



Department:

## PROJECT

P.O. # SCON-0000859

**CITY OF  
SAN MATEO, CALIFORNIA**

**Distribution:** Purchasing Division,  
Department File, Contractor.

**Contract Change Order No**

To

Date: 4/7/2025

You are hereby directed to make the herein described changes from the plans and specifications or do the following described work not included in the plans and specifications on your contract.

**It's Personnel**  
1545 Broadway, #305  
San Francisco, CA 94109

Description of work to be done, estimate of quantities, and prices to be paid. Segregate between additional work at contract price, agreed price, and force account. Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time.

### DESCRIPTION OF WORK

It's Personnel provides professional recruiting services to the City of San Mateo in order to fill critical vacant positions. Their services are paid for by the recruiting department. The Agreement Amendment increases SCON-000859 contract amount by an additional \$100,000.00 to cover recruitment services through June 30, 2025.

Total cost of change not to exceed

We, the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore for the prices shown above.

By reason of this proposed change \_\_\_\_\_ days extension of time will be allowed.

Accepted, Date \_\_\_\_\_  
Contractor

By Lourdes Coles

Title Senior HR Analyst

### STATEMENT OF ACCOUNT

Original Contract Price . . . . . \$ 50,000.00  
Previous Change Orders . . . . . \$ \_\_\_\_\_

Total to date . . . . . \$ \_\_\_\_\_

This Change Order . . . . . \$ 100,000.00

Revised Contract Price . . . . . \$ 150,000.00

Approved By \_\_\_\_\_

Department \_\_\_\_\_