Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: JSC-0452-20 Janitorial Svcs at Various Parks Location

Requested Action/Authority:

Recommend approval to extend the award with F & R Professional Services and M.Y. Contractors for 180 days, from November 12, 2024 through May 10, 2025, and increase the total award by $180,000.00. The total not-to-exceed expenditure will be $1,475,051.94. The increase should be applied evenly between the two suppliers as outlined in the justification below.

Justification/Explanation:

The increase is needed to maintain services until a new RFP is awarded. **Please apply increase/extension as follows:
Group 1 (A&B) F&R Professional Cleaning Services, Inc. - POA-70435-20, increase by $90,000.00
Group 2 (A&B) M.Y. Contractors, Inc. - POA-70436-20, increase by $90,000.00

Legal Contract #:	N/A	Contract Date:		Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	07/01/2020	Awarded Supplier:	F&R Prof and M.Y. Contractors	
Licenses Verified:	N/A	Effective Date:	11/07/2024	Basis of Award:	N/A	
Federally Funded:	N/A	No. Invited:	6	Responses Received:	20	Attachments:
Solicitation:	ITB - JSC-0452 - 20			Procurement Contract #:	POA - 2	
Executed By:	Procurement					

PoP:Base:	2 years	Options:	2, 1-year renewals	Extension(s):	2
JSEB Rec.:	Set aside	%:	100	Bonds Waived Pursuant To:	N/A

Fund:	00111	Center:	166105	Acct:	534420	Proj:	000000	Activity:	00000000	$	90,000.00
Fund:	00111	Center:	165105	Acct:	534420	Proj:	000000	Activity:	00000000	$	90,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 1,475,051.94	Contingent Amount:	$ 0.00	DMP/ODPO Amount:	$ 0.00

Using Agency/BU:	RPOD:OFFICE_OF_THE_DIRECTOR			
Concurrence:	Signed by: Piastuck, Daniel A38AF35CDE8247C...	Title:	CHIEF OF RECREATION AND COMMUNITY PROGRAMMING	10/22/2024
Concurrence:		Title:		
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Barnett, Renata 7771B2C9F58442C...	Chief of Procurement:	DocuSigned by: B19F1D517352456... 10/31/2024
Name:	Barnett, Renata	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

F &R PROFESSIONAL CLEANING, INC.

To: COJ Park and Recreation Department,

We are requesting a 180-day extension on the contract, JSC-0452-20 Janitorial Services at Various Parks. This extension will be under the same contract terms. The extension would begin on November 12, 2024.

Sincerely,

Renee Sharp, President
F&R Professional Cleaning, Inc.
904-434-1747
www.frprofessional.net
renee@frprofessional.net

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

P.O. Box 40722
Jax, FL 32203

M.Y. CONTRACTORS INC.

Landscaping / Bushhog
Highway Maintenance

Office: (904) 665-0003
Fax: (904) 665-0174

10-15-2024

To whom it may concern:

M.Y. CONTRACTORS INC. is interested in extended the Parks Janitorial contract for 180 days with the same terms and conditions of the current agreement.

Thanks

Janice Bell

M.Y. CONTRACTORS

904 665-0003

Janice Bell

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

3

SUBJECT: JANITORIAL SERVICES AT VARIOUS PARKS LOCATION

BID #: JSC-0452-20 **OPEN DATE: 2020-07-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTION

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 42 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to extend the award with F&R Professional Cleaning, Inc. for ninety (90) days in the amount of $50,000.00 for Group 1 (A & B) and M.Y. Contractors, Inc. in the amount of $50,000.00 for Group 2 (A & B) for Janitorial Services at Various Parks Location. The total revised estimated annual expenditure amount is $100,000.00. The revised total expenditure not to exceed $1,295,051.94.

Funding for this award to be encumbered by: 00111.166105.534420.000000.00000000.00000.0000000
To be executed by Purchase Order Releases from POA-70435-20 and POA-70436-20.

Attachments: Recommendation Memo, Contractor Letters, Previous Awards

ANALYST: Renata Barnett
RENATA BARNETT

RESPECTFULLY SUBMITTED:
DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Dan Piastuck, Chief of Recreation and Community Programming

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 6/27/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7/1/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION Karen Bowling
Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

City of Jacksonville, Florida

Donna Deegan, Mayor

A NEW DAY.

Parks, Recreation & Community Services Department
214 N. Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 630-CITY
www.coj.net

June 20, 2024

MEMORANDUM

TO: Dustin Freeman, Chief
Procurement Division

FROM: Dan Pirstuck, Chief
Chief of Recreation and Community Programming

RE: **Amendment #2 JSC-0452-20 Janitorial Services at Various Park Locations – Request to Extend and Increase - Group 1 (A&B) F &R Professional (POA-70435-20) and Group II (A&B) M.Y. Contractors (POA-70436-20).**

The Parks, Recreation and Community Services Department request approval to amend **JSC-0452-20 Janitorial Services at Various Park Locations**, to extend the current award 90 days, through November 11, 2024, and to increase the total award by $100,000.00.

The total not-to-exceed maximum indebtedness will be **$1,294,977.94** and will be split as follows:

- Group 1 (A&B) F&R Professional (POA-70435-20), increase by $50,000.00
- Group II (A&B) M.Y. Contractors (POA-70436-20), increase by $50,000

The funding source will remain the same and POA's will remain the same.

This increase is needed to cover additional locations and cleanings to maintain services while a new Request for Proposal (RFP)/Award is routed through the procurement process.

If you have any questions or if further information is required, please contact Sharon Covart 255-8765.

DP/sc

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

F &R PROFESSIONAL CLEANING, INC.

To whom it may concern/COJ Park & Recreation:

I am writing regarding the Park and Recreation Janitorial Services Contract # JSC-0452-20. We are requesting a 90-day extension starting on August 12,2024 under the same terms and conditions as the current contract that is set to expire August 11, 2024.

Sincerely,

Renee Sharp, President

Location: 5783 Mining Terrace Suite 1 Jax, Fl 32257
Mailing: P.O. Box 54411 Jacksonville, Fl 32245

904-434-1747
www.frprofessional.net

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

P.O. Box 40722
Jax, FL 32203

M.Y. CONTRACTORS INC.

Landscaping / Bushhog
Highway Maintenance

Office: (904) 665-0003
Fax: (904) 665-0174

06/12/2024

To whom it may concern,

M.Y. CONTRACTORS is interested in extending the contract for 90 days with the same terms and conditions of the current agreement.

Thank You

Janice Bell

M.Y. CONTRACTORS INC.

904 665-0003

Janice Bell

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

SUBJECT: JANITORIAL SERVICES AT VARIOUS PARKS LOCATION

BID #: JSC-0452-20 **OPEN DATE: 2020-07-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTION

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 42 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second and final one (1) year renewal option with F&R Professional Cleaning, Inc. in the amount of $162,583.81 for Group 1 (A & B) and M.Y. Contractors, Inc. in the amount of $160,411.94 for Group 2 (A & B) for Janitorial Services at Various Parks Location. The contractors requested a 7% price escalation increase based on consumer price index (CPI). Period of service will be from August 12, 2023 through August 11, 2024. The requested annual expenditure not to exceed $322,995.75. The revised total award expenditure not to exceed $1,194,977.94. 1,195,031.94

Funding for this award to be encumbered by account 00111.166105.534420.000000.00000000.00000, to be executed by individual purchase order(s).

Attachments: Recommendation Memo, Contractor Letters, Previous Awards

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: For: DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Daryl Joseph, Director, Parks, Recreation and Community Services Department

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/18/2023

OTHER:

ACTION OF AWARDING AUTHORITY DATE 5/18/23

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

~~Brian Hughes~~
Chief Administrative Officer
~~For: Mayor Lenny Curry~~
Under Authority of:
Executive Order No: 2019-02

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

SUBJECT: JANITORIAL SERVICES AT VARIOUS PARKS LOCATION

BID #: JSC-0452-20 **OPEN DATE: 2020-07-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTION

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 42 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the first of two (2) one (1) year renewal options with F&R Professional Cleaning, Inc. in the amount of $151,947.49 for Group 1 (A & B) and M.Y. Contractors, Inc. in the amount of $149,917.70 for Group 2 (A & B) Janitorial Services at Various Parks Location. The contractors requested a 7% price escalation increase based on consumer price index (CPI). Period of service will be from August 12, 2022 through August 11, 2023 with one (1) year remaining renewal option. The requested annual expenditure not to exceed $301,865.19. The revised total contract expenditure not to exceed $871,982.19.
872,036.19 301919.19

Funding for this award to be encumbered by account 00111.166105.534420.000000.00000000.00000, to be executed by individual purchase order(s).

Attachments: Recommendation Memo, Contractor Letter, Previous Award

ANALYST: _____ RUBEN OLA

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Keith Meyerl, Chief, Recreation and Community Programming

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 8/11/2022

Teresa R. Eikas _____ OTHER: _____

Chilbert Lee _____

J.R. McCarl _____

ACTION OF AWARDING AUTHORITY DATE 8/12/2022

APPROVED ✓ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____ Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

SUBJECT: JANITORIAL SERVICES AT VARIOUS PARKS LOCATION

BID #: JSC-0452-20 **OPEN DATE: 2020-07-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTION

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 42 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the contract award with F&R Professional Cleaning, Inc. in the amount of $130,000.00 for Group 1 (A & B) and M.Y. Contractors, Inc. in the amount of $138,000.00 for Group 2 (A & B) Janitorial Services at Various Parks Location to cover additional cleaning services. The revised total contract expenditure not to exceed $570,117.00. Period of service will remain the same until August 12, 2022, with two (2) one (1) year renewal options.

Funding for this award to be encumbered by account 00111.166105.534420.000000.00000000.00000, to be executed by individual purchase order(s).

Attachments: Recommendation Memo, Previous Award

ANALYST: RUBEN OLA **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Keith Meyerl, Chief, Recreation and Community Programming

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 10/28/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 11-1-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

SUBJECT: JANITORIAL SERVICES AT VARIOUS PARKS LOCATION

BID #: JSC-0452-20 **OPEN DATE: 2020-07-01**

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTION

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 42 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the contract award with M.Y. Contractors, Inc. in the amount of $20,000.00 for Group 2 (A & B) Janitorial Services at Various Parks Location to cover additional cleaning services incurred by COVID-19 pandemic. The revised total contract expenditure not to exceed $302,117.00. Period of service will remain the same until August 12, 2022, with two (2) one (1) year renewal options.

Funding for this award to be encumbered by account 00111.166105.534420, to be executed by individual purchase order(s).

Attachments: Recommendation Memo, Previous Award

ANALYST: RUBEN OLA **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Keith Meyerl, Chief, Recreation and Community Programming

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 7/22/2021

OTHER:

ACTION OF AWARDING AUTHORITY DATE 7-26-21

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02

Docusign Envelope ID: A9232528-9FD7-42A1-9BAF-5C7C008B0FE1

SUBJECT: JANITORIAL SERVICES AT VARIOUS PARKS LOCATION

BID #: JSC-0452-20

OPEN DATE: 2020-07-01

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT – TWO (2) YEARS FROM DATE OF AWARD WITH TWO (2) ONE (1) YEAR RENEWAL OPTION

AGENCY: PARKS, RECREATION AND COMMUNITY SERVICES

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER PER GROUP

NUMBER OF BIDS INVITED: 6 **NUMBER RECEIVED:** 42 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder F&R Professional Cleaning, Inc. in the amount of $142,007.00 for Group 1 (A & B) Janitorial Services at Various Parks Location.

Recommend approval of award to the lowest responsive, responsible bidder M.Y. Contractors, Inc. in the amount of $140,110.00 for Group 2 (A & B) Janitorial Services at Various Parks Location. Period of service will be two (2) years from date of award, with two (2) one (1) year renewal options.

Funding for this award to be encumbered by account 00111.166105.534420 to be executed by individual purchase order(s).

Attachments: Recommendation Memo, Bid Tabulation, Terms and Conditions, Specifications

ANALYST: RUBEN OLA

RESPECTFULLY SUBMITTED: GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Keith Meyerl, Chief, Recreation and Community Programming

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 8/13/20

Teresa R. Eiheer

OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/13/20

MC

APPROVED ✓ BH DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Brian Hughes
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No: 2019-02