

(ATTACHMENT 2) ACTION ON MONTHLY FINANCE MATTERS: AUTHORIZATION TO MAKE PURCHASES REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000 AND EMERGENCY PURCHASES DUE TO COVID-19; ACCEPTANCE OF THE REPORT ON REVENUES AND EXPENSES; MONTHLY EXPENDITURE CONTROL REPORT; REPORT ON CONTRACTS UNDER \$50,000 AND CUMULATIVE TOTAL REPORT; REPORT ON MONTHLY GRANT AWARDS; ACCEPTANCE OF DONATIONS.

INFORMATIONAL REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000

In compliance with Administrative Policy 3.09(10)(e)1, the Administration is reporting change orders to existing contracts whose collective net value exceed \$25,000.

**Contract: C029268
C.H. Coakley & Co.**

On December 3, 2019, the Milwaukee Board of School Directors and C.H. Coakley, Inc. d/b/a C.H. Coakley & Company entered into Professional Services Contract number C029268 ("Contract"), with a term of December 3, 2019, through November 30, 2020. The Contract was extended for an additional term of December 1, 2020, through November 30, 2021, with funds not to exceed \$36,000, and is now in the final term of December 1, 2021, through November 30, 2022. Additional funds are now necessary to meet the needs of distributing additional equipment purchased to support remote learning.

Original Contract Amount: \$24,999.00
First Extension Increase: \$36,000.00
Increase: \$95,499.00
Adjusted Contract Amount: \$156,498.00

**Contract: C029938
Parallel Employment Group, Inc.**

On April 21, 2021, the Milwaukee Board of School Directors and Parallel Employment Group, Inc. entered into Professional Services Contract number C029938 ("Contract"), with a term of May 1, 2021 through April 30, 2022 for qualified, diverse substitute teachers for regular education and special education of Pre-Kindergarten through 12th grade. Additional funds are now needed to cover the needs of the District.

Original Contract Amount: \$49,999.00
Increase: \$60,000.00
Adjusted Contract Amount: \$109,999.00

**Contract: C029239
Accounting Equipment Corp.**

On January 1, 2020, the Milwaukee Board of School Directors and Accounting Equipment Corp. d/b/a AE Business Solutions entered into Professional Services Contract number C029239 ("Contract"), with a term of February 1, 2020, through January 31, 2021 to provide temporary support services such as Service Technicians and Network Support. This contract was extended for a second term of February 1, 2021 – January 31, 2022, with funds not to exceed \$275,000.00. Additional funds of \$41,250.00 are now needed to cover the needs of the District for additional temps for equipment prep at warehouse as a result of COVID/FMLA.

Original Contract Amount: \$275,000.00
First Extension: \$275,000.00
Increase: \$41,250.00
Adjusted Contract Amount: \$591,250.00

INFORMATIONAL REPORT ON EMERGENCY PURCHASES DUE TO COVID-19

In compliance with Administrative Policy 3.09(14)(c), the Administration is reporting emergency purchase orders with a vendor for products related to the Covid-19 pandemic. Due to the emergency nature of this procurement, the purchase was not previously approved by the Board.

Vendor	Purchase Order	PO Total	Description of Goods	Procurement Basis
Filtration Concepts		\$85,695.78	Air Handling Unit Filters	ETB-Emergency (Administrative Policy 3.09(14))