



MEMORANDUM

TO: Mayor and Council

FROM: James Scarboro, Purchasing Officer

DATE: January 25, 2018

SUBJECT: Item 54 – Amendment to contract with Sustainable Food Center
Correction of the additional backup information

Item 54 on the February 1, 2018, Council Meeting agenda is to authorize an amendment with Sustainable Food Center, to increase the contract's authorization by \$58,000 for the remaining four years of the contracts aggregate term. This authorization increase will add one additional farm stand to the six already provided under the existing contract.

The additional backup information for Item 54 inadvertently included contract detail (contract authorization amounts) duplicated from another item, Item 53. Note: If you look at the additional backup detail for Item 53, it shows the same contract detail as currently appears in Item 54.

The correct additional backup detail for Item 54 is as follows:

Contract Detail	Contract Term	Original Authorization Amounts	Additional Authorization Amounts	Revised Total Authorization Amounts
Initial Term	1 yr	58,000		58,000
Optional Extension 1	1 yr	58,000	14,500	72,500
Optional Extension 2	1 yr	58,000	14,500	72,500
Optional Extension 3	1 yr	58,000	14,500	72,500
Optional Extension 4	1 yr	58,000	14,500	72,500
TOTALS	5 yrs	290,000	58,000	348,000

cc: Elaine Hart, Interim City Manager
Jannette Goodall, City Clerk
Anne Morgan, City Attorney