



**ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM**

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Terrence D. McCracken, Secretary to the Authority

Date: April 18, 2023

Subject: Amendment to the Professional Services Agreement with Corporate Screening & Investigative Group, LLC, PN 202200018

On January 20, 2022, the Authority entered into a professional services agreement with Corporate Screening & Investigative Group, LLC (the “Consultant”) to provide pre-employment background investigation services (the “Contract”) for a three-year term, beginning January 20, 2022.

I believe it is in the best interest of the Authority to engage the Consultant in additional consulting services. An amendment is needed in order to do so. A resolution amending the Contract has been included for your consideration on the meeting of April 20, 2023. Thank you.

O&M Budget Information:

Unit: 6000 Secretary to the Authority

Item No. 19 Payments to Contractors – Other

TDM/tg

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract:	Project No.: <u>202200018</u>
Project Description:	<u>Amendment to the Professional Services Agreement with Corporate Screening & Investigative Group, LLC</u>

Item Description:

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input checked="" type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input type="checkbox"/> Other _____			

Action Requested:

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input checked="" type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input type="checkbox"/> Other _____	

Approvals Needed:

APPROVED AS TO CONTENT:

<input type="checkbox"/> Other	_____	Date: _____
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input checked="" type="checkbox"/> Claims Rep/Risk Manager	<u>Molly J. Musarra</u>	Date: <u>4/18/2023</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Oppe</u>	Date: <u>04/18/2023</u>
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: <u>4/18/2023</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>4/18/23</u>
--	--------------------	----------------------

Remarks: _____

Resolution Date: _____	Item No: _____
-------------------------------	-----------------------

**AMENDMENT NO. 1 TO
PROFESSIONAL SERVICES CONTRACT**

AMENDMENT, effective April 20, 2023, to the Professional Services Contract, entered on January 20, 2022, by and between:

ERIE COUNTY WATER AUTHORITY
295 Main Street, Room 350
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

CORPORATE SCREENING & INVESTIGATIVE GROUP, LLC
6524 East Quaker Road
Orchard Park, New York 14127

hereinafter referred to as “Consultant.”

WHEREAS, on January 20, 2022, the Authority awarded the Consultant a professional service contract to provide pre-employment background investigation services (the “Contract”) for a three-year term, beginning January 20, 2022; and

WHEREAS, based on the recommendation of the Authority’s Secretary and in order to better protect the interests of the Authority, the Authority seeks to engage the Consultant in additional consulting services; and

WHEREAS, in accordance with Article 3, § 3.02 of the Contract, no modification or variation from the terms of the Contract shall be effective unless it is in writing and authorized by a resolution of the Board of Commissioners of the Authority (the “Board”) and signed by all parties; and

NOW, THEREFORE, in consideration of mutual promises herein set forth, the parties agree to the following:

(1) The parties agree that Article 1, § 1.04, paragraph (F) be inserted in the Contract as follows:

F. The Consultant agrees to provide the Authority with additional consulting and security services as requested by the Authority;

(2) The parties agree all other terms and conditions of the Contract shall remain unchanged and in effect; and

(3) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

IN WITNESS WHERETO, the parties hereto have caused this Amendment No. 1 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

ERIE COUNTY WATER AUTHORITY

By _____
Jerome D. Schad, Chair

**CORPORATE SCREENING &
INVESTIGATIVE GROUP, LLC**

By _____
James A. Olivo, Partner

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ___ day of April, in the year 2023, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in the Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

Notary Public

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ___ day of _____, in the year 2023, before me personally came James A. Olivo, to me known, who, being by me duly sworn, did depose and say that he resides in _____, New York, that he is a Partner of Corporate Screening & Investigative Group, LLC, a New York domestic limited liability company; and that he acknowledged that he signed his name on the above instrument.

Notary Public