



LAKE COUNTY FOREST PRESERVES
www.LCFPD.org

Preservation, Restoration, Education and Recreation

DATE: August 9, 2018

MEMO TO: S. Michael Rummel, Chair
Finance Committee

FROM: Steve Neaman
Director of Finance

RECOMMENDATION: Recommend approval of a Resolution approving Change Order No. 1 to the agreement with Accountemps for temporary staffing in the Finance Department, increasing the Contract Amount by \$10,844.60.

STRATEGIC DIRECTION SUPPORTED: Organizational Sustainability

FINANCIAL DATA: The Accountant position in the department has been open since December 2017. The salary savings have been used to cover the Accountemps costs.

BACKGROUND: When the accountant position became vacant it became necessary to bring in an outside temporary staff person to keep up with the workload. The department was also reorganized after this and the Accounting Manager position was advertised for replacement. After the first round of interviews a qualified candidate was not found and the position was re-advertised. Because of this delay the temporary position was kept longer than anticipated, thus the need for a change order.

REVIEW BY OTHERS: Chief Operations Officer, Corporate Counsel.

STATE OF ILLINOIS)
) ss
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR AUGUST MEETING
AUGUST 14, 2018**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **FINANCE COMMITTEE** presents herewith "A Resolution Approving Change Order No. 1 to the Agreement with Accountemps for Temporary Staffing" and requests its approval.

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: _____ Nays: _____
 Voice Vote Majority Ayes; Nays: _____

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION APPROVING CHANGE ORDER NO. 1 TO THE AGREEMENT WITH
ACCONTEMPS FOR TEMPORARY STAFFING**

WHEREAS, the Lake County Forest Preserve District, Lake County, Illinois (the “District”) has entered into an agreement with Accountemps (the “Agreement”) to provide temporary staffing in the Finance Department (the “Services”); and

WHEREAS, based on current staff needs, the District desires to purchase additional Services (the “Additional Services”); and

WHEREAS, it is in the best interest of the District to approve Change Order No. 1 to the Agreement to provide the Additional Services, in the form attached hereto (the “Change Order”);

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois, THAT:

Section 1: Recitals. The recitals set forth above are incorporated as part of this Resolution by this reference.

Section 2: Approval of Change Order. The Change Order, in substantially the form attached hereto, is approved for the following reasons: a) the circumstances necessitating the Change Order were not reasonably foreseeable at the time the Agreement was entered into; b) the Change Order is germane to the original Agreement; and c) the Change Order is in the best interest of the District.

Section 3: Placement in Contract File. This Resolution and the Change Order shall be preserved in the permanent District file of the Agreement. This Resolution shall constitute the written determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.

Section 4: Reapproval of the Agreement. The Agreement is hereby reapproved, except to the extent that it has been changed by or conflicts with the Change Order or this Resolution.

Section 5: Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2018.

AYES:

NAYS:

APPROVED this _____ day of _____, 2018.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Board Secretary
Lake County Forest Preserve District

Exhibit No. _____



**Lake County Forest Preserve District
CHANGE ORDER NO. 1**

Date: 07/05/2018
Project No: Temporary Help
Finance Dept

Contractor: Accountemps
124000 Collections Center Drive
Chicago, IL 60693

Original Contract Date: 5/9/2018

To the Contractor: You are hereby authorized to make the following changes, subject to the Contract provisions.

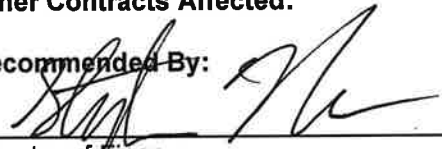
Bulletin No. 1	Increase additional hours	\$ 10,844.60	139%
Bulletin No. 2			
Bulletin No. 3			

TOTAL	Additional Hours	\$ 10,844.60	139%
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Original Contract Amount		\$ 7,760.00	
Change Order No. 1	Additional Hours	\$ 10,844.60	139%
Change Order No. 2			
Change Order No. 3			

REVISED CONTRACT AMOUNT		\$ 18,604.60	139%
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Time Extension: None
Other Contracts Affected: NONE

Recommended By:  **DATE:** 7/5/18

Director of Finance

Approved By:  **DATE:** 7/5/18

Executive Director

Accepted By: _____ **DATE:** _____
Contractor

DISTRIBUTION: EXECUTED ORIGINAL: Purchasing **COPIES:** Project Manager, Contractor
(Executed Original is: Hard Copy E-Copy) **Decrease / No Cost Change / Time Change:** Accounting
Increase: Munis
Original PO# 20180665



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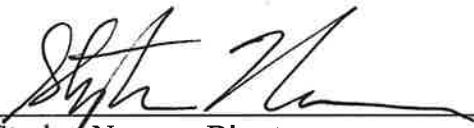
Preservation, Restoration, Education and Recreation

**Written Determination
Regarding
Change Order No. 1 to Contract between
Lake County Forest Preserve District
and
Accountemps**

I, Stephen Neaman, being duly authorized by the Lake County Forest Preserve District (the "District") to approve Change Order No. 1 (the "Change Order") to the Contract between the District and Accountemps for temporary accounting services for the District's Finance department (the "Contract"), and being further authorized to make the following written determination, do hereby determine as follows:

- a. The circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed;
- b. the Change Order is germane to the original Contract, as signed; and
- c. the Change Order is in the best interest of the District.

Date: 7/5/18



Stephen Neaman, Director
Finance

WITNESS:

Date: 7/18/18



This Written Determination and the Change Order shall be preserved in the permanent District file for the Contract. This Written Determination shall constitute the Written Determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.