# EXPENDITURE NON-CONSTRUCTION CONTRACT REVIEW FORM: AMENDMENT

**Contract#** 32300006  
**Vendor#** 51339

**CONTRACTOR NAME:** It's Personnel, Rebecca Burnside dba  
**Berkeley Business License #:** BL-15562

**Subject of Contract:** Workplace Investigation

This contract package contains:

- **2. Original Contracts (Vital Record and Vendor)** in folder
  
  *The Vital Record contract MUST be in a folder. Vendor copy may be assembled with an Acco-fastener.*
  * DocuSign Agreements only require 1 Original (Vital Record) copy.

<table>
<thead>
<tr>
<th>Scope of Services and Term</th>
<th>With Original Contract</th>
<th>Attached</th>
<th>Waiver Attached</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Provisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sanctuary City Compliance Statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Living Wage Certification <em>(if not submitted with original contract)</em> LWO use current form on web</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Certification of Compliance with Equal Benefits Ordinance <em>(if not submitted with original contract)</em> EBO use current form on web</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Federally Funded Project Requirement ONLY: Debarment status printout ($25,000 and above) SAM.gov</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>7. Insurance Certificate/s AND Endorsement/s OR Insurance Waiver/s <em>(originals, not copies)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Authorizing Council Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition #</th>
<th>(Hard copy attached)</th>
<th>Budget Code</th>
<th>678-31-302-000-0000-000-472-612190</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amt. 85,000.00</td>
<td>Amt. 85,000.00</td>
</tr>
</tbody>
</table>

**Council Approved Amount $** 85,000.00

**Purchase Order #** 22301033

**Was there any advance payment?** No ☐ Yes ☐  
If Yes, Advanced Amount $  

<table>
<thead>
<tr>
<th>Original contract amount</th>
<th>$ 15,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount/s added by previous amendment(s) (if applicable)</td>
<td>$ 85,000.00</td>
</tr>
<tr>
<td>Amount added by this amendment</td>
<td></td>
</tr>
<tr>
<td>Total/cumulative contract amount after amendment</td>
<td>$ 100,000.00</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL NOT TO EXCEED AMOUNT**  

| $ 100,000.00 |

## Routing and signatures:

All elements of the contract package, including information provided above and on Amendment Data Transmittal form (page 2), have been reviewed for completeness and accuracy and evidenced by the following signatures:

1. **Ramonda Clarke**  
   **Project Manager (PRINT NAME/ SIGN)**  
   **City Attorney**  
   **Department**  
   **Phone No.** 510-981-6992  
   **Date** 10/25/2022  

2. **Ramonda Clarke**  
   **Department Administrative Officer/Accounting (PRINT NAME/ SIGN)**  
   **Date** 10/25/2022

3. **Farimah Brown**  
   **Department Head (PRINT NAME/ SIGN)**  
   **Date** 10/26/22

4. **Josh Rosen**  
   **Contract Administrator (PRINT NAME/ SIGN)**  
   **Date** 11/3/2022

5. **Sharon Freidinshen**  
   **Approved via Email**  
   **Budget Manager (PRINT NAME/ SIGN)**  
   **Date** 11/4/2022

Routing continues to the following persons, **who sign directly on the contract:** (Will not sign unless all signatures and dates appear above)

6. **City Manager**

7. **City Clerk:** Destructor  
   **Review**

**VC2D 11/7**

EXPENDITURE NON-CONSTRUCTION CONTRACT REVIEW FORM: AMENDMENT

City of Berkeley Contract Amendment Data Transmittal
(To be completed by Project Manager)

It's Personnel, Rebecca Burnside
Contractor
1545 Broadway, #305
Address
San Francisco, CA 94109

Amended Contract Number: 32300006

Contract Amendment Authority

☐ Resolution # __________________________ Original Resolution # __________________________

☐ Ordinance # __________________________ (If appropriate)

☐ City Manager Authorization __________________________

Description of Amendment/s

☐ Change of Services/Scope: __________________________

☒ Change of Dollars: Original Amount: $15,000 Amended Not to Exceed Amount: $25,000

☐ Change of Contract Term

Change as of This Amendment or Extension:
From: __________________________ To: __________________________

Change as of Prior Amendment (If any):
From: __________________________ To: __________________________

Original Term: From: __________________________ To: __________________________

Evidence of Insurance for Contract Amendment

<table>
<thead>
<tr>
<th>Insurance</th>
<th>Waiver</th>
<th>Amount</th>
<th>Expiration Date</th>
<th>TICKLER DATE (City Clerk)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Liability</td>
<td>☐</td>
<td>waiver attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Liability</td>
<td>☐</td>
<td>waiver attached</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automobile</td>
<td>☐</td>
<td>$_________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers Comp.</td>
<td>☐</td>
<td>$_________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bond</td>
<td>☐</td>
<td>$_________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Internal

Josh,
Budget Final Approved
Sharon

From: Murty, Rama
Sent: Friday, November 4, 2022 9:03 AM
To: Friedrichsen, Sharon <SFriedrichsen@cityofberkeley.info>
Cc: Rosete, Michelle <mrosete@cityofberkeley.info>
Subject: Contract Amendment: It's Personnel - Workplace Investigation (CCO 1)

Budget Initial – Approved

Notes:
Council Authorizing Resolution: N/A as this is a City Attorney contract
Scope: Workplace Investigation
Current Contract Amount: $15,000
Amendment Amount: $85,000
Revised Amount: $100,000

Funds are in budget code 678-31-302-000-0000-000-472-612190- and contract change order was released and approved on 10/26/22

Rama Murty, MPA
Senior Management Analyst
City Manager's Office - Budget Office
Phone: 981-7044
Fax: 981-7099

Work Schedule:
Remote: Mondays, Thursdays, & Fridays
In-Office: Tuesdays & Wednesdays
AMENDMENT TO CONTRACT

This Amendment to Contract is entered into this 25th day of October 2022 between the CITY OF BERKELEY, a Charter City organized and existing under the laws of the State of California, and IT'S PERSONNEL ("Attorneys") doing business at 1545 Broadway, Unit 305, San Francisco, CA 94109, who agree as follows:

WHEREAS, City and Attorneys previously entered into Contract 32300006, dated May 3, 2022, which contract was authorized by the City Attorney for an amount not-to-exceed $15,000; and

WHEREAS, the City Attorney has authorized an amendment of said contract as set forth below.

1. Section 2.c. is amended to read as follows:
   
   c. The fees and expenses pursuant to this Contract amendment shall not exceed an additional amount of $85,000 for a total contract value not-to-exceed $100,000 without amendment hereto. Attorneys shall not earn fees for services or incur expenses in excess of the aforesaid amount prior to executing with the City a written amendment to this contract increasing the amount payable hereunder. Attorneys shall notify the City as soon as practicable that a contract amendment increasing the amount payable may be necessary.

2. In all other respects, the contract dated May 3, 2022, shall remain in full force and effect.

IN WITNESS WHEREOF, City and Attorneys have executed this Amendment to Contract on the date written on the first paragraph of this Amendment to Contract.

ATTORNEYS
IT’S PERSONNEL

By Rebecca Burnside, Owner
CITY OF BERKELEY

By

Farima Brown, City Attorney
Brendan Dovel, Acting City Attorney

Registered on behalf of the City Auditor by:

Finance Department

Attest:

Deputy City Clerk

RECEIVED

NOV 07 2022
CITY OF BERKELEY
CITY CLERK DEPARTMENT