



**GRAND VALLEY
STATE UNIVERSITY**

TM

CONTRACT FOR PROFESSIONAL SERVICES

MASTER MULTI-YEAR for MISC. PROJECTS

with

CONTRACT ADDENDUM FORM

CONTRACT ADDENDUM

INSERT PROJECT TITLE

SAMPLE

**CONTRACT FOR PROFESSIONAL SERVICES
(Master / Purchase Order Form)**

PURCHASE ORDER ADDENDUM

This Purchase Order is an Addendum to the Contract for Professional Services entered into on _____, 200__ between:

"Owner": _____ and "Professional" _____

GRAND VALLEY STATE UNIVERSITY
1 CAMPUS DRIVE
ALLENDALE, MI 49401

OWNER'S PROJECT IDENTIFICATION INFORMATION:

Project Title:
Location Address:
City, State, Zip:
Project ID No:
Purchase Order No:
General Project
Description:

SCOPE OF PROFESSIONAL'S SERVICES

The scope of professional services to be completed by the Professional is described as follows:

COMPENSATION OF PROFESSIONAL

Compensation For Required Services. The Owner shall compensate the Professional for Required Services rendered in one of the following ways *[Check one]*:

Lump Sum Basis:

In accordance with the time schedule contained in the Professional's Payment Schedule attached as Appendix A, the Owner shall pay the Professional

_____ Dollars (\$ _____)
(the "Professional Contract Price").

Time Basis:

The Owner shall pay the Professional for time expended on an hourly-rate basis, at the rates set forth in the Professional's Payment Schedule, attached as Appendix A (in the aggregate the "Professional Contract Price"). The Professional Contract Price shall not exceed

_____ Dollars (\$ _____)

Compensation for Extra Services The Owner and the Professional must agree in writing prior to the Professional's performance of extra services whether the extra services will be performed on an hourly-rate basis or a lump-sum basis, and the Professional will not be compensated for extra services in the absence of such a written agreement. The Owner shall compensate the Professional



TM

Contract For Professional Services
(Master Multi-Year Misc. Services w/Contract Addendum Form)
Contract Addendum ©2008

for extra services:

- (i) if rendered on an hourly-rate basis, at the hourly rates set forth in the Professional's Payment Schedule, attached as Appendix A; and
- (ii) if rendered on a lump sum basis, in an amount mutually agreed to in writing by the Owner and the Professional prior to the performance of such services.

Compensation for Expenses The Owner shall compensate the Professional for customary, necessary and reasonable out-of-pocket expenses pursuant to Paragraph 4.4 of Chapter 3, however, the parties agree that such amount shall not exceed _____ Dollars (\$_____)

Professional's Mark-up. To the extent that the Professional engages others to perform services, the maximum allowable mark-up the Professional shall be entitled to charge the Owner shall be _____ percent (____%) of the actual expense or cost to the Professional.

PROFESSIONAL SERVICES SCHEDULE

Commencement of Services- The Professional shall commence Project services on or before _____.

Completion of Services- The Professional shall complete Project services on or before _____.

Owner's Signature	Professional's Signature
GRAND VALLEY STATE UNIVERSITY	_____ <i>[Legal name of Professional]</i>
By: _____	By: _____
James Moyer	<i>Printed Name]</i>
Its: _____	Its: _____
Subscribed before me this _____ day of _____, 200__	Subscribed before me this _____ day of _____, 200__
Notary Public	Notary Public
_____ County, State of Michigan	_____ County, State of Michigan
My commission expires: _____	My commission expires: _____



