



TO: Mayor Jim Gray

FROM: Kristin D. Chilton, Fire Chief

DATE: May 29, 2018

SUBJECT: Change Order #1 to contract #030-2018

Request authorization to execute change order 1 with Millennium Learning Concepts in the amount of \$4600.00. This is for inclusion training for The Division of Fire and Emergency Services. The new contract amount will be \$43,750.00.

Why are you requesting? The change is needed to add twelve additional Lexington Fire Department instructors and two more classes.

Department needs this action completed because: The number of instructors were limiting the capabilities of the department to provide this training. Assessments of the training indicated that civilian staff and command staff required separate training classes.

What is the cost in this budget year and future budget years?

The cost for this FY is: \$4600.00

The cost for future FY is: \$0

Are the funds budgeted? Yes

The funds are budgeted or a budget amendment is in process:

Account number: 1101- 505701-5701-75101

File Number:

Director/Commissioner: Chilton/Armstrong

