

Contract Add-On Form

Project Name:	Village of Oak Park property files	Project ID#:	198.05.301
Project Manager:	Kimberly Laird	Change ID#:	CO-1
Title of Change:	Addition of pricing for large format scanning		

Change Request

Requester:	Kimberly Laird	Request Date:	April 2016
Description:	Progrio is currently contracted to provide scanning and indexing services for property files documents for the Village of Oak Park through an existing Progrio contract executed on January 14, 2016.		
	The contract accounted for the scanning of 250 or 0.10% of the images as large format, however the number of large format images exceeded this amount. Not included in that contract was pricing related to the large format scanning. These images will be scanned and indexed according to the original SOW document and the updated pricing is listed below.		
Cost:	\$0.660 Per Image		
Total:	\$2,211.29		

Approval to Investigate/Execute				
	May Batey 4/18/2016			
Village of Oak Park / Date	Progrio / Date			
Signature Name (printed)	Mary Batey			
Title (printed)	Vice President			
☐ Approved ☐ Deferred ☐ Not Approved	☑Approved ☐ Deferred ☐ Not Approved			
Reason:	Progrio is awaiting customer approval and sign-off to proceed			