



## Town of Davie Contract Summary & Routing Form

Requesting Department Information	Vendor Information
Department: Public Works	Vendor: The Gordian Group, Inc
Primary Contact Name: Osdel F. Larrea	Contact Name: Matthew Peterson
Primary Contact E-Mail: Olarrea@davie-fl.gov	Vendor Address: 30 Patewood Drive, Suite 350, Greenville, SC 29615
Secondary Contact Name: Jasmine Carter	Vendor Phone: 218.851.9913
Secondary Contact E-Mail: Jcarter@davie-fl.gov	Vendor E-Mail: M.peterson@gordian.com
Department Phone: 954.797.1240	Vendor #: 11299

Required Information
1.) Type of Agreement: Piggyback <span style="float: right;">If Other, please specify:</span>
2.) What method of procurement is this agreement related to?  Method of Procurement: Piggyback  Town Contract #: PB-JA-25-58
3.) Is this a Town initiated agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If No, Vendor must sign and return Town's Addendum to Contract (found on PowerDMS)
4.) Does this agreement replace an existing contract? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <span style="margin-left: 20px;">If Yes, which Contract?</span>
5.) Briefly Explain the purpose or description of the scope of service of this contract and provide background information:  The Town is need of professional services for building/infrastructure repairs, alterations, and restoration services.

6.) Is Insurance Required?  Yes  No

Submit General Liability, Workers Compensation, and Auto Liability (if Vendor coming on Town property) with Town listed as additional insured and Contract # written in description of operations box. If insurance requirements are waived, please submit written approval from Jose Lugo.

7.) Term of agreement: 2 Years Months Days Other:  
Are there extensions?  Yes  No If Yes, How Many? upon mutual agreement

8.) Can this agreement be terminated for convenience?  Yes  No

9.) Total estimated annual value of contract: \$65,000.01 Paid to:  Town  Vendor

10.) Is this a Budget Item?  Yes  No

If Yes, Enter G/L Account: various town accounts

11.) Do Late fees apply?  Yes  No If Yes, How Much?

12.) Does this solicitation work in conjunction with or will impact any other department/division?  
*For example: Is this request IT, GIS, or Fleet related?*  Yes  No  
If Yes, please have other department/division review documentation and sign below.

### Additional Information

**Certain forms/steps are required in order for this contract summary & routing form to be processed. These items are listed below.**

- Certificate of Insurance (see Question #6)**
- Vendor Invited and Connected on PaymentWorks**
- Addendum to Contract (see Question #3 if applicable)**
- Agreement/Contract containing terms and conditions**

**Please complete these steps and submit these forms for processing.**

Form Prepared By Signature:	<b>Jasmine Carter</b>	Digitally signed by Jasmine Carter Date: 2025.08.26 12:43:51 -04'00'	Date: 8/26/25
Department Director Signature:	<b>Osdel Fernandez-Larrea</b>	Digitally signed by Osdel Fernandez-Larrea Date: 2025.09.23 15:09:23 -04'00'	Date: 9/23/25
Procurement Signature:	<b>Jenna Albers</b>	Digitally signed by Jenna Albers Date: 2026.02.26 11:04:33 -05'00'	Date: 2/26/26
Town Attorney Signature:	<b>Philip Sherwin</b>	Digitally signed by Philip Sherwin Date: 2026.02.26 11:12:46 -05'00'	Date: 2/26/26
Procurement Manager Signature:	<b>Brian K. O'Connor</b>	Digitally signed by Brian K. O'Connor Date: 2026.03.05 14:56:36 -05'00'	Date: 3/05/26
Town Administrator Signature:	<b>Richard J. Lemack</b>	Digitally signed by Richard J. Lemack Date: 2026.03.06 16:45:26 -05'00'	Date: 3/06/26