

**BUCKMAN DIRECT DIVERSION BOARD**  
**AMENDMENT No. 2 TO**  
**PROFESSIONAL SERVICES AGREEMENT**  
**WITH EXCEL STAFFING COMPANIES, LLC**  
**#17-0348**

**ITEM # 18-1095**

THIS AMENDMENT No. 2 (the "Amendment") to the PROFESSIONAL SERVICES AGREEMENT, dated August 28, 2017, and as subsequently amended (the "Agreement"), is made between the Buckman Direct Diversion Board ("BDDDB") and Excel Staffing Companies, LLC ("Contractor"). The effective date of this Amendment shall be the date it is executed by the Facilities Manager.

**RECITALS**

A. Under the terms of the Agreement, Contractor has agreed to provide a General Clerk III to perform administrative duties as more fully described in Exhibit A attached hereto.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the BDDDB and Contractor agree as follows:

**1. COMPENSATION.**

Article 3, paragraph A of the Agreement is amended to increase the amount of compensation by a total of Seventeen Thousand One Hundred Thirty Dollars (\$17,130.00) plus applicable gross receipts tax, so that Article 3, paragraph A reads in its entirety as follows:

A. The BDDDB shall pay to Contractor in full payment for services rendered, a sum not to exceed Forty-Six Thousand Nine Hundred Sixty-Seven and .20/100 Dollars (\$46,967.20), inclusive of applicable gross receipts taxes to be billed in accordance with the updated fee schedule provided in Exhibit A attached hereto.

B. Contractor shall be responsible for payment of gross receipts taxes levied by the State of New Mexico on the sums paid under this Agreement.

C. Payment shall be made upon receipt and approval by the BDDB of detailed statements containing a report of services completed. Compensation shall be paid only for services actually performed.

**2. AGREEMENT IN FULL FORCE.**

Except as specifically provided in this Amendment, the Agreement remains, and shall remain, in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 to the Professional Services Agreement as of the dates set forth below.

***[BALANCE OF PAGE INTENTIONALLY LEFT BLANK;  
SIGNATURE PAGE FOLLOWS]***

**BUCKMAN DIRECT DIVERSION BOARD**

By: \_\_\_\_\_

Nick Schiavo,  
Acting BDD Facilities Manager

Date: \_\_\_\_\_

9/27/18

**CONTRACTOR:**

Excel Staffing Companies, LLC

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Virginia Buckmelter

V. Buckmelter

President

1 Oct 2018

**APPROVED AS TO FORM**

\_\_\_\_\_  
Nancy R. Long, BDDB Counsel

**APPROVED**

\_\_\_\_\_  
City Finance Director

7280000.510310.910010

**ATTEST**

\_\_\_\_\_  
Yolanda Y. Vigil, City Clerk

File Date: \_\_\_\_\_

10/12/18

## **Exhibit A**

### **Scope of work:**

- Assists with coordinating activities:
  - Tours, events, and employee gatherings.
- Schedules and coordinates meetings for Admin Personnel using Outlook.
- Performs a variety of secretarial and administrative detail work:
  - Answer phones and direct calls to personnel.
  - Types and prints correspondence using Word and Adobe Acrobat.
  - Assist with specialized projects utilizing excel, power point and other Microsoft applications.
  - Facility Mail (Deliveries/Interoffice/USPS/FedEx).
  - Updating Community Calendar Board.
- Reports routinely to supervisor on various projects.
- Attend various assigned meetings.
  - Take minutes and/or operate recording equipment.
- Oversees and administers office supplies and equipment (copiers, scanners).
  - Monitor inventory status.
  - Assures availability of needed materials.
- Assists in preparing documentation for payments to vendors.
- Maintains record management system for office files.
  - Copy and scan Accounts Payable documents.
- Generate and process purchase orders utilizing Enterprise One Software and Excel Software.
  - Track status of requisitions.
  - Assist in negotiating vendor quotes.
- Performs related duties as required by management.
- Looks for opportunities to create efficiencies in processes and communicates findings to management.
- Builds and maintains professional relationships.
- Ability to quickly learn complex processes.

### **Fee Schedule:**

- General Clerk III hourly rate: \$28.55
  - Upon notification, rates may be adjusted due to U.S. Department of Labor increase in Health and Welfare.