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Contract # 20150958  
Amendment No. 1

### City of Springfield Contract Tracer Log

**INSTRUCTIONS:** Upon receipt, please initial and write in the date of receipt on this Tracer form. When your department has approved and signed the blanket contract, please initial and date in the forwarding section and deliver to the next department.

DEPARTMENT	DATE RECEIVED		DATE FORWARDED TO NEXT DEPT.	
	Initials	Date	Initials	Date
Office of Procurement	TGT	4/4/16	TGT	4/4/16
Disaster Recovery	M.L.	4-5-16	M.L.	4-5-16
City Comptroller	MCF	4/5/16	MCF	4/5/16
Law	PF	4-8-16	PF	4-8-16
Mayor	CG	4/12/16	CG	4/12/16
Office of Procurement	TGT	4/13/16	TGT	4/13/16

Vendor No.: **13471**      Contract Date: **3/23/15**      Amendment Amount: **\$19,246.58 (Inc.)**

Org/Object Code 1: **26311807 - 530105 - 63116**

Org/Object Code 2:

Org/Object Code 3:

Org/Object Code 4:

Bid #: **15-130**

Requisition #: **15008970**

Purchase Order #: **15010341**

Contract Expiration Date:

Vendor Name: **GCR Inc.**

Contract Purpose: **National Disaster Resilience Consulting Services**

Requesting Dept.: **Office of Disaster Recovery**

Renewal Date:

TYPE OF DOCUMENT (Please select at least one):

New

Amendment

Extension

Renewal

**AMENDMENT #2 TO CITY CONTRACT NO. 20150958**

**CONTRACT FOR NATIONAL DISASTER RESILIENCE COMPETITION CONSULTING SERVICES**

WHEREAS, on or about March 24, 2015, the **CITY OF SPRINGFIELD, MASSACHUSETTS**, a municipal corporation acting by and through its Department of Disaster Recovery and Compliance, with the approval of its Mayor (hereinafter called the "City" or "Owner"), and **GCR Inc.**, a Louisiana corporation with a mailing address located at 2021 Lakeshore Drive, Suite 500, New Orleans, Louisiana, (hereinafter referred to as the "Consultant."), entered into a contract National Resilience Competition Consulting Services, after being awarded a Contract resulting from **City of Springfield RFP No. 15-130**, referred to as City Contract No. 20150958, (hereinafter the "Agreement"); and

**WHEREAS, Article III (A)** of the Agreement describes the total financial obligation of the City in connection with the total cost of compensation allotted under the agreement needed in order to perform the services as described in **Article III**, inclusively, and the other Contract documents, inclusively, for an amount not to exceed **One Hundred Fifty Thousand Dollars and 00/100 (\$150,000.00)**; and

**WHEREAS**, due to unforeseen circumstances that caused a change in the nature and scope of the work needed to complete the services, the City and the Vendor executed Amendment No. 1, which expanded the amount of services requested by \$18,253.42 and resulted in the contract value being increased to an amount not to exceed: Eighteen Thousand Two Hundred Fifty Three Dollars and 42/100 (\$168,253.42).

**WHEREAS**, due to unforeseen circumstances that caused a change in the nature and scope of the work needed to complete the services as well as post award and grant tasks, the City is now seeking to add additional services to the scope of the contract in the amount of Nineteen Thousand Two Hundred and Forty Six Dollars and 58/100 (\$19,246.58); and

**NOW THEREFORE**, the City and the Consultant agree to amend the Agreement under the following terms and conditions by the addition of the following clause(s):

1. **Article III (A)**. The City and the Consultant hereby agree that the value of the contract, be amended to reflect the additional scope of work and price increases as dictated by the Change Orders and Revisions attached hereto as **Exhibit A** and incorporated by reference by Nineteen Thousand Two Hundred and Forty Six Dollars and 58/100 (\$19,246.58), which raises the total amount of the contract to One Hundred Eighty Seven Thousand Five Hundred Dollars and 00/100 (\$187,500.00).
2. Consultant is to be bound to all of the additional terms, conditions, covenants, and obligations as described in the attached **Exhibit A**, which is incorporated herein by reference.
3. Except as specifically modified and amended by the provisions of this Amendment #2, all other terms, provisions, requirements and specifications contained in the Agreement shall remain the same and in full force and effect.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the CITY OF SPRINGFIELD, and **GCR Inc.**, has caused this Amendment # 2 to be executed in duplicate under seal as of the date the document is executed by all parties listed on the signature page, or their lawful successors in office.

FOR THE CONSULTANT,  
GCR INC.

By: Todd Bouillion

Name: Todd Bouillion

Title: Chief Operating Officer

Date: March 31, 2016

FOR THE CITY OF SPRINGFIELD:

Approved: [Signature]  
Office of Disaster Recovery and Compliance  
Date signed: 4/5/16

Approved: [Signature]  
Office of Procurement  
Date Signed 4/6/16

Approved as to Appropriation: 26311807-530105-63116 \$19,246.58 Inc  
[Signature]  
City Comptroller  
Date Signed 4/6/16

Approved as to Form: [Signature]  
City Solicitor  
Date Signed 4-8-16

Approved: [Signature]  
DOMENIC J. SARNO  
MAYOR  
Date Signed 4/12/16

# EXHIBIT A



INTEROFFICE MEMORANDUM

DEPARTMENT: COMMUNITY DEVELOPMENT ATTENTION: DEPARTMENT HEAD

FROM: OFFICE OF PROCUREMENT (OOP)

SUBJECT: REQUEST TO ~~AMEND AN EXISTING CONTRACT~~

CONTRACT NO. 20150958 \_\_\_\_\_

DESCRIPTION: PLEASE INCREASE CONTRACT BY \$19,246.58 IN ORDER TO COMPLETE POST AWARD GRANT TASKS.

DATE: 02/25/2016 \_\_\_\_\_

CC: LAUREN STABILO, CHIEF FINANCIAL OFFICER

The contract noted above needs to be amended as follows:

Increase the amount of contract by: ~~\$19,246.58~~ \_\_\_\_\_

Decrease the amount of contract by: \$ \_\_\_\_\_

Original Contract Amount: \$150,000.00 \_\_\_\_\_

Adjusted contract amount: \$187,500.00 \_\_\_\_\_

Dept. Head Signature: 

If there are any questions or concerns please contact the Office of Procurement at 7845.

**PLEASE RETURN THIS COMPLETED FORM TO THE OFFICE OF PROCUREMENT.**  
The Office of Procurement will notify the Department of the status of the request and when finalized a Change Order will be generated by the Department and forwarded to the Office of Procurement for processing.

04/04/2016 09:44 CITY OF SPRINGFIELD  
ttheocles CONTRACT CHANGE ORDER REPORT

CONTRACT # VENDOR NAME ENTRY DT JOURNAL  
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20150958 13471 GCR, INC. 04/04/16  
Enforcement Method: Not to Exceed

YEAR	AMOUNT
2016	19,246.58
TOTAL	19,246.58

\*\* END OF REPORT - Generated by Theo Theocles \*\*

*Theo Theocles*

## City of Springfield – Office of Procurement PO Change Request Form

<b>Date</b>	2/25/2016	<b>Requestor(s)</b>	Michael Lynch
<b>Department</b>	Community Development-DR	<b>Phone / Email</b>	413-784-4882
<b>Vendor Name</b>	GCR, Inc.	<b>Vendor #</b>	13471
<b>Contract #</b>	20150958	<b>Amendment #</b>	2
<b>PO #</b>	15010341	<b>Requisition #</b>	15008970

**Explanation Required:** Please increase PO by \$19,246.58 for additional tasks needed to complete post grant award. Reference contract amendment #1.

Change Unit Prices, Extensions, and/or Accounts to:

Identify Line # to be Changed \_\_\_\_\_ New Quantity \_\_\_\_\_ New Unit Price \_\_\_\_\_

Specify Original Account: ORG 26311807 OBJ 530105 PROJ 63116

Specify New Account: ORG \_\_\_\_\_ OBJ \_\_\_\_\_ PROJ \_\_\_\_\_

Close Purchase Order \_\_\_\_\_

Add item(s) and/or Shipping \_\_\_\_\_

Cancel Purchase Order \_\_\_\_\_ Was Vendor notified of cancellation YES / NO

**Any \$ amount over \$200.00 must be forwarded from Department Head's email account**

**PLEASE NOTE: NO** modification will be **ALLOWED** to the Vendor Field. The Purchase Order will need to be canceled and a new requisition generated.

**FOR CITY CHANGE ORDERS: EMAIL OR FAX FORM TO:**

Brian Kenney: [bkenney@springfieldcityhall.com](mailto:bkenney@springfieldcityhall.com) FAX: 413-787-6295

**FOR SCHOOL CHANGE ORDERS: EMAIL OR FAX FORM TO:**

Jennifer Willard: [willardj@sps.springfield.ma.us](mailto:willardj@sps.springfield.ma.us) FAX: 413-787-7050

CB  
*Michael Lynch*