

Contract Requisition Number: CR027751  
Contract Number: C026050  
RFP Number 937

**MILWAUKEE BOARD OF SCHOOL DIRECTORS CONTRACT  
FOR INTERNET ACCESS SERVICE AND CONNECTIVITY**

This Contract is being entered into by and between Time Warner Cable Business LLC (“Service Provider”) and the Milwaukee Board of School Directors, contracting authority for Milwaukee Public Schools (“MPS”). This Contract is for the purchase of both eligible and ineligible E-Rate services. Service Provider was selected based on an open competitive procurement, specifically MPS Request for Proposal 937 (the “RFP”).

**1. SCOPE OF WORK**

- A. Services. Service Provider shall provide internet access service and connectivity to MPS as described in the RFP. Section 2.0 of the RFP is fully incorporated in this Contract. Internet access service and connectivity will be terminated at each of two locations: “CS – Administration” located at 5225 West Vliet Street, Milwaukee, WI 53208 and “Technology Center” located at 6620 West Capitol Drive, Milwaukee, WI. Internet access service and connectivity will be split equally between each of those two locations. Service Provider will hand off service at CS - Administration and Technology Center by a 62.5 micron cable with an LC connector. In addition, Service Provider shall supply a full BGP routing table for both CS – Administration and Technology Center.
- B. Network Reliability. The internet access service and related connectivity must be available 24 hours a day, 365 days a year. The service must perform 99.999% of the time during any calendar month in accordance with all applicable networking standards.
- C. Repair Response Time. Service Provider shall remedy any loss of service within 4 hours of either notification or identification of such loss of service. Response time will commence upon the earlier of either notification by MPS or determination by the Service Provider of such loss of serviced.
- D. Personnel. Service Provider shall provide, at its own expense, all personnel required to perform the services under this Contract.

**2. TERM**

- A. Initial Term. This Contract shall be in effect from July 1, 2017 through June 30, 2018.
- B. Commencement of Services. The Internet Access Service and Connectivity shall commence at 12:00:01 a.m. on July 1, 2017.
- C. Extension Terms. There is a possibility of four additional one-year extension terms, to be exercised solely in the discretion of MPS.

**3. CONTRACT AMOUNT**

- A. Initial Term. The total costs of the services under this Contract shall not exceed \$3,486,000.00 in the Initial Term.

- B. Fixed Prices. The Cost Proposal Worksheet of Service Provider's Response to the RFP is attached hereto as Exhibit 1 and incorporated fully by reference. The prices listed therein are fixed and will not change during any term of this Contract.
- C. No Additional Charges. MPS will not pay any charges, regardless of how characterized, not set forth in Exhibit 1. It is the express agreement of the parties that the only charges to be assessment pursuant to this Contract are a fixed monthly cost for services per site. No additional surcharges, fees, taxes or installation charges will be assessed to MPS.

#### 4. INVOICING

Section 3.0 of the RFP is fully incorporated in this Contract.

- A. Separate Invoices. Separate invoices are required for: 1) E-rate eligible locations and services; and 2) E-Rate ineligible locations and services.
- B. Summaries. MPS will provide summaries of the services ordered and the corresponding locations, together with all costs. It is the burden of the Service Provider to reconcile, to MPS's satisfaction in its sole discretion, Service Provider's invoices to those summaries.
- C. Monthly Cycles. All invoices must be based on a first-of-the-month through end-of-the-month cycle.
- D. Manual Invoices. All invoices must be manually created in a form and format which MPS has approved.
- E. No Advance Payments. Invoices may only be submitted after services have been provided, as MPS does not pay in advance for services.
- F. Errors Repaid By Check. Errors on invoices cannot be remedied by credits on invoices. All errors must be repaid by a check cut by the Service Provider within 30 days of the notification of such error.
- G. E-Rate Invoicing Method. In compliance with FCC rules, MPS has elected to pay Service Provider the discounted and non-discounted price of services and subsequently received reimbursement from USAC for the discounted portion. MPS will submit FCC Form 472 to USAC for payment of the discounted portion after having paid the fully payment to the Service Provider. MPS will work with the Service Provider to ensure that invoices are correct before payment is made to the Service Provider and subsequent reimbursement is sought from USAC. MPS will attempt to pay correct and properly-submitted invoices within 30 days of receipt.
- H. Invoicing Address. Invoices must be submitted to: Chad Meyer, Senior Director of Technology, P.O. Box 2181, Milwaukee, WI 53201-2181.
- I. Prompt Payment. It is mutually agreed that Wisconsin's state prompt pay law, Wis. Stat. §§ 16.528, 16.53(2),(11), does not apply to this Contract.

## 5. MODIFICATIONS OR CHANGES TO SERVICES OR SITES

- A. Form. Any modification or change to services, or sites receiving services, during the term of this Contract will be made pursuant to a Contract Addendum, a sample of which is attached hereto as Example 1.
- B. Coterminous. Any services, or sites receiving services, added during the course of this Contract must be coterminous with, (or end the same time as), this Contract, including any extensions hereto.
- C. Authority. The Senior Director of Technology, or his/her designee, is the only person with authority to modify or change the services, or sites receiving services, identified in this Contract. Any designation of an individual to act on his/her behalf must be made in writing.
- D. Actions Taken Without Authority. In the event Service Provider modifies or changes the services, or sites receiving services, identified in this Contract without the authority of the Senior Director of Technology, or his/her designee, MPS will not be responsible for any charges associated with such modification or change.

## 6. CHANGE OF SERVICE PROVIDER

MPS reserves the right to terminate this Contract and contract with an alternative service provider for internet access service and connectivity if there is a legitimate reason to do so, (e.g., Service Provider's breach of this Contract or inability to perform). MPS will not pay any penalty or early termination fee, however captioned, in the event of termination for cause.

MPS further reserves the right to request from USAC, and, if approved, make service provider substitutions as allowed for under the E-rate program, provided such substitutions are allowed by the procurement laws, rules and regulations under which MPS operates.

## 7. NON APPROPRIATION OF FUNDS

This Contract is contingent upon the appropriation of sufficient funds for this purpose by the State of Wisconsin and appropriate MPS officials. If funds are not appropriated, Service Provider agrees to terminate any services supplied to MPS under this Contract, and relieve MPS of any further obligations under this Contract.

MPS reserves the right, in its sole discretion, to either postpone or terminate this Contract without further liability in the event a funding commitment for the service identified in Section 1 of this Contract is not made, or is reduced, by USAC. MPS will not pay any penalty or early termination fee, however captioned, in the event of postponement or termination for non-appropriation of funds or lack of funding commitment.

## 8. NON-DISCRIMINATION

In the performance of work under this Contract, Service Provider shall not discriminate in any way against any employee or applicant for employment on the basis of a person's sex, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, or socio-economic status. This prohibition includes but is not limited to: employment; promotions, demotions and transfers; recruitment;

advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. Service Provider is required to include a similar provision in all subcontracts to this Contract.

If MPS determines Service Provider has violated this non-discrimination policy, MPS may terminate this Contract without liability for undelivered services. MPS may also deem Service Provider ineligible to participate in future contracts with MPS.

## **9. INDEMNITY**

Notwithstanding any references to the contrary, Service Provider assumes full liability for all of its acts or omissions in the performance of this Contract, as well as the acts or omissions of its subcontractors. Service Provider shall indemnify and hold harmless MPS, its agents, officers and employees against all liabilities, losses, judgments, decrees, costs, and expenses that may be claimed against MPS as a result of granting of this Contract to Service Provider, or that may result from the carelessness or neglect of Service Provider, its agents, or employees. If judgment is recovered against MPS in suits of law or equity for any reason, including by reason of the carelessness, negligence, or acts or omissions of Service Provider, against such persons, firms or corporations carrying out the provisions of this Contract for Service Provider, Service Provider assumes full liability for such judgment, not only as to any monetary award, but also as to the costs, attorneys' fees or other expenses resulting therefrom.

Service Provider shall indemnify MPS against all liability, loss or expenses by reason of any patent and/or trademark litigation now existing or hereafter instituted, arising out of any alleged infringement of patent and/or trademark on merchandise, or any part thereof, to be provided pursuant to this Contract.

## **10. BACKGROUND CHECKS**

Service Provider will conduct, at Service Provider's expense, a criminal information records background check, (hereinafter referred to as "background check"), through the Wisconsin Department of Justice and other appropriate states' agencies, on all current and potential administrators, board members, officers, and employees who have, or who are anticipated to have, "direct, unsupervised contact" with MPS students in the performance of this Contract.

An out of state background check should be completed in the state(s) in which the individual resided for at least six months within the last two years and was eighteen years or older at the time.

Service Provider will submit to MPS's Department of Employment Relations (DER), (via mail to Milwaukee Public Schools Background Checks, Attn: Department of Employment Relations, Room 116, 5225 West Vliet Street, Milwaukee, WI 53208, or via email at 564@milwaukee.k12.wi.us), all completed background checks. Such records will be reviewed and MPS will notify Service Provider of any individual(s) who, based on MPS standards, are unfit and should not have contact with MPS students. All determinations made by MPS with regards to whether an individual is fit to provide services pursuant to this Contract are made in MPS's sole discretion.

The following will each be a material failure to comply with the terms of this Contract and cause for immediate termination of this Contract by MPS: failure to perform background checks as outlined in this Section 7; failure to submit background checks to MPS as outlined herein; allowing services to be provided by an

individual who has not be subjected to a background check as outlined herein; and allowing services to be performed by an individual who has been determined to be unfit by MPS as outlined herein.

## 11. INSURANCE AND PROOF OF FINANCIAL RESPONSIBILITY

Service Provider understands and agrees that financial responsibility for claims or damages to any person, including, but not limited to, Service Provider's employees and agents, shall rest with Service Provider. Service Provider and its subcontractors shall effect and maintain any insurance coverage, including, at a minimum, Workers' Compensation, Employers' Liability, Commercial General Liability, Automobile Liability and Umbrella Liability to support such financial obligations. The indemnification obligation, however, shall not be reduced in any way by the existence or non-existence, limitation, amount or type of damages, compensation, or benefits payable under Workers' Compensation laws or other insurance provisions.

The minimum insurance coverage required of the Service Provider by MPS shall be:

Workers' Compensation	Statutory Limits
Employers' Liability	\$100,000 per occurrence/\$500,000 aggregate*
Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate*
Automobile Liability	\$1,000,000 per occurrence*
Umbrella (excess) Liability	\$1,000,000 per occurrence

\*Or such higher limits sufficient for these insurance policies to be scheduled under the Umbrella (excess) Liability policy.

"Milwaukee Board of School Directors" shall be named as an additional insured under Service Provider's and subcontractors' general liability insurance and umbrella liability insurance. The umbrella (excess) liability policy must provide excess commercial general liability and automobile liability. Evidence of all required insurances of Contractor shall be submitted electronically to MPS via its third party vendor, EXIGIS Risk Management Services. Waivers and exceptions to the above limits will be in the sole discretion of MPS and shall be recorded in the EXIGIS system, which records are incorporated into this Contract by reference. Failure to maintain the required insurance coverage shall be cause for termination of this Contract. The certificate of insurance or policies of insurance evidencing all coverage shall include a statement that MPS shall be afforded a 30-day written notice of cancellation, non-renewal or material change by any of Service Provider's insurers providing the coverage required by MPS for the duration of this Contract.

## 12. IRREPARABLE HARM

It is mutually agreed the breach of this Contract on Service Provider's part shall result in irreparable and continuing damage to MPS for which money damages may not provide adequate relief. Therefore, the breach of this Contract on Service Provider's part shall entitle MPS to both preliminary and permanent injunctive relief and money damages insofar as they can be determined under the circumstances.

Service Provider shall not be relieved of any liability for damages sustained by MPS by virtue of any breach of this Contract by the Service Provider, and MPS may withhold any payments to Service Provider for the purpose of set off until such time as the exact amount of damages due to MPS from Service Provider for said breach is determined.

### **13. TERMINATION BY MPS - BREACH BY SERVICE PROVIDER**

If Service Provider fails to fulfill its obligations under this Contract in a timely or proper manner, or breaches any of its provisions, MPS shall thereupon have the right to terminate this Contract by giving 30 days written notice before the effective date of termination of this Contract, specifying the alleged failures and/or breaches and the effective date of termination.

This Contract shall not be terminated if Service Provider promptly cures the alleged violation prior to the effective date of termination. In the event of termination, MPS will only be liable for services rendered through the date of termination and not for any uncompleted portion, or for any goods purchased or paid for by Service Provider for contemplated use in completing this Contract. MPS will not pay any penalty or early termination fee, however captioned, in the event of termination for breach.

### **14. INDEPENDENT CONTRACTOR**

Service Provider agrees and stipulates that in performing this Contract, it is acting as an Independent Contractor, and that no relationship of employer and employee, partnership or joint venture is created by this Contract. Service Provider has control over its internal work hours, location, and other details of its work, and MPS's sole interest is to ensure that the services identified in Section 1 of this Contract shall be provided in a competent, timely and satisfactory manner in accordance with the terms of this Contract.

Service Provider has the sole obligation to provide for and pay any contribution or taxes required by federal, state or local authorities imposed on or measured by income or in any manner. Service Provider expressly covenants not to file any complaint, charge, or claim with any local, state or federal agency or court in which Service Provider claims to be, or to have been, an employee of MPS during the period of time covered by this Contract and that, if any such agency or court assumes jurisdiction of any complaint, charge or claim against MPS on Service Provider's behalf, Service Provider will request such agency or court to dismiss such matter. MPS shall not be charged any obligation or responsibility whatsoever of extending any benefits which may be extended to MPS employees, including any insurance or pension plans.

Service Provider further agrees to indemnify and hold harmless MPS and all its employees, officers and agents from any liability for personal injuries, including death, or for damage to or loss of personal property, which might occur as a result of providing the services identified in this Contract.

### **15. ASSIGNMENT LIMITATION & STAFFING**

This Contract shall be binding upon and inure to the benefit of the parties and their successors and assigns; provided, however, that neither party shall assign or delegate its rights or obligations hereunder without the prior written consent of the other. If Service Provider assigns or delegates its rights or obligations without such consent, MPS shall have the right, in its sole discretion, to rescind this Contract and to declare the same null and void. In such event, Service Provider understands and agrees that it shall be liable for actual damages, which shall be, at a minimum, the cost of MPS to obtain like services from another Service Provider.

MPS reserves the right to request a substitution of personnel (*e.g.*, project leader, staff, etc.). Service Provider shall substitute the personnel with no additional charges to MPS. Failure on the part of the Service Provider to provide a substitute deemed suitable by MPS shall be cause for termination of this Contract. Likewise, if Service Provider finds it necessary to replace staff assigned to the MPS project, MPS shall have the absolute right to approve of said substitute.

## **16. LIVING WAGE**

Contractor shall comply with, and ensure its subcontractors performing work under this Contract comply with, Milwaukee Board of School Directors' Administrative Policy 3.09(17), which requires that employees be paid a "living wage."

## **17. NOTICES**

Notice to Service Provider shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to: Paul J. Molchany, Manager, Vertical Sales, 1320 N. Dr. Martin Luther King, Jr. Drive, Milwaukee, WI 53212-4002. A copy of any legal notice will be sent to: Charter Communications, Attn: Commercial Contracts Management, Dept: Corporate – Legal Operations, 12405 Powerscourt Drive, St. Louis, Missouri 63131.

Notice to MPS shall be sufficient if sent by Certified or Registered mail, postage prepaid, addressed to: Chad Meyer, Senior Director of Technology, P.O. Box 2181, Milwaukee, WI 53201-2181 with an electronic copy to [racekh@milwaukee.k12.wi.us](mailto:racekh@milwaukee.k12.wi.us).

## **18. WAIVER**

The waiver or failure of either party to exercise, in any respect, any rights provided for in this Contract shall not be deemed a waiver of any further right under this Contract.

## **19. INTEGRATION / SEVERABILITY**

This Contract and its Exhibit 1, Example 1, any subsequent addenda, the RFP and Service Provider's Response to the RFP constitutes the entire Contract among the parties with respect to the subject matter hereof and supersede all prior proposals, negotiations, conversations, discussions and contracts among the parties concerning the subject matter hereof.

In addition to the terms set forth in ¶ 5 regarding modifications and changes to services and sites receiving services, any other amendment or modification of any provision of this Contract shall not be effective unless the same shall be in writing and signed by persons with authority to bind the respective parties.

In the event of a conflict among the documents constituting this Contract, the order of priority to resolve the conflict shall be: (1) this Contract; then (2) the RFP; and finally (3) Service Provider's Response to the RFP.

MPS shall not be bound by any terms and conditions included in Service Provider's packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions contained in this Contract.

If any term or provision of this Contract should be declared invalid by a court of competent jurisdiction or by operation of law, the remaining terms and provisions of this Contract shall be interpreted as if such invalid term or provision were not contained herein.

## **20. COMPLIANCE WITH E-RATE**

In its Response to the RFP, Service Provider identified that its Service Provider Identification Number ("SPIN") for use in the E-Rate program is 143048275. Service Provider identified its FCC Registration Number ("FCCRN") is 0022373617. If, at any time during the term of this Contract, or extension hereof, Service Provider is no longer authorized to operate under either its SPIN and/or FCCRN, Service Provider shall notify MPS immediately. MPS shall have the right to terminate this Contract under such circumstances.

Service Provider shall comply with all applicable FCC rules, Orders, and guidance which govern the E-Rate program. Notwithstanding any other remedies at law or equity, in the event Service Provider acts or fails to act in such a way that causes MPS to lose E-Rate funding in whole or in part, Service Provider shall be liable to MPS for the amount of denied, reduced or adjusted funding. Additionally, Service Provider shall be liable to MPS for legal or consulting fees MPS incurs to: ensure compliance with the E-Rate program; to respond to the FCC or USAC directives; or to pursue an appeal.

Should Service Provider, its principals, agents and/or employees act in violation of the FCC's policy regarding gifts, and should MPS be denied funding on a funding request or be subject to a commitment adjustment as a result of the aforementioned action, Service Provider shall be liable for liquidated damages in the amount of MPS's discounted portion on each of the funding requests so denied.

## **21. CHOICE OF LAW & FORUM**

The state courts of Wisconsin shall be the sole forum for all disputes arising of this Contract. The validity, construction, enforcement and effect of this Contract shall be governed solely by the laws of the State of Wisconsin.

## **22. TIMING**

Time is of the essence in this Contract.

## **23. CERTIFICATION REGARDING DEBARMENT OR SUSPENSION**

By signing this Contract, Service Provider certifies that neither Service Provider nor its principals; its subcontractors nor their principals are or have been suspended, debarred, proposed for suspension or debarment from the E-Rate program and that no material audit findings have been entered against Service Provider by the E-Rate program. If, at any time during the term of this Contract, or extension hereof, Service Provider is suspended, debarred, or proposed for suspension or debarment from the E-rate program or material audit findings are entered against Service Provider, Service Provider shall notify MPS immediately. MPS shall have the right to terminate this Contract under such circumstances.

## **24. FORCE MAJEURE**

Neither MPS nor USAC will be liable to pay Service Provider for any work that Service Provider is unable to perform due to act of God, riot, war, civil unrest, flood, earthquake, outbreak of contagious disease or other cause beyond MPS's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

D. MPS will not agree to any disclaimers or limitations of liability.

## **29. SERVICE PROVIDER'S PROPRIETARY RIGHTS & CONFIDENTIALITY**

All materials including, but not limited to, any Service Provider equipment, (including related firmware), software, data and information provided by Service Provider, any identifiers or passwords used to access the service or otherwise provided by Service Provider, and any know-how, methodologies or processes including, but not limited to, all copyrights, trademarks, patents, trade secrets, any other proprietary rights inherent therein and appurtenant thereto, used by Contract or to provide the services, (collectively "Service Provider materials"), shall remain the sole and exclusive property of Service Provider or its suppliers. MPS shall acquire no interest in the Service Provider materials by virtue of the payments provided for herein. MPS may use the Service Provider materials solely for MPS's use of the services. MPS may not disassemble, decompile, reverse engineer, reproduce, modify or distribute the Service Provider materials, in whole or in part, or use them for the benefit of any third party. All rights in the Service Provider materials not expressly granted to MPS herein are reserved to Service Provider. MPS shall not open, alter, misuse, tamper with or remove Service Provider's equipment as and where installed by Service Provider, and shall not remove any markings or labels from the Service Provider's equipment indicating Service Provider's (or its suppliers) ownership or serial numbers. MPS agrees to maintain in confidence, and not to disclose to third parties or use, except for such use as is expressly permitted herein, the Service Provider materials and any other information and materials provided by Service Provider in connection with this Contract, that are identified or marked as confidential or are otherwise reasonably understood to be confidential.

## **30. SIGNATURES**

This Contract may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing, (or on whose behalf such signature is executed), with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

## **31. HUB REQUIREMENT**

The HUB requirement on this contract is 0%. The student engagement requirement of this Contract is 0 hours. The Career Education requirement for this Contract is 0 hours.

**[SIGNATURE BLOCK FOLLOWS ON THE NEXT PAGE]**

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date noted below the signature of Milwaukee Board of School Directors' President, Mark A. Sain.

TIME WARNER CABLE BUSINESS, LLC  
(Vendor V028416)

By: [Signature]

Date: 1/31/17

Address:  
1320 North Dr. Martin Luther King Jr. Drive  
Milwaukee, WI 53212

Tax Id:

Budget Code:

MILWAUKEE BOARD OF  
SCHOOL DIRECTORS

By: [Signature]  
Darienue B. Driver, Ed.D.  
Superintendent of Schools

Date: 1.31.17

By: [Signature]  
Mark A. Sain, President  
Milwaukee Board of School Directors

Date: 1/31/17

**EXHIBIT 1  
TO MILWAUKEE BOARD OF SCHOOL DIRECTORS CONTRACT  
FOR INTERNET ACCESS SERVICE AND CONNECTIVITY**

**Tab A: Cost Proposal**

Complete the Cost Proposal Worksheet as provided by MPS. Service Provider must include all costs it will attempt to charge MPS, including mandatory regulatory fees, allowable taxes, etc. Note that MPS will not pay pass-thrus for which it is exempt, such as Federal Excise and Wisconsin Sales Taxes or non-mandatory pass-thrus such as Regulatory Cost Recovery Fees. Costs for services plus any mandatory regulatory fees and/or allowable taxes must be fully set forth on the Cost Proposal Worksheet such that they are reflected in the total cost. The basis for or the assumptions underlying any mandatory regulatory fees and/or allowable taxes must be fully explained.

Failure to fill this form out completely may result in rejection of the RFP Proposal. If the Cost Proposal Worksheet form is insufficient to fully set forth the Service Provider's total cost, the Service Provider may raise questions using the Communications/Questions process as set forth in Section 5.1.

**Spectrum Enterprise Response:**

Spectrum Enterprise acknowledges and complies.

	E-rate Eligible Monthly Cost	Installation Cost (if applicable)	E-rate Eligible Mandatory Surcharges/Fees (if applicable)	Cost Basis upon which to apply E-rate Eligible Mandatory Surcharges/Fees (if applicable)	E-rate Ineligible Monthly Cost	Identify Ineligible Items
<b>Internet Access Service and Connectivity:</b>						
20 Gbps	\$22,500	\$0	\$0	\$22,500	\$0	N/A
40 Gbps	\$42,000	\$0	\$0	\$42,000	\$0	N/A
60 Gbps	\$60,000	\$0	\$0	\$60,000	\$0	N/A
80 Gbps	\$76,000	\$0	\$0	\$76,000	\$0	N/A
100 Gbps	\$90,000	\$0	\$0	\$90,000	\$0	N/A

**EXAMPLE 1**  
**TO MILWAUKEE BOARD OF SCHOOL DIRECTORS CONTRACT**  
**FOR INTERNET ACCESS SERVICE AND CONNECTIVITY**

**ADDENDUM # [XX] TO THE MILWAUKEE BOARD OF SCHOOL DIRECTORS' CONTRACT FOR**  
**[TYPE OF SERVICES] DATED [MONTH, DAY, YEAR]**

[Service Provider Name] ("Service Provider") and Milwaukee Board of School Directors ("MPS") entered into the Milwaukee Board of School Directors' Contract for [Type of Services] on [Month, Day, Year].

The Milwaukee Board of School Directors Contract for [Type of Services] provides that MPS may change services to this contract without any monetary penalties. It is mutually understood that this Addendum [moves, add, deletes, changes] [types of service] pursuant to said Contract. All other terms and provisions contained in said Contract remain in full force and effect.

1. MPS billing contact is Chad Meyer, Senior Director of Technology.
2. MPS authorized contact is Chad Meyer, Senior Director of Technology.
3. Requested Service: [type of change: moves, adds, deletes, changes] [service description].
4. Site information:

Site Name	Address Location	Bandwidth	Customer Request due Date
[School or Non-Instructional Facility]	[Street, City]	[Service Description]	[Month, Day, Year]
[School or Non-Instructional Facility]	[Street, City]	[Service Description]	[Month, Day, Year]
[School or Non-Instructional Facility]	[Street, City]	[Service Description]	[Month, Day, Year]
[School or Non-Instructional Facility]	[Street, City]	[Service Description]	[Month, Day, Year]

5. The beginning billing date of the change in service described in Number 4 above shall be as follows (the 1<sup>st</sup> of the month following service start/installation): [Month, Year].
6. This change in service shall run coterminous with the Milwaukee Board of School Directors' Contract for [Type of Service] dated [Month, Day, Year]: June 30, [Year].
7. The monthly recurring charge on this service shall be as follows: [\$X,XXX.XX].
8. The non-recurring one-time installation fee for this change in service: [\$X,XXX.XX].

MILWAUKEE BOARD OF SCHOOL DIRECTORS

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
 Chad Meyer, Senior Director of Technology