

File No.: 04-1000-20-2023-368

July 14, 2023

s.22(1)

Dear s.22(1)

**Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of June 21, 2023 under the *Freedom of Information and Protection of Privacy Act* for:

**Regarding the About Here Videos by Uytae Lee (published by the City on its social media channels and elsewhere), record of the contract with Uytae Lee, invoices, and proof of payment.**

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.15(1)(l) of the Act. You can read or download this section here: [http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00).

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, [info@oipc.bc.ca](mailto:info@oipc.bc.ca) or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2023-368); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

*[Signed by Cobi Falconer]*

**Cobi Falconer, MAS, MLIS, CIPP/C**  
**Director, Access to Information & Privacy**  
[cobi.falconer@vancouver.ca](mailto:cobi.falconer@vancouver.ca)  
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions, please email us at [foi@vancouver.ca](mailto:foi@vancouver.ca) and we will respond to you as soon as possible. Alternatively, you can call the FOI Case Manager at 604-871-6584.

Encl. (Response package)

:pm



**Uytae Lee - About Here**  
 107 W 21st Street  
 Vancouver, BC  
 V5Y 2E3

# INVOICE

INVOICE #: 077  
 AUG 31, 2022

**BILL TO:**

City of Vancouver  
 PO BOX 7757  
 Vancouver, BC

**PO #:** 4500618853

**ATTN:** Jaclyn Jimenez

**CoV:** Vancouver Plan

**DESCRIPTION**

Vancouver Plan video production services

SUBJECT	HOURS	RATE	TOTAL
Writing, filming, and editing a video on the Vancouver Plan	n/a	n/a	\$8,500
Contingency budget used for revisions to video	n/a	n/a	\$1,499

SUBTOTAL	\$9,999
GST (5%)	\$499.95
<b>TOTAL</b>	<b>\$10,498.95</b>

----- **THANK YOU** -----

Please make all cheques to "Uytae Lee" or e-transfers to [uytaelee@gmail.com](mailto:uytaelee@gmail.com). For any questions about this invoice, please contact Uytae Lee at the following:

**Phone:** (902) 830 5544

**Email:** [uytaelee@gmail.com](mailto:uytaelee@gmail.com)

**GST#:** 71289 5085 RT0001



**Uytae Lee - About Here**  
 107 W 21st Street  
 Vancouver, BC  
 V5Y 2E3

# INVOICE

INVOICE #: 078  
 AUG 31, 2022

**BILL TO:**

City of Vancouver  
 PO BOX 7757  
 Vancouver, BC

**ATTN:**

Doug Smith, Director of Sustainability

**DESCRIPTION**

Additional edits to Vancouver Plan (beyond the original contingency budget)

SUBJECT	HOURS	RATE	TOTAL
Additional edits to the Vancouver Plan video	n/a	n/a	\$2,001

SUBTOTAL	\$2,001.00
GST (5%)	\$100.05
<b>TOTAL</b>	<b>\$2,101.05</b>

----- **THANK YOU** -----

Please make all cheques to "Uytae Lee" or e-transfers to [uytaelee@gmail.com](mailto:uytaelee@gmail.com). For any questions about this invoice, please contact Uytae Lee at the following:

**Phone:** (902) 830 5544

**Email:** [uytaelee@gmail.com](mailto:uytaelee@gmail.com)

**GST#:** 71289 5085 RT0001

**To:** Kirsten Langan, City of Vancouver  
**Date:** Dec 2, 2022  
**Subject:** Missing Middle Script-writing Proposal  
**Submitted by:** Uytay Lee, About Here Productions Inc.

---

## Background

### About About Here

About Here is a creative studio and [YouTube channel](#) dedicated to engaging the general public on city issues. Since 2018, it has produced educational content on key urban planning topics with partners and clients such as the CBC, the City of Vancouver, Urbanarium, and Halifax Regional Municipality.

### Selected Works

- [Stories About Here](#) - CBC Gem
  - [Why does the Vancouver Plan matter to you?](#) - City of Vancouver
  - [Tree of All Trades](#) - Halifax Regional Municipality
  - [How to Bring Back Front Yard Businesses](#) - Urbanarium
- 

## Proposed Project

### Objectives

- Educate the public on the prevalence of single-detached zoning in Vancouver and the tradeoffs associated with preserving low-density zoning
- Highlighting the city's efforts to introduce 'missing middle' housing to single-detached neighbourhoods through recently approved policies such as the Vancouver Plan
- Promote healthy discussion on zoning reform and development in Vancouver

### Project Description

Writing a script for an educational video on single-detached zoning and 'missing middle' housing. The script will highlight some of the tradeoffs of maintaining low-density zoning in our cities, then showcase development approaches that add density while being sensitive to (and even enhancing) the characteristics we all desire in residential neighbourhoods. The story will conclude by highlighting the various ways in which the City of Vancouver is working to encourage more density in single detached neighbourhoods.

## Deliverables

- A script for a 6-8 minute video on single-detached zoning and ‘missing middle’ housing
- A script for a 1-minute trailer for promoting the video on social media

## Process & Timeline

About Here will manage the overall creative direction and production of the script, while a City of Vancouver representative will provide input at key stages of the writing process. Specific dates for deadlines will be confirmed with the City of Vancouver if the proposal is accepted.

TASK	WEEK								
	1	2	3	4	5	6	7	8	9
<b>Research</b> <ul style="list-style-type: none"> <li>• Independent research</li> <li>• Story development meeting(s)</li> </ul>									
<b>Draft Outline</b> <ul style="list-style-type: none"> <li>• Draft outline shared for feedback (up to 2 rounds)</li> </ul>									
<b>Final Outline</b> <ul style="list-style-type: none"> <li>• Final outline shared for sign-off</li> </ul>									
<b>Draft Script</b> <ul style="list-style-type: none"> <li>• Draft script shared for feedback (up to 2 rounds)</li> </ul>									
<b>Final Script</b> <ul style="list-style-type: none"> <li>• Final script shared for sign-off</li> </ul>									

## Budget and Payment

The proposed budget for the project is outlined below. Payments are typically invoiced in two installments of 50% of the total budget - one installment before production begins and one after all deliverables are completed.

ITEM	QUANTITY	RATE	TOTAL
<b>Main Video Script</b> <ul style="list-style-type: none"> <li>Script for a 6-8 minute video on Missing Middle housing</li> </ul>	1	\$6,000	\$6,000
<b>Trailer script</b> <ul style="list-style-type: none"> <li>Script for a 1-minute video promoting the main video</li> </ul>	1	\$1,250	\$1,250

SUBTOTAL	\$7,500
----------	---------

GST (5%)	\$375
----------	-------

<b>TOTAL</b>	<b>\$7,875</b>
--------------	----------------

**To:** Kirsten Langan, City of Vancouver  
**Date:** Dec 2, 2022  
**Subject:** Missing Middle Video Production Proposal  
**Submitted by:** Uytae Lee, About Here Productions Inc.

---

## Background

### About About Here

About Here is a creative studio and [YouTube channel](#) dedicated to engaging the general public on city issues. Since 2018, it has produced educational content on key urban planning topics with partners and clients such as the CBC, the City of Vancouver, Urbanarium, and Halifax Regional Municipality.

### Selected Works

- [Stories About Here](#) - CBC Gem
  - [Why does the Vancouver Plan matter to you?](#) - City of Vancouver
  - [Tree of All Trades](#) - Halifax Regional Municipality
  - [How to Bring Back Front Yard Businesses](#) - Urbanarium
- 

## Proposed Project

### Objectives

- Educate the public on the prevalence of single-detached zoning in Vancouver and the tradeoffs associated with preserving low-density zoning
- Highlighting the city's efforts to introduce 'missing middle' housing to single-detached neighbourhoods through recently approved policies such as the Vancouver Plan
- Promote healthy discussion on zoning reform and development in Vancouver

### Project Description

Filming and editing an educational video on single-detached zoning and 'missing middle' housing. The video will highlight some of the tradeoffs of maintaining low-density zoning in our cities, then showcase development approaches that add density while being sensitive to (and even enhancing) the characteristics we all desire in residential neighbourhoods. The video will conclude by highlighting the various ways in which the City of Vancouver is working to encourage more density in single detached neighbourhoods.



## Deliverables

- One 6-8 minute video on single-detached zoning and ‘missing middle’ housing
- Social media posts (Facebook, Instagram, Twitter, LinkedIn) promoting the video
- 1-minute trailer for promoting the video on social media
- Caption translations into Mandarin, Cantonese, Punjabi, Vietnamese, Spanish, and Tagalog

## Process & Timeline

About Here will manage the overall creative direction and production of the videos, while a City of Vancouver representative will provide input at key stages of the video production process. Specific dates for deadlines will be confirmed with the City of Vancouver if the proposal is accepted. A typical timeline and production process is laid out below:

TASK	WEEK								
	1	2	3	4	5	6	7	8	9
<b>Production</b> <ul style="list-style-type: none"> <li>• Filming a-roll, recording narration, and editing the video</li> </ul>									
<b>Rough Cut</b> <ul style="list-style-type: none"> <li>• Rough cut of video shared for feedback (up to 2 rounds)</li> </ul>									
<b>Final Video</b> <ul style="list-style-type: none"> <li>• Final video shared for sign-off</li> </ul>									
<b>Publishing</b> <ul style="list-style-type: none"> <li>• Final video and additional shared for sign-off</li> </ul>									

## Budget and Payment

The proposed budget for the project is outlined below. Payments are typically invoiced in two installments of 50% of the total budget - one installment before production begins and one after all deliverables are completed.

ITEM	QUANTITY	RATE	TOTAL
<b>Main Video (6 - 8 minutes)</b> <ul style="list-style-type: none"> <li><i>(if published on About Here)</i></li> <li>Sponsor logo in title sequence</li> <li>Acknowledgment of sponsor</li> <li>Published to YouTube channel and shared on social media pages</li> </ul>	1	\$6,000	\$6,000
<b>Trailer</b> <ul style="list-style-type: none"> <li>1-minute video promoting the main video</li> </ul>	1	\$1,250 / video	\$1,250
<b>Captions translation</b> <ul style="list-style-type: none"> <li>Translating the video captions into Mandarin, Cantonese, Punjabi, Vietnamese, Spanish, and Tagalog</li> </ul>	6	\$175 / translation	\$1,050

SUBTOTAL	\$8,550
GST (5%)	\$427.50
<b>TOTAL</b>	<b>\$8977.50</b>

				CAD	28,512,828.81	<b>28,512,828.81</b>
				USD	0.00	<b>0.00</b>
Supplier	Vendor Name	Payee	Document Number	Currency	Amount	Amount in LC
s.15(1)(l)	Lee, Uytae		5107312350	CAD	10,498.95	10,498.95
					10,498.95	10,498.95

D	29-Sep-22	BMO	s.15(1)(l)	CAD	GENERAL OPERATING	Preauthorized Debit / Correction	(\$28,512,828.81)							DEFT SETTLEMENT FLE	s.15(1)(l)			6			6		#N/A
---	-----------	-----	------------	-----	-------------------	----------------------------------	-------------------	--	--	--	--	--	--	---------------------	------------	--	--	---	--	--	---	--	------

Supplier s.15(1)(l)  
Company Code 2000  
Name Lee, Uytae  
City Vancouver

St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
<input checked="" type="checkbox"/>	20220929	2001268661	ZF	2022/09/29			10,498.95	CAD	2001268661	
<input checked="" type="checkbox"/>	20220909	2001266458	ZF	2022/09/09			2,101.05	CAD	2001266458	
<input checked="" type="checkbox"/>	20220908	1901088255	KN	2022/08/31			2,101.05-	CAD	2001266458	
<input checked="" type="checkbox"/>	20220927	5107312350	RN	2022/08/31			10,498.95-	CAD	2001268661	



## Purchase Order Confirmation

**TO ALL VENDORS:** To expedite the purchase order process and to ensure prompt payment, acknowledgement of the purchase order details is **mandatory**.

**Please email your confirmation within 24 hrs to: [coco.yu@vancouver.ca](mailto:coco.yu@vancouver.ca).**

If confirmation is not received, no further changes to the purchase order will be accepted.

**Before confirming the order please:**

- ` Verify and check pricing is accurate
- ` Check material descriptions, part numbers and quantities for accuracy
- ` Supply pricing or estimates for any costs not included in the current purchase order

If there are any discrepancies, please contact the buyer within 24 hours to request adjustments.

**Before shipping the order please:**

- ` Ensure the purchase order number is shown on packing or shipping documents that are included with the shipment
- ` Advise the buyer if freight is not included (Non-Canadian Vendors: Please advise the buyer if freight and duty is not prepaid)
- ` For shipments from the U.S., please use our custom broker, Livingston International account #306008/020

**Delivering to and Invoicing the City:**

<http://vancouver.ca/doing-business/delivering-to-and-invoicing-the-city.aspx>

All invoices must be emailed in **PDF format only** to the remit to email address on the attached purchase order.

**NOTE:** Please submit one email per invoice.

**Acknowledgement:** PO: 4500618853

**Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Lee, Uytae  
 107 West 21st Street  
 Vancouver BC V5Y 2E3

Salesperson / Telephone / Fax  
 /1 902 8305544/

**CITY OF VANCOUVER  
 Purchase Order**

PO number/date  
 4500618853 / Aug 31, 2022  
 Issuing employee/Telephone  
 Coco Yu / 604-326-4831  
 Our fax number Created by  
 604-873-7054 YUNA  
 Our email address  
 coco.yu@vancouver.ca

Please bill to:  
 Accounts Payable  
 PO Box 7757  
 Vancouver, BC, V6B 0L5  
 Tel/Fax : 604-673-8355, 604-673-8356  
 Remit to: APInvoice@vancouver.ca  
 Inquiry : APCentral@vancouver.ca

Please deliver to:  
 Attention: Danielle Palmer  
 City of Vancouver  
 510 West Broadway- 6th Floor  
 Vancouver BC V5Z 1E9

Delivery date Jul 04, 2022

Payment terms : Priority Payment Currency CAD

As per quotation dated on June 13, 2022

City Contact: Arthur Ruiz, 604.665.2170, Arthur.Ruiz@vancouver.ca

Supply Chain Contact: Coco Yu, Buyer

In order to avoid having invoices rejected and returned, be sure to quote the following information on each invoice:

- A. The purchase order number
- B. Invoice processor: Jaclyn Jimenez
- C. Remit invoice in PDF format to: APInvoice@vancouver.ca
- D. Submit one email per invoice

Item	Material # Order qty.	U/M	Description	Unit price	Delivery Date Ext. price	Tx
00010	1.000	Perf. unit	VanPlan # Final Plan Video Production	9,999.99	Jul 04, 2022 9,999.99	IG
Expected value of unplanned services:				9,999.99		

Total net item value excluding tax 9,999.99

Item	Material # Order qty.	Description	U/M	Unit price	Delivery Date Ext. price	Tx
			HST		0.00	
			Parking Tax		0.00	
			GST		500.00	
			PST		0.00	
			Total Including tax		10,499.99	

Tax code legend: IB - GST&PST Applied  
 IG - GST Applied  
 IM - GST Applied, PST Self-Assessed  
 IN - Non-Taxable  
 SB - GST&PST Applicable Self-Assessed  
 SG - GST Applicable Self-Assessed

### PURCHASE ORDER TERMS AND CONDITIONS

**PRECEDENCE OF DOCUMENTS:**

If there is a written contract for the sale and purchase of the goods or services referred to on the first page of this purchase order (the "Supply"), which written contract has been entered into prior to the issuance of this purchase order and is existing between the person or company to which this purchase order is addressed (the "Vendor") and the City of Vancouver (the "City") as of the time of the issuance of this purchase order, then this purchase order shall not be construed as an amendment to, or as a waiver of any term of, or as a contract supplementary to, such pre-existing contract (the "Contract"). Rather, in such event, the Contract shall govern the Supply, and, notwithstanding any other statement herein, the terms and conditions herein shall have no effect, except as may be expressly referred to in the Contract, and save that this purchase order may be used for the City's accounts payable and supplier-management purposes and that the City requests that the Vendor include the number of this purchase order on all invoices and other documents relating to the Supply and that the Vendor direct invoices for the Supply to the address set forth above under "Please bill to." If there is no Contract (as defined above), a contract will be formed on the terms and conditions stated in this purchase order upon the Vendor's execution of this purchase order or the commencement of performance of the Supply, in the manner and to the extent stated under "Offer and Acceptance" below.

**REQUIRED DOCUMENTATION:**

Failure to meet these requirements may result in the goods and/or invoices being returned at the Vendor's cost.

- a. The purchase order number must be shown on all related invoices, shipping papers, transportation bills, packages, packing lists and correspondence.
- b. A separate invoice must be rendered for each shipment or delivery and mailed or delivered with the goods to the Department/Division/Branch shown on the front of the purchase order. All invoices must bear a unique reference (invoice) number.
- c. A packing list must be included with each shipment applied against this purchase order.
- d. Where applicable, serial numbers are to be shown on the invoice including serial numbers of trade-in equipment.
- e. The Vendor shall provide appropriate labels and material safety data sheets for WHMIS regulated products. No product containing asbestos shall be supplied at any time without written authorization.

**OFFER AND ACCEPTANCE:**

The Vendor, by the execution of this purchase order or by the commencement of performance enters into a binding agreement of purchase and sale with the City for the supply of the goods and services as listed on the face of this purchase order subject to these terms and conditions.

The City's placement of this purchase order with the Vendor is expressly conditioned upon the Vendor's acceptance of all the terms and conditions contained on, attached to, or expressly incorporated by reference in this purchase order.

Any terms and conditions proposed by the Vendor that are inconsistent with or in addition to the terms and conditions of this purchase order are void and of no effect, whether provided in an invoice, confirmation of purchase or other instrument.

**PAYMENT:**

Payment by the City shall be made after final acceptance by the City of the goods and services, notwithstanding any previous passing of title to the goods.

**PRICES/TERMS OF SHIPMENT:**

Unless otherwise noted on the face of the purchase order:

- a. prices and shipping terms are DDP (Incoterms 2000); and
- b. prices include all packing, handling, cartage, taxes, duties and are otherwise all-inclusive.

**DELIVERY:**

Time is of the essence. The Vendor must advise immediately of any shortage or delay of any kind. If delivery of goods and services is not completed by the delivery date, the City reserves the right to terminate this purchase order in whole or in part and to purchase substitute goods and services elsewhere and charge the Vendor with any incidental or consequential damages that might be incurred.

**WARRANTY:**

Without limitation to any additional warranties provided by the Vendor, whether indicated on the face of the purchase order or otherwise provided, the Vendor warrants that: (a) all goods shall be of merchantable quality and free from defects in workmanship and materials; (b) all goods shall strictly conform to applicable samples, specifications and drawings; (c) all goods and services shall be fit for the purpose intended by the City; (d) all goods shall be free and clear of all liens, charges and encumbrances; (e) the goods and services shall comply with the standards set forth by applicable federal, provincial, municipal and industry regulatory agencies; (f) the shipping and handling of any hazardous material will be made in accordance with all applicable laws and regulations; and (g) the goods and services shall comply with all applicable environmental protection laws and regulations.

Unless a longer warranty period is specified on the face of the purchase order or is otherwise provided, the foregoing warranty shall be valid for one year from the date of acceptance of the goods and services by the City. If at any time prior to the expiration of any applicable warranty period, any weakness, deficiency, failure, breakdown or deterioration in workmanship or material should appear or be discovered in the goods and services furnished by the Vendor, or if the goods and services do not conform to the terms and conditions of this purchase order, the City may at its option (a) require the Vendor to promptly replace, redesign or correct the defective and non-conforming goods and services at no expense to the City, or (b) the City may replace or correct the defective goods and services and charge the Vendor with all expenses incurred by the City. The Vendor agrees to indemnify and save harmless the City, its members, officers, employees, assigns, agents, clients and the public from any liability, loss, cost and expense arising either directly or indirectly, from breach of any warranty given by the Vendor hereunder.

**INSPECTION:**

All goods and services are subject to inspection and approval by the City upon delivery. The City reserves the right to refuse acceptance of goods and services which are not in accordance with City's specifications or not in compliance with the Vendor's warranties (expressed or implied). Goods not accepted will be returned to the Vendor at the Vendor's expense. The City will not be deemed to have accepted goods and services by virtue of a partial or full payment for them and in no event unless and until the City gives the Vendor written confirmation of acceptance following the City's receipt, inspection and approval of the goods and services.

**PASSAGE OF TITLE/RISK:**

Despite any other term of this purchase order, risk of loss or damage to the goods and services will remain with the Vendor until the receipt, inspection and written approval of the goods and services by the City.

**INSURANCE:**

The Vendor shall purchase and maintain insurance appropriate for a prudent supplier of the goods and services. The Vendor shall provide proof of such insurance, if so requested by the City.

**INDEMNITY:**

The Vendor agrees to indemnify and save harmless the City, its members, officers, employees, assigns, agents and clients from any liability, loss, cost and expense arising directly or indirectly from claims, proceedings and investigations ("Losses") advanced by or on behalf of third parties to the extent such Losses are caused or contributed to by any breach of this agreement by the Vendor or negligence or willful misconduct by the Vendor or other party for whom the Vendor is responsible.

**WAIVER AND LIMITATIONS OF LIABILITY:**

The Vendor hereby waives and disclaims any right of action or claim against the City (other than for payment of the purchase price set forth on the face of this purchase order) for any liability, loss, cost and expense arising directly or indirectly from its supply of the goods and services listed on the face of this purchase order.

If, regardless of the foregoing, the City becomes liable on any basis to the Vendor its liability shall not in the aggregate exceed the purchase price set forth on the face of this purchase order.

**WORKSAFEBC:**

The Vendor shall maintain registration with WorkSafeBC and adhere to all WorkSafeBC practices relevant to the goods and/or services to be delivered by the Vendor under the terms of this purchase order.

**CITY SUPPLIED PROPERTY:**

Title to any items which have been supplied to the Vendor by the City, or paid for by the City, in advance of delivery by the Vendor of the goods and services ordered on the face of the purchase order, shall at all time be vested in the City. The risk of loss for such items shall remain with the Vendor until delivery to the City of such items, in the same conditions as originally received by the Vendor. The Vendor hereby agrees to be responsible for any and all loss or damage to the City's property while such property is in its possession or control.

Technical information, specifications, drawings, designs, building and floor plans and other documentation relating to the business or activities of the City disclosed by the City to the Vendor pursuant to this purchase order shall be held in strict confidence by the Vendor and shall remain the exclusive property of the City and may not be copied or reproduced without the express written consent of the City.

**INTELLECTUAL PROPERTY:**

The Vendor shall defend, indemnify and hold harmless the City, its members, officers, employees, agents, clients, and the public from any expense, cost, loss, claim, damage, judgment or liability for infringement or alleged infringement of third party intellectual property rights including any patent, copyright, industrial design, trademark or trade secret with respect to the goods and services and their process of manufacture. The Vendor shall at its own expense defend or assist in the defence of, at the City's option, any action in which such infringement is alleged.

**COMPLIANCE WITH LAWS:**

In accepting this purchase order, the Vendor represents that it has complied and will continue during the performance of this purchase order to comply with the provisions of all applicable third party contracts, and all applicable laws. The laws of British Columbia govern this agreement, the courts of British Columbia have exclusive jurisdiction over any disputes under it, and all provisions of the International Sale of Goods Act (BC) are specially excluded.

**NO PROMOTION OF RELATIONSHIP:**

The Vendor must not disclose or promote its relationship with the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials without the express prior written consent of the City.

**ASSIGNMENT:**

This purchase order shall not be assigned or subcontracted by the Vendor without the prior written consent of the City.

**CHANGES/MODIFICATIONS/TERMINATION:**

The City reserves the right at any time, to cancel or terminate this purchase order in whole or in part by written or verbal notice confirmed in writing or to make changes in any one or more of the following: quantity, specifications, methods of shipment or packing, and place or timing of delivery. If any such change causes a change in the cost of or the time required for performance of this purchase order, an equitable adjustment shall be made in the price or delivery schedule, or both. No agreement or understanding to modify this purchase order shall be binding on the City unless in writing and signed by the City's authorized agent.