

CONTRACT / PO AMENDMENT REQUEST FORM

City of Milwaukee
Department of Administration – Purchasing Division
200 E. Wells Street, Room 601, Milwaukee, WI 53202

This form must be submitted with any request for a contract amendment.

Today's Date: _____ Requisition # _____
Contract number to be amended: _____ PO # to be amended: _____
Contact Person for Questions: _____ Phone # _____
Department Name: _____

Original Contract Total _____ Contract Expenditures to Date: \$ _____
Current Contract Total _____
Requested Contract Increase Amount _____ Amount Remaining on Contract: \$ _____
New Contract Total, Including this Amendment: _____

| Reasons for Requesting Contract Amendment | |
|--|--|
| <i>Contract / PO dollar amount must be increased</i> | <i>Contract / PO term must be extended</i> |
| <input type="checkbox"/> The estimated dollar amount was based on prior history | <input checked="" type="checkbox"/> Additional time is needed to let a new bid and/or create a new contract. |
| <input type="checkbox"/> There has been an increase in emergency purchases | <input type="checkbox"/> We are exercising one of the options to extend the current contract |
| <input type="checkbox"/> This was a new purchase, and there was no prior history to accurately forecast the estimated usage. | <input type="checkbox"/> Additional delivery time is needed (please explain) |
| <input type="checkbox"/> There has been a significant increase in the cost of the product/service. | <input type="checkbox"/> Other |
| <input type="checkbox"/> Additional funds are needed to cover the term of the contract | |

Please provide justification for amending the contract. Include:

- Reason for increase
- Reason this contract should not be competitively bid at this time
- Reason for extension (i.e., why vendor could not complete the work within the specified time of performance, etc.)

Justification -- Please explain the specific purpose for the amendment:

No time to complete RFP before current contract expires on August 31, 2016

IMPORTANT NOTICES:

- Per City Charter Section 16.05-4, prior approval by the Finance & Personnel Committee may be required for service contracts. For details, please see section 16.05-4 of the City Charter, the "Exception to Bid Process" in the Purchasing Liaison Manual or contact Purchasing at 414-286-3501.
- Increases exceeding a certain percentage of the original estimated dollar amount of a contract are subject to analysis and may be required to be re-bid.

Completed forms may be submitted via e-mail to procurement.services@milwaukee.gov or interoffice mail.

CAO Doc. 230731

AMENDMENT TO CONTRACT FOR SERVICES

THIS AMENDMENT TO AGREEMENT, is made by and between M.L. THARPS & ASSOCIATES, LLC (hereinafter referred to as the "CONTRACTOR"), and the CITY OF MILWAUKEE, a municipal corporation of the State of Wisconsin, acting through its CHARTER SCHOOL REVIEW COMMITTEE ("CSRC").

WHEREAS, on September 23, 2015 the parties entered into a one year Agreement to provide management oversight services for CSRC which will expire on August 31, 2016.

WHEREAS, the parties are desirous of extending the term of the current agreement and the CSRC voted to approve an extension of the Agreement with Contractor from September 1, 2016 to December 31, 2016 at its meeting on August 18, 2016.

NOW, THEREFORE, The terms and conditions specified in the September, 2015 Contract for Services shall continue to apply during the term of this Amendment to Contract for Services. Further the parties mutually agree as follows:

- **TIME OF PERFORMANCE:** September 1, 2016 through December 31, 2016.
- **TOTAL AMOUNT OF CONTRACT:** Maximum Amount of Compensation Not to Exceed \$ 8542.00

IN WITNESS WHEREOF, the CONTRACTOR and the CITY have caused this Contract to be executed for and on their respective behalf as of the dates hereinafter set forth.

CITY OF MILWAUKEE, a municipal corporation:

CONTRACTOR:

By: _____
Kevin Ingram, Chair of CSRC
Date: _____

Firm: M. L. Tharps & Associates, LLC
1845 North Farwell Ave.
Milwaukee, WI 53202
Phone: 414-278-8532

Countersigned By: _____
Martin Matson, Comptroller
Date: _____

Email Address: _____

By: _____

Title: _____

Date: _____

Approved as to form and execution
this _____ day of _____, 2016.

Witness: _____

Title: _____

Naomi E. Gehling, Assistant City Attorney
1123-2016-1602:231024