## **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:	August 25, 2016		Requisition #		
Contract number to be amended:			PO # to be amended:		
Contact Person for Questions:	-		Phone #		
Department Name:					
Original Contract Total		41208.00	Contract Expenditures to Date:	\$	
Current Contract Total		8542.00	_		
Requested Contract Increase Amount			Amount Remaining on Contract:	\$	
New Contract Total, Including this Amendment:		49750.00	_		
Reasons for Requesting Contract Amendment					
Contract / PO dollar amount must be increased Contract / PO term must be extended					
The estimated dollar amount was based on prior history			Additional time is needed to let a new bid and/or create a new contract.		
There has been an increase in emergency purchases			We are exercising one of the options to extend the current contract		
This was a new purchase, and there was no prior history to accurately forecast the estimated usage.			Additional delivery time is needed (please explain)		
There has been a significant increase in the cost of the product/service.			Other		
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					
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## **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 <u>procurement.services@milwaukee.gov</u> 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 25, 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	Email Address:	
Date:	By:	
	Title:	
Approved as to form and execution	Date:	
this day of, 2016.	Witness:	
	Title:	
Naomi E. Gehling, Assistant City Attorney 1123-2016-1602:231024		