

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 2

Binding Library Books, Magazines, Etc.

**Houchen Bindery Ltd.**  
Attn: John Salistean  
340 First Street  
Utica, NE 68456  
E-mail: jsalistean@houchenbindery.com

Date: 05-27-11  
Buyer Name: Deirdre Darley  
Term contract: 97219  
City Blanket No. BPSF 00003443  
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	06-01-08	05-31-10	\$ 1,000,000	
1	No Change	05-31-11	No Change	Correction to End Date
2	06-01-11	05-31-12	No Change	Extend Term; Add Electronic Payment; Update Condition 26

This modification 2 changes the contract as follows:

- It extends the contract from June 1, 2011 through May 31, 2012. All pricing remains unchanged.
- Adds Electronic Payment Section. See Attachment A.
- Updates contract condition number 29, "Contract Term". See Attachment A.

All other terms and conditions remain the same.

Approved by the City:

Jaci Fong, Acting Director of OCA and Purchaser

05/27/11  
Date

Approved by Contractor:

  
Signature

6-17-11  
Date

Name and title

JOHN SALISTEAN VP

**Electronic Payment Section is added as follows:**

**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

**General Condition 29 has been revised and replaced with the following:**

29. **Contract Term.** The contract period shall be for forty-eight (48) months. The initial term of this contract is the period from award execution date, approximately June 1, 2008 or the above stated term date, whichever is later, through the last day of the month of a forty-eight (48) consecutive month period.

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## Contract Modification 1

Binding Library Books, Magazines, Etc.

**Houchen Bindery Ltd.**  
 Attn: John Salistean  
 340 First Street  
 Utica, NE 68456  
 E-mail: jsalistean@houchenbindery.com

Date: 12-02-10  
 Buyer Name: Deirdre Darley  
 Term contract: 97219  
 City Blanket No. BPSF 00003443  
 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	06-01-08	05-31-10	\$ 1,000,000	
1	No Change	05-31-11	No Change	Correction to End Date

This modification 1 changes the contract as follows:

Correction to the term contract end date to reflect General Condition No. 29 -- Contract period shall be for thirty-six (36) months. Contract end date is changed from May 31, 2010 to May 31, 2011.

All other terms and conditions remain the same.

Approved by the City: Naomi Kelly, Director of OCA and Purchaser 12/21/2010  
Date

Approved by Contractor: John Salistean 12-21-10  
Date

Name and title: JOHN SALISTEAN