



**Finance Department**

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**Purchasing Services**

**AMENDMENT #1  
to the Contract For Purchase of Services (PO#18003224)  
between the City of Madison and Fortin Consulting, Inc.**

**AMENDMENT:**

The City of Madison and Contractor listed above agree to amend the Contract for Purchase of Services executed by the City on 11/8/18 ("Original Contract"), as follows:

1. Adding an additional \$723 to the Not to Exceed amount in Section 23, bringing the total of Section 23 to \$45,723.
2. Adding additional work as described below:
  - a. Additional meeting to modify work plan and adjust outline for training manual.
3. All other provisions of the Original Contract shall remain unchanged and in full force and effect.

The person signing on behalf of the Contractor represents and warrants that he or she has been duly authorized to bind the Contractor and sign this amendment on the Contractor's behalf.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

**CONTRACTOR**

Fortin Consulting, Inc.

\_\_\_\_\_  
(Type or Print Name of Contracting Entity)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title of Person Signing)

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

**CITY OF MADISON, WISCONSIN  
a municipal corporation**

By: \_\_\_\_\_  
Satya Rhodes-Conway, Mayor

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

**Approved:**

\_\_\_\_\_  
David P. Schmiedicke, Finance Director

By: \_\_\_\_\_  
Maribeth Witzel-Behl, City Clerk

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

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

**Approved as to Form:**

\_\_\_\_\_  
Eric T. Veum, Risk Manager

\_\_\_\_\_  
Michael P. May, City Attorney

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

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

**NOTE: Certain service contracts may be executed by the designee of the Finance Director on behalf of the City of Madison:**

By: \_\_\_\_\_  
Mary Richards  
Procurement Supervisor

\_\_\_\_\_ Date

MGO 4.26(3) and (5) authorize the Finance Director or designee to sign purchase of service contracts when all of the following apply:

- (a) The funds are included in the approved City budget.
- (b) An RFP or competitive process was used, or the Contract is exempt from competitive bidding under 4.26(4)(a).
- (c) The City Attorney has approved the form of the Contract.
- (d) The Contract complies with other laws, resolutions and ordinances.
- (e) The Contract is for a period of 1 year or less, OR not more than 3 years AND the average cost is not more than \$50,000 per year, AND was subject to competitive bidding. (If over \$25,000 and exempt from bidding under 4.26(4)(a), regardless of duration of the Contract, the Common Council must authorize the Contract by resolution and the Mayor and City Clerk must sign, per 4.26(5)(b).)

Emergency Service contracts may also be signed by the designee of the Finance Director if the requirements of MGO 4.26(3)(c) are met.