies of the grant application to the required review agencies, including State Clearing House, Department of State and Regional Planning Council.
Attend Site Visit	10	\$0.00	After the grant is submitted, Andy Easton will attend the initial DEO site visit. The purpose this visit is to discuss the grant application with the City and to clarify and obtain all documentation for points claimed in the application.
Grant Writing Time Frame	---	---	Grant writing will begin in September/October 2014 and continue until the grant application deadline which is expected to be in February/March 2015.
Total		\$0.00	

Addendum #2 to the CDBG Grant Services Agreement Between Andy Easton & Associates and the City of Lake Wales that was approved by the City Commission on January 10, 2012

Contractor Name: Andy Easton & Associates Employer ID: 34-2062470	Owner's Name: City of Lake Wales Federal ID: 59-6000357 DUNS: <u>073212201</u>
Contractor's Contact Person: Andy Easton Phone Number: 850-445-7829	City's Contact Person: Jennifer Nanek Phone Number: 863-678-4182
Approval Signature by Andy Eason & Associates 	Approval Signature by City of Lake Wales 
Date:	Date:

The following information from page 2 of the referenced consultant contract is added by underline text and deleted by strikethrough text:

REPRESENTATIVES: The authorized representative of the City shall be:

~~Therese Leary~~, Kenneth Fields, City Manager
 City of Lake Wales
 201 Central West
 P.O. Box 1320
 Lake Wales, FL 863-678-4182
 Fax: 863-678-4180
 (email: ~~tleary@cityoflakewales.com~~ kfields@cityoflakewales.com)