

**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 B - Accounting Analyst

*Signed*  
*April 6, 2022*

**ADDENDUM B 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")**

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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, on April 4, 2022, a certain Agreement regarding Municipal Payroll Services between the Village and the Contractor was amended (hereinafter referred to as the "Addendum B"); 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 B dated April 4, 2022: and "Engagement Letter dated March 1, 2022"
3. **SECTION 2: SCOPE OF THE WORK AND PAYMENT** of said Agreement shall be amended to include Accounting Analyst Services billed at a monthly rate of \$11,500, beginning April 1, 2022 through March 31, 2023. 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 **4 day of April, 2022**, amended 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 B 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")

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AGREED AND ACCEPTED

FOR: THE VILLAGE

By: George Koczura

Print Name: George Koczura

Its: Village Manager

Date: 4-6-22

FOR: THE CONTRACTOR

By: Ronald J. Amen

Print Name: RONALD J. AMEN

Its: Partner

Date: 4-4-22



March 1, 2022

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 Coordinator, Accounts Payable Coordinator, and Accounting Analyst services to the Village of Orland Park. Such assistance will be arranged between the Village and Lauterbach & Amen, LLP and will be billed monthly beginning April 1, 2022 through March 31, 2023 as follows:

Payroll Coordinator	Accounts Payable Coordinator	Accounting Analyst	Monthly Total
\$10,200	\$10,200	\$11,500	\$31,900

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

Village of Orland Park, Illinois

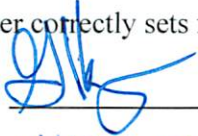
March 1, 2022

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RESPONSE:

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

By:



, George Koczwar

Title:

Village Manager