

CHANGE ORDER

Project Name:	INDEPENDENT SCHOOL DISTRICT 709-2024.05-Switch Config/Label	Project Manager:	Staci Retzlaff 608-216-4029 staci.retzlaff@cdw.com
Customer Name:	Duluth Independent School District No. 709 (MN)		
CDW Affiliate:	CDW Government, LLC		
Drafted By:	Staci Retzlaff		
Effective Date:	August 12, 2024	Requesting Party:	CDW
Contract#/Change ID:	129570 - 01		

This change order (“**Change Order**” or “**CO**”) is made and entered into this August 12, 2024 (the “**Effective Date**”) by and between the undersigned, CDW Government, LLC (“**Seller**” and “**we**”), and Duluth Independent School District No. 709 (MN) (“**Customer**” and “**you**”), and amends that certain INDEPENDENT SCHOOL DISTRICT 709-2024.05-Switch Config/Label Statement of Work made effective May 31, 2024

CHANGE DESCRIPTION

This Change Order modifies the SOW and any previous Change Orders. The changes are detailed below:

This Change Order adds additional estimated units as per the table below.

ADDITIONAL PRICING

This Change Order will incur additional fees that will be charged in addition to the fees provided in the SOW. The new fees are detailed below:

Services Fees will be calculated on a TIME AND MATERIALS basis.

The invoiced amount of Services Fees will equal the rate applicable for a unit of a service or resource (“**Unit Rate**”) multiplied by the number of units being provided (“**Billable Units**”) for each unit type provided by Seller (see Table 1).

The Total Estimated Services Fees of \$8,400.00 is merely an *estimate* and does not represent a *fixed fee*. Neither the Total Estimated Billable Units of 40 nor the Total Estimated Services Fees are intended to limit the bounds of what may be requested or required for performance of the Services.

Table 1 – Services Fees

Unit Type	Unit Rate	Billable Units	Subtotal
Consulting Engineer – Per Hour	\$210.00	40	\$ 8,400.00
Estimated Totals		40.00	\$ 8,400.00

Budget Code: 01 E 012 108 000 305 000

The rates presented in Table 1 apply to *scheduled* Services that are performed during Standard Business Hours (meaning 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, excluding holidays). When Seller invoices for scheduled Services that are not performed during Standard Business Hours, Services Fees will be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

Any non-Hourly Units will be measured in one (1) unit increments when Services are performed remotely or at any Customer-Designated Location(s) (as defined below).

Any Hourly Units will be measured in one (1) hour increments with a minimum of one (1) hour billed each day Services are performed remotely and four (4) hours billed each day Services are performed at any Customer-Designated Location(s). When Hourly Seller personnel must travel more than two (2) hours a day to work at any Customer-Designated Location(s), there will be a minimum of eight (8) hours billed for each day (less travel time that is invoiced pursuant to the "Expenses" section below).

Upon notice, Seller may adjust the rates above, provided that the rates will remain fixed for at least six (6) months after the SOW Effective Date and then again for at least six (6) months after any subsequent adjustment. In the event a Master Services Agreement (MSA) is in place, the terms of the MSA take precedence.

The rates above only apply to Services specified in this SOW as it may be amended by one or more Change Order(s).

SIGNATURES

In acknowledgement that the parties below have read and understood this Change Order and agree to be bound by it, each party has caused this Change Order to be signed and transferred by its respective authorized representative.

CDW Government, LLC

By: _____
signature

Name: _____

Title: _____

Date: _____

Duluth Independent School District No. 709 (MN)

By: Simone Zunic
signature

Name: Simone Zunic

Title: Exec. Dir. Business Services

Date: 9/5/24

The following Manager has given approval: