



Kevin Ruane  
*District One*

September 27, 2023

(239) 533-8871

Cecil L. Pendergrass  
*District Two*

Ray Sandelli  
*District Three*

Brian Hamman  
*District Four*

Mike Greenwell  
*District Five*

Dave Harner  
*County Manager*

Richard Wesch  
*County Attorney*

Donna Marie Collins  
*County Hearing Examiner*

Mr. Robert Gaylord  
Singhofen & Associates, Inc.  
11723 Orpington Street, Suite 100  
Orlando, FL 32817

Dear Mr. Gaylord:

Enclosed is your executed copy of Change Order No. 1 for the contract CN200224JJB Miscellaneous Professional Services C8890.

The new expiration date is 12/6/24.

If you should have any questions, please give me a call.

Sincerely,

*Kimberly Urban*

Kimberly Urban  
Contracts Analyst  
Procurement Management Division

c: [FinanceOnBase@leeclerk.org](mailto:FinanceOnBase@leeclerk.org)  
Project File



Lee County Professional Service  
Change Order/Supplemental Task Authorization

Date Jun 7, 2023

[Print Form](#)

Change Order Agreement #: CO1       Supplemental Task Authorization #: \_\_\_\_\_

A Change Order or Supplemental Task Authorization requires approval by the Department Director for expenditures under \$50,000 or approval by the County Manager for expenditures between \$50,000.01 and \$100,000 or approval by the Board of County Commissioners for expenditures over \$100,000

Primary Contact: Robert Gaylord

Contract Name: Miscellaneous Professional Services

Project Name: \_\_\_\_\_

CONSULTANT: Singhofen & Associates, Inc.      Project #: \_\_\_\_\_

Solicitation #: CN200224JJB      Contract #: 8890

Lee County Project Manager: \_\_\_\_\_      Request Date: Jun 7, 2023

Fiscal Staff: \_\_\_\_\_      Account #: \_\_\_\_\_

Upon the completion and execution of this Change Order or Supplemental task Authorization by both parties the CONSULTANT is authorized to and shall proceed with the following exhibits as applicable:

- CO-STA Exhibit A - SCOPE OF PROFESSIONAL SERVICE
- CO-STA Exhibit B - COMPENSATION & METHOD OF PAYMENT
- CO-STA Exhibit C - TIME & SCHEDULE OF PERFORMANCE
- CO-STA Exhibit D - CONSULTANTS ASSOCIATED SUB-CONSULTANTS/SUB-CONTRACTORS

It is understood and agreed that the acceptance of this modification by the CONSULTANT constitutes an accord and satisfaction.

Robert B. Gaylord,  
Consultant Signature (Print & Sign Name)

06/14/2023  
Date Signed

rbg@saiengineers.com  
Contact E-mail Address

407-679-3001  
Contact Phone Number

**Lee County Board of County Commissioners - Procurement Management**  
2115 Second Street - 1st Floor - Fort Myers, FL 33901  
PO Box 398 - Fort Myers, FL 33902-0398  
Phone: (239) 533-8881



[Print Form](#)

Change Order Agreement #: CO1       Supplemental Task Authorization #: \_\_\_\_\_

**Scope of Professional Services for:**

Miscellaneous Professional Services

**Section 1.00 Changes to Professional Services**

The 'Scope of Professional Services' as set forth in Exhibit 'A' of the Professional Services Agreement referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT shall provide and perform the following professional services, tasks, or work as a supplement to, change to, the scope of services previously agreed to and authorized.

No changes in scope, this is for renewal of term 12/7/23 - 12/6/24.

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