

Amendment Checklist

Contract #:

Vendor Name:

Amendment #:

Department:

Department Representative:

Project Description:

Is this Amendment renewing a Contract Term? Yes No

 If Yes: renewable option for a(n) year(s) term each

Is this Amendment modifying the services provided within the agreement? Yes No

 If yes, what is the desired modification?

Anticipated Project Budget? \$

The following section references attachments included with the agreement:

(Select all that apply)

Original Agreement

Previous Amendment(s) (when applicable)

Scope of Services

Bid Form/ Price Schedule/ Schedule of Values

Vendor Submittal(s)

Agenda Summary

Talking Points (Board Items Only)

Other:

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