

CONTRACT AMENDMENT CHECKLIST - REQUIRED ITEMS

Use of this checklist will also ensure audit compliance

This checklist must be included in the contract module along with all the required documents listed below. Each document must be attached separately in MUNIS.

<input type="checkbox"/>	COMPANY OR CONTRACTOR NAME: _____ VENDOR #: _____
<input type="checkbox"/>	CITY OF RICHMOND BUSINESS LICENSE NO: _____ EXPIRATION DATE: _____ <input type="checkbox"/> Contracts under \$5,000 <input type="checkbox"/> Written exemption from Accounting Manager over Revenue
<input type="checkbox"/>	INSURANCE CERTIFICATE WITH ENDORSEMENT Certificate of Insurance and additional Insured Endorsements (General Liability; Business Auto; Waiver of Subrogation) naming the City of Richmond as additional insured.
<input type="checkbox"/>	INSURANCE APPROVAL - Approved Insurance Form from Risk Manager
<input type="checkbox"/>	APPROVED LEGAL OPINION
<input type="checkbox"/>	VENDOR SIGNED CONTRACT AMENDMENT Note: Contract Amendment is routed for approval after contract amendment is approved in MUNIS. Fully executed contract amendment is attached to the contract module prior to entering requisition in MUNIS.
<input type="checkbox"/>	COUNCIL APPROVAL DATE: _____ If amendment is over \$10,000 – Attach the following Documents <input type="checkbox"/> Minutes (or email from City Clerk’s office) <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution (if applicable)
<input type="checkbox"/>	CONTRACT AMENDMENT TIME & AMOUNT: AMOUNT \$ _____ TOTAL CONTRACT AMOUNT - \$ _____ NEW TERM OF CONTRACT - _____ Note: This must match the council approved amount, and amount entered in MUNIS
<input type="checkbox"/>	CONTRACT AMENDMENT TIME ONLY: NEW TERM OF CONTRACT _____

Requisitioner’s Name: _____ **Department:** _____

City of Richmond Business License Notes:

- Non-profits will need to obtain a business license tax certificate. If they have proof of non-profit status, their business tax will be waived but they will be responsible for certain fees including a one-time \$35 registration and recurring \$4 State pass through fee.
- Required of all vendors with physical presence (working in) Richmond or those entering Richmond to provide services.
- License required if vendor’s cumulative fiscal year total dollars = \$5,000 or more – even if service is intangible (i.e. consulting)

Note: There are exceptions. If unclear, written exemption from Accounting Manager over Revenue is required in order to bypass the business license requirement.

Insurance Certificates: Contact Risk Management for questions regarding certificates and waivers.

- Do not submit expired or about to expire insurance certificates.
- For certificates pending renewal or about to expire – at least 3 months of any new contract period should be covered by the insurance certificate submitted.
- Must specify City of Richmond as “Additional Insured” and an endorsement must be attached.
- Document must be endorsed (signed)
- If coverage is for less than the term of contract, the requisitioner must ensure new insurance documents are received and attached to the contract.
- If coverage (carrier) changes, the requisitioner must verify that nothing has been dropped or \$ reduced.