



CITY OF COLUMBIA
 Department of Procurement & Contracts
 1800 Main St., 2nd Floor
 Columbia, SC 29201 (803) 545-3470
****For Internal Use Only****
**Purchase Order Modification /
 Change Order / Amendment Form**

Solicitation #: _____ CMM Contract #: _____
Purpose - Check All That Apply

PO Change Emergency Procurement
 Construction Change Order Sole Source Procurement
 Contract Amendment

Routing Date: 08 / 12 / 2022

DESCRIPTION: Time Extension

Identify Funding Source (Please check all that apply):

City of Columbia State of SC Federal Other

If other funding source, please specify: _____

DEPARTMENT NAME AND REQUESTOR: Community Development Department

CONTRACTOR'S NAME: S & ME

PURCHASE ORDER OR REQUISITION NUMBER : _____ PO CHANGE ORDER # CA#3 BUYER REVIEW (Initials): Not Applicable

TYPE OF CHANGE (check all applicable boxes):

Funding Increase (+) or (-) Decrease - Amount: \$ _____
 Project Contingency Funds Utilized - Amount: \$ _____
 Time Extension to Contract - Extension Date: Feb. 28, 2023
 Revised Scope of Work to Contract (Attach Revised Scope)
 Administrative Change: _____
 Other Change: _____

Brief Explanation/Justification: S & ME's contract will expire on October 16, 2022. An extension is needed to allow EA services to continue while a new solicitation is underway. Individual Purchase Orders may be generated by individual city departments based on project environmental review requirements.

Current PO Amount: \$ _____ Requested Amount: \$ _____ Revised PO Amount: \$ _____

Accounting Information on Original PO: ORG _____ OBJ _____ (Required)

Funding/Account Info for Change Order: ORG _____ OBJ _____ (Required)

List any special instructions if transfers are needed from another account for this Change Order (Include ORG/OBJ codes): _____

Note: The appropriate Account Verifiers for each Department must review all change orders prior to routing for approvals.

Division/Department (\$0.00 - \$5,000.00):

Recommended for Approval: Gloria Saeed (Signature) Community Development Director (Title)

Assistant City Manager (ACM) Approval (\$5,000.01 - \$25,000.00; Sign All Contract Amendments):

Recommended for Approval: Mari Dufry (Signature) Assistant City Manager (Title)

**Route this form to the Procurements & Contracts Department

Director of Procurement & Contracts Approval: _____ City Manager Approval Needed Yes or No

Recommend for Approval: [Signature] (Signature) 9/22/2022 (Date)

City Manager Approval:

Recommend for Approval: [Signature] (Signature) 9/6/2022 (Date)

All PO Mod Form increases \$50,000.00 or greater must be approved by City Council. Date approved by City Council: _____

A copy of the final City Council minutes must be maintained with the purchasing file.

See code of ordinance: Sec. 2-207. - Award of contracts. (n) The city manager may reject or approve bids and purchase agreements and award contracts in accordance with established procurement regulations, provided that contracts in excess of up to and including \$50,000.00 shall be approved by the city council prior to award.

Contract Amendment #3

Environmental Consulting Services
RFP19-20 CDECS-2019-01

S&ME, Incorporated

August 18, 2022

Description of Change: Request change in Agreement for Professional Services between the City of Columbia (City) and S&ME, Incorporated (Consultant) executed October 17, 2019 (Agreement) to extend the Agreement from October 17, 2022 to February 28, 2023 for continued environmental review services while a new solicitation is underway.

All other provisions of the Agreement, except as herein modified or changed, remain in full force and effect.

Current and Proposed Change and Basis for Payment:

Original Contract Amount (Term from October 17, 2019 to October 16, 2020; Purchase Order# P187727):	\$20,000.00
Amendment #1 (Time Extension from October 17, 2020 to October 16, 2021; Purchase Order# P187727):	\$00.00
Amendment #2 (Time Extension from October 17, 2021 to October 16, 2022; Purchase Order# P187727):	\$00.00
Current Contract Amount:	\$20,000.00
This Contract Amendment #3 (Time Extension from October 17, 2022 to February 28, 2023):	\$00.00
Revised Contract Amount:	\$20,000.00

This Change is Acceptable:

Name of Firm
S&ME, Incorporated

City of Columbia
Office of the City Manager

Chris Daves

Teresa Wilson, City Manager

Print Name

Chris Daves

Teresa Wilson APPROVED AS TO FORM
9/6/2022
Legal Department City of Columbia, SC

Signature

Signature

9-12-2022

9/13/2022

Date

Date

Tajah Sabo
Witness