

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 4**  
**Security Guard Service ("Unarmed") for Department of Public Works 1680 Mission**

**A TopNotch Security Services, Inc.**  
**Db a ATSSI**  
 Attn: Norma Edar/Marlene Samson  
 3254 19<sup>th</sup> Street  
 San Francisco, CA 94110  
 E-mail: Marlene@costlessmaintenance.com

Date: March 29, 2012  
 Buyer Name: Gloria Lucas-Davis  
 Term Contract: **No. 86124**  
 City Blanket No: BPSF00003509  
 Type: Indefinite quantity  
 Not to exceed amount: \$ 1,000,000

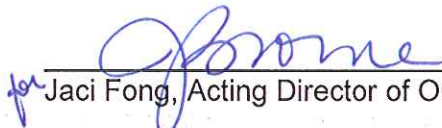
The history of this contract and its modifications is as follows:


Modification	Start date	End date	Amount	Other changes
Original contract	11-1-08	10-31-2011	\$1,000,000	
1	No Change	No Change	No Change	4.67% MCO Wage Increase Effective 01-01-09
2	No Change	No Change	No Change	1.3% MCO Wage Increase Effective 01-01-11 & Contract Conditions updated
3	11-01-11	10-31-12	No Change	Extend Contract Term; Contract Conditions updated
4	No Change	No Change	No Change	3.17% MCO Wage Increase Effective 01-01-12 & Contract Conditions updated

This modification 4 changes the contract as follows:

- Effective January 1, 2012, the wage rates have been increased 3.17%, due to the Minimum Compensation Ordinance ("MCO"). (See Attachment A)
- "Getting Paid for Goods and/or Services from the City" is also added. (See Attachment A)

All other terms and conditions remain the same.

Approved by the City:  4/13/12  
 for Jaci Fong, Acting Director of OCA Date

Approved by Contractor:  4/18/12  
 Signature Date

Name and title L. Marlene Samson CEO

Old Rate Per Hour

Item 1:

**Total charges for all services specified in the Scope of Work (Appendix A)**

Unarmed Guards, per hours of service (See Attachment A)

Straight Time Rate \$ 19.82 per hour

Regular shift, Straight time to include:  
24 hour basis, 7 days per week, Holidays included

Item 2:

**Total charges for all services specified in the Scope of Work (Appendix A)**

Unarmed Guards, per hours of service (See Attachment A)

Straight Time Rate \$ 24.37 per hour

Extra Guard Service beyond the normal daily shift,  
For emergency services on an As-Needed basis.

New Rate Per Hour

Item 1:

**Total charges for all services specified in the Scope of Work (Appendix A)**

Unarmed Guards, per hours of service (See Attachment A)

Straight Time Rate \$ 20.45 per hour

Regular shift, Straight time to include:  
24 hour basis, 7 days per week, Holidays included

Item 2:

**Total charges for all services specified in the Scope of Work (Appendix A)**

Unarmed Guards, per hours of service (See Attachment A)

Straight Time Rate \$ 25.14 per hour

Extra Guard Service beyond the normal daily shift,  
For emergency services on an As-Needed basis.

**Getting Paid for Goods and/or Services from the City section is hereby added as follows:**

**Getting paid for goods and/or services from the City:**

1. Beginning January 2012, all City vendors receiving new contracts, contract renewals, or contract extensions must sign up to receive electronic payments through Paymode-X, the City's third party service that provides Automated Clearing House (ACH) payments.
2. Electronic payments are processed every business day and are safe and secure.
3. To sign up for electronic payments, visit [www.sfgov.org/ach](http://www.sfgov.org/ach).
4. The following information is required to sign up:
  - a. The enroller must be their company's authorized financial representative.
  - b. The company's legal name, main telephone number and all physical and remittance addresses used by the company
  - c. The company's U.S. federal employer identification number (EIN) or Social Security number (if they are a sole proprietor)
  - d. The company's bank account information, including routing and account numbers

If you have questions, please email: [ACH.Support@sfgov.org](mailto:ACH.Support@sfgov.org)