



CITY OF DELRAY BEACH
100 NW 1st AVENUE, DELRAY BEACH, FL 33444

AMENDMENT NO. 1 TO
AGREEMENT BETWEEN THE CITY OF DELRAY BEACH AND TP
SOUTHERN CHARM LIMITED, LLC

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LIMITED, LLC

THIS AMENDMENT NO. 1 to the Agreement for professional services dated February 13, 2020, by and between City of Delray Beach, a municipal corporation of the State of Florida (herein referred to as "City"), and TP Southern Charm Limited LLC, a Pennsylvania Limited Liability Corporation (herein referred to as "Contractor"), is entered into this 26th day of February, 2020.

WITNESSETH:

WHEREAS, on February 13, 2020, the City entered into an Agreement with Contractor for professional services (herein referred to as "Agreement"); and

WHEREAS, the parties mutually desire to amend the scope of services to be provided by Contractor; and

NOW, THEREFORE, for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, the parties do agree that the Agreement is amended as follows:

1. The above recitals are true and correct and are incorporated herein.
2. Exhibit A of the Agreement shall be replaced in its entirety with a new Exhibit A, attached hereto and incorporated herein.
3. Except as provided herein, all other terms and conditions of the Agreement are hereby confirmed. The Agreement and this Amendment No. 1 represent the entire understanding between the parties on the issues contained herein, either written or oral, and may only be amended by written instrument signed by both parties.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the City and Contractor hereto have set their hands and corporate seals on this 26th day of February, 2020.

ATTEST:

CITY OF DELRAY BEACH

Katerri Johnson
Katerri Johnson, City Clerk

BY: George Gretsas
George Gretsas, City Manager

Approved as to form for legal sufficiency:

Lynn Gelja
Lynn Gelja, City Attorney

CONTRACTOR

By: Timothy R Edkin

Timothy R Edkin
Printed Name

Vice President, Southern Chem Limited
Title

(SEAL)
STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 24 day of February, 2020, by Timothy R Edkin (name of person), as Vice President (type of authority) for Southern Chem Ltd (name of party on behalf of whom instrument was executed).

Personally known ☐ OR Produced Identification
Type of Identification Produced Pennsylvania DL

Mark L Jones
Notary Public - State of Florida



MARK L. JONES
Commission # GG 144352
Expires January 14, 2022
Bonded Third Budget Notary Services

EXHIBIT A

Statement of Work

For the Office of the City Manager of the City of Delray Beach, FL.

Provided by: Timothy R. Edkin, TP Southern Charm Limited, LLC

381 Millgate Road

Bellefonte, PA 16823

tedkin@edkin.net

954-871-4330

OBJECTIVE: To provide an assessment of the City Information Technology Department (IT) to determine the effectiveness of meeting the needs of key government operations, including an analysis and evaluation of the procedures and processes used to deliver essential services to City Departments. Other tasks as may be assigned by the City Manager's Office (CMO).

SCOPE: Obtain an understanding and evaluation of the City IT environment, structure, organization, policy & procedures, and routines used to provide IT services. Determine the effectiveness of product delivery and support to IT customers. Identify, if any found, opportunities for improvement in service delivery and in IT department operations. Access to IT personnel, processes, systems, and applications along with system users will be essential to achieve the objective. Manage the department activities and personnel if required. Lead search to locate and hire a qualified Department Director.

DELIVERABLE: Report to the CMO summarizing findings, listing any recommendations, and detailing the results of the scope of work performed.

TASKS:

1. Assess and evaluate IT operations in the following areas:

Customer Service Levels

Procedures

Budget

Processes

Procurement

Backup/Restore

Disaster Operations

Disaster Recovery/Business Continuity

EXHIBIT A

Internal and external networks

Communication Operations

Organization

Product Development

Existing Contracts

Application delivery.

2. Manage Information Technology Department (as required):

Supervise daily tasks and operations

Approve budgeted expenses

Approve timesheets

Present items to the City Commission for approval

Implement activities as directed by the CMO.

3. Lead search for permanent Director/CTO (as required):

Update/create job parameters describing the position, responsibilities, and experience(s) required

Couple with Human Resource personnel for advertisements and search

Follow City policies regarding locating and hiring personnel

Create transition process for new hire to assume responsibilities.

PROCESS:

1. Interview IT staff.
2. Review IT Procedures.
3. Interview Department Leaders for IT support and functionality.
4. Interview selected Department Customers.
5. Review IT software and hardware contracts.
6. Identify City computer applications.
7. Review computer operations and backup/restore structures.
8. Review Disaster Recovery and Business Continuity processes.
9. Review Emergency Operations Center (EOC) setup and support.
10. Interview Radio System vendor.
11. Evaluate fiber optic network usage.

EXHIBIT A

12. Review public Wi-Fi capability.

TIMELINE: Evaluation of Department to be delivered to the CMO upon completion of the above tasks, not to exceed the length of this contract.

LOCATION: Work to be performed in the city of Delray Beach and associated City of Delray Beach facilities.

PRICE:

One hundred fifty (150) hours will be applied each month on this SOW.

Rate will be \$107.00 per hour inclusive of all expenses.

Monthly price will be \$16,050.

Maximum length of project is four (4) months.

Total cost of contract not to exceed \$64,200.

Invoicing will occur on a bi-monthly schedule.

AUTHORIZATION FORM



Do not write / CM Office Only

CMO Log #: 202006A

Rcv'd Date: _____

RECEIVED

FEB 4 5 2020

Assistant City Manager's
Office

Originator:

Name Jennifer Alvarez Department Purchasing Dept. Ext. 7123 Date 2/25/20

Description of Request: Sign Amendment to TP Southern Charm Agreement

Department Leave Form ☐ Check Request Form ☐ Acquisition Approval ☐

Budget Transfer ☐ Grant Item ☐ Memorandum Service Authorization Approval ☐

☐ Other (Please Specify) Please sign amendment to TP Southern Charm Agreement.

no fiscal impact - same contract amount

Department Head Signature: [Signature]

Finance Signature (If Required): [Signature]

Assigned to: S. Fisher ☐ _____ A. Love ☒ [Signature] On _____

Review Completed by Staff – Comments:

☐ RETURN TO ORIGINATOR FOR ADDITIONAL COMMENTS

☐ APPROVED FOR CITY MANAGER, GEORGE GRETSAS' SIGNATURE

TRACKING:

Returned to _____ Department for additional information on: _____

Forwarded to _____ Department for action on: _____