



**CONTRACT AMENDMENT**

This amendment by and between the Contractor and the City as defined below shall be effective as of the date this Amendment is fully executed.

<b>Contractor’s Full Legal Name:</b>	Sustainable Strategies DC, LLC
<b>Solicitation No./Event ID:</b>	20180005
<b>Solicitation Title/Event Name:</b>	Grant Writing Services
<b>Contract Award Date:</b>	1/22/2018
<b>Initial Current Contract Term:</b>	5 years with an option to renew for an additional 5 years.
<b>Current Contract Expiration Date:</b>	02/15/2023
<b>Requested Contract Expiration Date:</b>	02/15/2023
<b>Initial Contract Amount:</b>	\$50,000 per year for a total not to exceed \$250,000
<b>Current Contract Amended Amount:</b>	N/A
<b>Requested Financial Change Amount:</b>	\$120,000 per year for a total not to exceed \$600,000
<b>New Contract Amount:</b>	\$600,000 per year
<b>Amendment No.:</b>	2
<b>Amendment Type:</b>	<b>Terms Revision</b>

WHEREAS, the Contract is in effect through the Current Contract Term as defined above; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree as follows:

1A. Total Annual lump sum:\$120,000

Lump sum shall include all expenses including travel, reimbursable items, postage, printing and so forth.

Progress Payments- The City shall divide the contracted lump sum listed above, into monthly payments as follows: 12 payments of \$10,000. Payments are subject to approval by the Project Manager.

The Consultant shall not be paid additional compensation for any loss, and/or damage arising out of the nature of the work, from the action of the elements, or from any delay or unforeseen obstruction or difficulties encountered in the prosecution of the work, or for any expenses incurred by or in consequence of the suspension or discontinuance of the work.

Invoices for services shall be submitted once a month, by the 10th of the month, and payments shall be made net forty-five (45) days unless Consultant has chosen to take advantage of the Purchasing Card Program, which guarantees payment within several days. Payments shall be made provided the submitted invoice is accompanied by adequate supporting documentation and approved by Project Manager.

No payment for projects shall be due until Consultant delivers to City a complete release of all claims arising out of the contract or receipts in full in lieu thereof, and an affidavit on his personal knowledge that the releases and receipts include labor and materials for which a lien could be filed.

All invoices and correspondence relative to this contract must contain the Purchase Order number or Visa number, Contract number, contain a unique invoice number, detail of work completed including hourly rate and number of hours worked.

A proper invoice must include unique invoice number, contractor number, and detailed description of goods and services. The Consultant shall email the original invoice to APNOTIFICATIONS@CITYOFPSL.COM and a copy to the Project Manager.

**A Purchase Order constitutes as the Notice to Proceed.**

All work compensated for under this Contract, including partial payments, shall become the property of the City of Port St. Lucie without restrictions or limitations. Work under this Contract shall include, but not be limited to, sketches, tracings, drawings, computations, details, design calculations, plan, electronic files and other related documents. The Consultant shall not be held liable for any reuse of the work and shall not be held liable for any modifications made to the work by others.

All invoices and correspondence relative to this Contract must contain the Purchase Order number and Contract number, unique invoice number, and detail of services provided.

2. **SUCCESSORS AND ASSIGNS.** This Amendment shall be binding upon and inure to the benefit of the successors and permitted assigns of the parties hereto.
3. **ENTIRE AGREEMENT.** Except as expressly modified by this Amendment, the contract shall be and remain in full force and effect in accordance with its terms and shall constitute the legal, valid, binding and enforceable obligations to the parties. This Amendment and the contract (including any written amendments thereto), collectively, are the complete agreement of the parties and supersede any prior agreements or representations, whether oral or written, with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Amendment to be duly executed by their authorized representatives.

**CONTRACTOR**

<b>Contractor's Full Legal Name: (PLEASE TYPE OR PRINT)</b>	
<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	
<b>Date:</b>	
<b>Company Address:</b>	

**THE CITY OF PORT ST. LUCIE**

<b>Authorized Signature:</b>	
<b>Printed Name and Title of Person Signing:</b>	
<b>Date:</b>	
<b>City Address:</b>	121 S.W. Port St. Lucie Blvd., Port St. Lucie, FL 34984