



ORLAND PARK

REQUEST FOR CHANGE ORDER # 1

Purchase Order/ Contract #: 20240366

Change Order Request Date: 7/30/2024

Company Name: Premium Staffing Services, LLC

Contract Title: Professional Services for the Taste of Orland Park Event

NOTE: The above referenced contract is for a fixed not to exceed amount and scope of services. For any change to the contract amount or scope of services this form must be completed and signed by the contractor and approved and authorized by the Village of Orland Park **BEFORE** commencing with any work beyond the dollar amount or scope of the original, or previously amended contract/purchase order.

Item	Description	Amount
A	Original contract value (without contingency)	\$ 31,065.00
B	Total amount of previous change orders for contract (not contingency)	
C	Total current contract amount (A + B)	\$ 31,065.00
D	Amount of this change order for contract (+ or -)	\$ 8,755.60
E	Revised contract amount (C + D)	\$ 39,820.60
F	Percent of current contract amount this change order represents (D/C)	28.18%
G	Cumulative percent of all change orders (B + D)/A	28.18%
H	Original contract completion date	8/4/24
I	Revised contract completion date	8/17/24
J	Total amount of contingency	\$ 0.00
K	Amount of this contingency funds request	
L	Amount of previous contingency funds approved	\$ 0.00
M	Contingency funds remaining	\$ 0.00

Brief description of services provided under the contract:

Event Staffing for Centennial Park West (CPW) Concert on August 17, 2024.

Reason for requested change: *(if requesting approval for contingency funds, date extension by a total of 30 days or more, identify % and amount on contract)*

Requesting to increase contract amount by \$8,755.60 for a new not-to-exceed amount of \$39,820.60 and extend completion date of contract August 17, 2024 to add an additional event to contract for the Centennial Park West (CPW) Concert.

For Village Use Only: IN ACCORDANCE WITH 720 ILCS 5/33E-9 this section shall only apply to a change order or a series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$25,000 or more or the time of completion by a total of 30 days or more (up to 180 days).

As the authorized designee of the Village of Orland Park to approve a change order to this public contract, I hereby make the following written determination regarding this change order and authorize and approve the same:

- ☒ The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed
- ☐ The change is germane to the original contract as signed
- ☐ The change order is in the best interest of the Village of Orland Park and authorized by law

This written determination and this written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

Company Name: Premium Staffing Services

Signature: David Phillips Digitally signed by David Phillips
Date: 2024.08.09 10:31:37 -06'00'

Printed Name: David Phillips

Title: CEO

Date: 08.09.24

Village of Orland Park

Signature: 

Printed Name: George Koczvara

Title: Village Manager

Date: 8/9/24



INVOICE PAGE 1 of 2

Invoice Date: 7/26/254

Invoice #: 8002

Company Name: Village of Orland Park Name of Company Representative: Erin

Email: ecortilet@orlandpark.org Phone: 708-846-0227

Date of Event: 8/17/24

Manhours	Description	Unit Price	Total
154	22 lite security from 3p to 10p	\$38.50	\$5929.00
14	2 Supervisors from 3p to 10p	\$48.50	\$679.00
Travel	24	\$20.00	\$480.00
Location	15609 Park Station Blvd in Orland Park IL 60462		
	Additional insurance needs		\$250.00
Terms	Additional charges of \$38.50/\$48.50hr will apply if the staff is kept later than the booked time. No refund is issued is the staff is released early. Refunds are issued for no shows or people sent home for performance.		
Duties	Check bags, wand guests, and monitor exits		
Parking	Take 153rd east of the train lot to the 153rd Street Metra parking lot (use address 10210 153rd St, Orland Park, Illinois Head south into Metra Lot/Centennial Park Soccer/Baseball Field parking. After parking, walk south on the path from the Metra lot to Metra underpass. Head west then south on path to the Main Gate. Meet staff member near Main gate for exact placement.		
Admin Fee	20%		\$1417.60
Est Total			\$8755.60
Amount Due			\$8755.60
Est Balance			\$0.00



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Payment Terms: 100% to book and any vairance NET7 from the event

Payments	Date:	Amount:	Date:	Amount:	Date:	Amount:
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Signature:

Name on Card (if different than above):

Credit Card: ACH

Exp

CVV

The Terms and Conditions per the Professional Services Agreement between the Village of Orland Park and Premium Event Staffing dated 7/19/2024 will apply.

VILLAGE OF ORLAND PARK

Signature: 

Name: George Koczvara, Village Manager

Date: 8/9/24



**ADDENDUM A THE TASTE OF ORLAND PARK EVENT ON AUGUST 2, 2024, THROUGH
AUGUST 4, 2024, DATED JULY 19, 2024,
BETWEEN
THE VILLAGE OF ORLAND PARK AND PREMIUM STAFFING SERVICES, LLC**

WHEREAS, on July 19, 2024, a certain Agreement between the VILLAGE OF ORLAND PARK (hereinafter referred to as "Village") and Premium Staffing Services, LLC (hereinafter referred to as "Consultant") for the performance of certain professional services for the Village in connection with the Taste of Orland Park Event on August 2, 2024 through August 4, 2024 (hereinafter referred to as the "Project", the "Work", or the "Services") was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, the Village wishes to modify **SCOPE OF WORK, COMPENSATION, CONTRACT DOCUMENTS AND TERM OF THE CONTRACT**.

NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:


1. In the event of any conflict or inconsistency between the provisions of this Addendum A and the Agreement, the provisions of this Addendum A shall control.
2. **SECTION 1: SCOPE OF THE WORK** of said Agreement shall be amended to include the "Scope of Work" as set forth in Consultant's Proposal, dated July 26, 2024.
3. **SECTION 2A: COMPENSATION** in said Agreement shall be amended to strike a "not-to-exceed amount of \$31,065.00" and replace with "a new not-to-exceed amount of \$39,820.60".
4. **SECTION 3: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include Addendum A, dated July 30, 2024, and "Proposal for Work, dated July 26, 2024".
5. **SECTION 4A: TERM OF THE CONTRACT** of said Agreement shall be amended to strike the amended completion deadline of "August 4, 2024", and replace with a new revised completion deadline of "August 17, 2024" to encompass Centennial Park West (CPW) Concert on August 17, 2024.
6. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
7. This Addendum A may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum A, made and entered into effective the **30th of July, 2024**, shall be attached to and form a part of the Agreement dated the 19th of July, 2024, and shall take effect upon signature below by duly authorized agents of both parties.

IN WITNESS WHEREOF, the parties have caused this Addendum A to be executed by their duly authorized officer in quadruplicate counterparts, each of which shall be considered as an original.

CONSULTANT: PREMIUM STAFFING SERVICES, LLC

VILLAGE OF ORLAND PARK

By:  _____

Name: David Phillips

Its CEO and Authorized Agent

By:  _____

Name: George Koczvara

Title: Village Manager

ATTEST: _____