



City of Phoenix

To: Milton Dohoney, Jr.
Assistant City Manager

Date: March 19, 2018

From: John Chan, Director *J Chan*
Phoenix Convention Center Department

Subject: REQUEST TO CORRECT ITEM 94 ON THE MARCH 21, 2018 FORMAL
AGENDA – PHOENIX CONVENTION CENTER AUDIO VISUAL
INFRASTRUCTURE REPLACEMENT PROFESSIONAL SERVICES
AMENDMENT – CP10400026 (ORDINANCE S-44337)

This memo is to request the following changes for item 94 on the March 21, 2018 formal agenda:

- In the first sentence, replace the phrase “an amendment” with “two amendments”
- In the first sentence under “Contract Term,” replace the phrase “the amendment” with “the first amendment”
- Under “Contract Term,” add as a new, second sentence: “The term of the second amendment will be up to thirty months from the Notice to Proceed.”
- In the third paragraph under “Financial Impact,” replace the phrase “This amendment” with “The first amendment”

Approved: _____

A handwritten signature in black ink, appearing to read "M Dohoney Jr".

Milton Dohoney, Jr., Assistant City Manager



City of Phoenix

To: Jerry Harper, Deputy Director
Phoenix Convention Center Department

Date: March 1, 2018

From: John Chan, Director
Phoenix Convention Center Department

A handwritten signature in black ink, appearing to read "John Chan", written over the "From:" line.

Subject: DELEGATION OF AUTHORITY

In accordance with Administrative Regulation No. 1.51, you are hereby authorized to act in my behalf and to approve and sign all documents requiring my approval as necessary during my absence from the office beginning Tuesday, March 13, 2018 at 8:00 a.m. until Tuesday, March 20, 2018 at 8:00 a.m. or until my return to the office.

AUTHORIZED SIGNATURE:

A handwritten signature in black ink, appearing to read "Jerry Harper", written over a horizontal line.

Jerry Harper, Deputy Director
Phoenix Convention Center Department

cc: Milton Dohoney
Robert Ashton
Robert Fingerman
Kevin Mattingly

Roxann Favors
Jeremy Legg
Jon Brodsky