

Contract C-25-0122

ERP Modernization Phase 2

File: C-25-0122-Executed-Contract.pdf

Demonstration copy of the contract record.

DEMONSTRATION DOCUMENT

Prepared for the fictional City of Westbridge, Ohio. This file is not an instrument of any real government. It does not certify a firm, a product, or a person.

Parties

The City of Westbridge, Ohio, and the contractor named on the contract record.

- Contract: C-25-0122
- Status: active
- Department: Information Technology
- Project manager: Lauren Diaz
- Original value: \$2,400,000
- Current value: \$2,521,000
- Awarded: November 5, 2025
- Term: November 25, 2025 through November 25, 2026

Article 1. Scope

Finance and HR module implementation.

Article 2. Term

The term runs from November 25, 2025 through November 25, 2026.

Article 3. Price and payment

The original contract price is \$2,400,000. The current value, including approved change orders, is \$2,521,000.

The city pays approved invoices within 30 days. The contractor keeps records of cost and payroll for the retention period stated in the city's public-records practice and makes them available to the city and its auditors.

Article 4. Changes

Only a written change order signed by the city's project manager changes the scope, the price, or the time. A field instruction is not a change order.

Article 5. Termination

The city may terminate for convenience with written notice, paying for acceptable work performed through the stop date. The city may terminate for cause if the contractor fails to cure a written notice of default.

Article 6. Records

This agreement and its change orders are public records of the fictional City of Westbridge, except material the law withholds. The copy on the procurement portal is a demonstration copy of that record.

- Category: Professional Services

Change order 1

Additional payroll integration

- Amount: \$76,000

- Approved: February 23, 2026

Reason: Third-party payroll integration added to scope at HR's request.

Change order 2

Extended parallel testing period

- Amount: \$45,000

- Approved: May 29, 2026

Reason: Parallel payroll runs extended by two cycles before cutover.

Procurement Office

City of Westbridge Procurement Office

400 Civic Center Plaza, Westbridge, OH 44601

procurement@westbridge.example | (330) 555-0140

Monday through Friday, 8:00 AM to 4:30 PM

How to read this file

Read this file with the record on the City of Westbridge procurement portal. If a date, a price, or a requirement differs, the portal record and any published addendum control.

The public page lists the current version of a solicitation file. An earlier version with the same file name stays on the staff record. A file a person uploads replaces this demonstration copy for that version.

Submit questions through the portal before the question deadline. The city publishes the question and the answer to every bidder and does not name the firm that asked.

Bids and proposals stay sealed until the submission deadline passes and an authorized officer records the opening. A late submission is not opened.

What this file does not do

- It does not certify a license, a bond, or an insurance policy.
- It does not name a surety, an insurer, or a product approval.
- It does not change the portal record.
- It does not open a sealed bid. Opening is a separate recorded act.
- It is not a signature page unless the file itself is a form the bidder completes.

Where the rest of the record lives

- Solicitation page: scope, schedule, requirements, and the current files.
- Questions and answers: published to every bidder, with the asking firm unnamed.
- Addenda: written changes after posting. Acknowledge each one before you submit.
- Award page, after the city publishes it: the decision and the tabulation the city released.
- Contract page: the current value, the term, and each public change order.

Keep a copy of the file you relied on. If the city posts a new version, the version number on the portal tells you which copy is current.

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