

Amendment to Supplemental Custodial Services Quote

Contractor Name: _____

LCS Purchasing Approval: _____

Requesting Site: _____ Amends: Term ☐ Rate ☐ NTE ☐ Scope of Services ☐

Description of Amendment:

Contractor Staff Addition or Replacement Request

The Contractor must send a request for staff revisions to the Board's purchasing office at: purchasing@leonschools.net and must receive written authorization before any change can be made to the listed individuals below. All Contractor Staff providing services on-site at a Board location must obtain a Level II background check through the LCS Safety & Security Fingerprint Office at the Contractor's expense.

The Contractor staff listed are not authorized to provide services until the Amendment has been approved by the Purchasing Director. Any Contractor that fails to comply with these requirements will be found in default of their Contract. Contract cancellation will be at the sole discretion of the District.

Level II clearance verification can be obtained at: <https://fps.leon.k12.fl.us>

	Legal First Name	Legal Last Name	Phone Number	SSN (last 4)	Level II Verified
Add					
Add					
Add					
Add					
Remove					
Remove					
Remove					
Remove					

Contractor

Site Administrator Approval

Authorized Representative Signature

Signature

Title

Date