



# CITY OF ORLANDO

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## MEMORANDUM

**TO:** David Billingsley, Chief Procurement Officer

**FROM:** Tom Connery, P.E., Project Management Division Manager

**DATE:** June 6, 2017

**SUBJECT:** Public Works Rapid Response Contracts

The amount of Rapid Response projects is expected to exceed the annual authorized threshold of 5,000,000. We are requesting to increase the Chief Procurement Officer's purchase order authorization and the Public Works Director's change order authorization by \$5,000,000 in order to maintain the City's ability to quickly respond to infrastructure deficiencies when they occur preventing further serious damages and costs.

These projects typically involve minor repair or improvement tasks where the individual authorizations do not exceed \$300,000 unless they are deemed an emergency. Please draft a Council Agenda Item requesting a \$5M authorization increase to the Rapid Response Contracts.

Cc: Richard Howard, P.E., Public Works Director