

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2020-0210

Innoprise Contract #: C20-0038

Year: 2020+

Amount:

Department: Finance

Contract Type: Professional and Consulting Services

Contractors Name: Lauterbach & Amen, LLP

Contract Description: Municipal Payroll Services
Addendum A - Payroll Accountant & Accounts Payable Coordinator



**ADDENDUM A to
Municipal Payroll Services**

**Dated
March 27, 2020**

**Amended
September 10, 2021**

**Between
The Village of Orland Park, Illinois ("VILLAGE") and Lauterbach & Amen, LLP ("CONTRACTOR")**

WHEREAS, on March 27, 2021, a certain Agreement regarding Municipal Payroll Services between the Village and the Contractor was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, on September 10, 2021, a certain Agreement regarding Municipal Payroll Services between the Village and the Contractor was amended (hereinafter referred to as the "Addendum A"); and

WHEREAS, the Village wishes to modify SCOPE OF WORK AND PAYMENT.

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 and the Agreement, the provisions of this Addendum shall control.
2. **SECTION 1: THE CONTRACT DOCUMENTS** of said Agreement shall be amended to include Addendum A dated September 10, 2021: and "Engagement Letter dated August 3, 2021".
3. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to include Payroll Accountant and Accounts Payable Coordinator Services billed at a monthly rate of \$10,200 and \$10,200, respectively, beginning September 1, 2021 through August 31, 2022. The fees will then increase 3.0% in each subsequent year, unless there is a change in the services provided.
4. 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.
5. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum, made and entered into effective the **10 day of September, 2021**, shall be attached to and form a part of the Agreement dated the 27 day of March, 2020, and shall take effect upon signature below by duly authorized agents of both parties.

ADDENDUM A to
Municipal Payroll Services

Dated
March 27, 2020

Amended
September 10, 2021

Between
The Village of Orland Park, Illinois ("VILLAGE") and Lauterbach & Amen, LLP ("CONTRACTOR")

AGREED AND ACCEPTED

FOR: THE VILLAGE

By:  _____

Print Name: George Koczwara

Its: Village Manager

Date: 9/15/2021

FOR: THE CONTRACTOR

By:  _____

Print Name: Ronald Amen

Its: Partner

Date: Sept. 10, 2021



August 3, 2021

The Honorable Village President
Members of the Board of Trustees
Village of Orland Park, Illinois

We are pleased to confirm our understanding of the services we are to provide for the Village of Orland Park.

It is our understanding that Lauterbach & Amen, LLP will provide Payroll Accountant and Accounts Payable Coordinator Services to the Village of Orland Park. Such assistance will be arranged between the Village and Lauterbach & Amen, LLP and will be billed at a monthly rate of \$10,200 and 10,200, respectively, beginning September 1, 2021 through August 31, 2022. The fees will then increase 3.0% in each subsequent year, unless there is a change in the services provided. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

The Village agrees that during the term of this agreement and for a period of twelve months thereafter, the Village shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Village to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Orland Park, Illinois.

By: *George Kuzma*

Title: *George Kuzma, Village Manager*