

City and County of San Francisco  
 Office of Contract Administration  
 Purchasing Department  
 City Hall, Room 430  
 1 Dr. Carlton B. Goodlett Place  
 San Francisco, CA 94102-4685



## Contract Modification 1

### Janitorial Services for 25 Van Ness Avenue Building

**Toolworks, Inc.**  
 ATTN: Steven F. Crabiel  
 25 Kearny St., #400  
 San Francisco, CA 94108  
 E-mail: scrabiel@toolworks.org

Date: 03-01-11  
 Buyer Name: Deirdre Darley  
 Term contract: 83660  
 City Blanket No. BPSF 00003431  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$1,000,000

The history of this contract and its modifications is as follows:

Modification	Start date	End date	Amount	Other changes
Original contract	04-01-08	03-31-11	\$1,000,000	
1	04-01-11	03-31-12	No Change	Extend Contract Add language

This modification 1 changes the contract as follows:

- Twelve month extension effective April 1, 2011 through March 31, 2012;
- Add Electronic Payment Section. See Attachment A;
- General Condition 50 "Emergency - Priority 1 Service" is being replaced. See Attachment A;
- Building Capacity/Vacancy Credit language is added to Appendix A "Scope of Work". See Attachment A.

All other terms and conditions remain the same.

Approved by the City:

*[Handwritten initials]*

*[Handwritten Signature]*  
 Jaci Fong, Acting Director of OCA and Purchaser

3/8/11  
 Date

Approved by Contractor:

*[Handwritten Signature]*  
 Signature

3/18/11  
 Date

Name and title

Steven F. Crabiel, Executive Director

Attachment A  
Contract Modification No. 1  
Contract 83660  
Toolworks, Inc.  
March 1, 2011

**Adding "Electronic Payment" section:**

**Electronic payment.** The City and County of San Francisco (City) uses Bank of America's PayMode-X system to pay invoices electronically and not by check whenever possible. The City makes PayMode-X payments every business day, but starting November 17, 2010 will process, print and mail paper checks only one day a week. So the City encourages you – and it is greatly to your benefit – to enroll in PayMode-X now.

There is no cost to you to enroll in PayMode-X, and you get the same information electronically from PayMode-X that you would get on the City's check stub.

For more information, please visit the Controller's website at:

<http://sfcontroller.org/index.aspx?page=85>

If you have questions, please call:

Steve W. Lee, Controller's Office (415) 554-7519

\*

Replace General Condition 50 "Emergency – Priority 1 Service" with the following:

**50, Emergency – Priority 1 Service.** In case of an emergency that affects the San Francisco Bay Area, contractor will give the City and County of San Francisco Priority 1 service. Contractor will make every good faith effort in attempting to provide emergency services. Contractor shall provide a 24-hour emergency telephone number of a company representative who is able to receive and act on requests for emergency services. In addition, Contractor shall charge fair and competitive prices for services ordered during an emergency and not covered under the awarded contract.

a. Emergency - 25 Van Ness Avenue

In case of an emergency that affects the 25 Van Ness Avenue Building, Contractor will give the 25 Van Ness Avenue Building Priority 1 Service: Contractor will make every good faith effort in attempting to provide emergency services with on site personnel within two (2) hours of initial contact by the City and County of San Francisco.

Attachment A  
Contract Modification No. 1  
Contract 83660  
Toolworks, Inc.  
March 1, 2011

Add the following to Appendix A "Scope of Work":

**XII. BUILDING CAPACITY INFORMATION**

**A. Building Capacity**

1. 130,000 Square Feet (approximately)
2. Anticipated Building Population – 600 people (approximately)
3. Total number of floors - 9 [Basement plus floors 1-8]

**B. Vacancy Credit**

1. Pricing should be based upon a fully occupied building of 130,000 square feet.
2. If a portion of the building becomes unoccupied, a monthly vacancy credit will be allowed to the City for the unoccupied space. (See Line Item No. 1)
3. The unoccupied credit may also affect the other line items. (See Line Items No. 2 - 10)
4. The vacancy credit will be calculated by dividing the unoccupied building square footage by the total building square footage (example: 15,600 sq. ft. / 130,000 sq. ft. = 12% unoccupied space).
5. The resulting percentage will be multiplied into the applicable total monthly cost to determine the vacancy credit monthly dollar amount.
6. The Building Manager (City) shall be responsible for notifying the contractor of the date and the unoccupied square footage of the building (to determine the date and vacancy credit of the unoccupied space.).