



CITY OF MENIFEE

SUBJECT: Purchase Order Increase with Romtec, Inc. for AMR Skate Park Improvements Project

MEETING DATE: March 6, 2024

TO: Mayor and City Council

PREPARED BY: Nancy Rodriguez, Management Analyst

REVIEWED BY: Jonathan Nicks, Deputy City Manager

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize an increase to Purchase Order No. 04767 for the previously approved purchase of two prefabricated buildings for the Audie Murphy Ranch Skate Park in the total amount of \$29,483, for a revised total not-to-exceed an aggregate sum of \$366,431.

DISCUSSION

On June 7, 2023, City Council approved an agreement with Romtec, Inc. for the purchase of two prefabricated buildings for the Audie Murphy Ranch Skate Park. The first building will be a Park Ranger Station that will house current and future park ranger staff as well as host various ranger interpretive programs and City events. The second building will be a permanent ticket/concession stand for the skate park. The purchase and the construction of the buildings was approved as part of the fiscal year 2022/23 Capital Improvement Program (CIP) budget under CIP No. 22-27 AMR Skate Park Improvement.

The approved agreement with Romtec included the purchase and delivery of the building, however, the original quote excluded the total tax amount. If approved, the purchase order increase would allow for the payment of the tax required for the purchase of the building materials. The purchase would require an additional amount of \$29,483 for a revised total not-to-exceed an aggregate sum of \$366,431 as detailed below.

Approved Agreement Amount (June 7, 2023)	\$336,948
Purchase Order Increase	\$29,483
Total	\$366,431

Pursuant to Menifee Municipal Code Chapter 3.12.090, any change order in an amount greater than \$25,000 or any change order which, when considered with the aggregate amount of all other

changes to a contract, exceeds 10% of the original contract cost, shall be approved by the City Council. All other terms of the agreement shall remain the same.

The proposed increase amount of \$29,483 exceeds the \$25,000 change order signing authority of the City Manager and requires City Council approval.

STRATEGIC PLAN OBJECTIVE

Safe and Vibrant Community

FISCAL IMPACT

The current fiscal impact totals \$29,483. Funding is available in the existing project funding as shown in Table 1 below.

Table 1 – Existing Project Funding

Project	Account Number	Available Budget	Amount Requested
CIP No. 22-27 AMR Skate Park Improvements	490-4555-58145	\$588,192	\$29,483
Total		\$588,192	\$29,483

No additional budget appropriation would be required for this action.

ATTACHMENTS

1. Original Romtec, Inc. Quote Package
2. Purchase Order 04767 Accounting Report