

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

**Security Guard Service (Unarmed and Armed) for Alemany Farmers/Flea Market**  
**Security Guard Service (Unarmed) for Civic Center United Nations Plaza Market**

**A Top Notch Security Services Inc.(ATSSI)**  
 Marlene Samson/Norma Edar  
 3254 19<sup>th</sup> St.  
 San Francisco, CA 94110  
 E-mail: [marlene@costlessmaintenance.com](mailto:marlene@costlessmaintenance.com)

Date: 03-29-12  
 Buyer Name: Deirdre Darley  
 Term contract: 86031  
 City Blanket No. BPSF00003715  
 City Blanket No. BPSF00003716  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$ 100,000

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

Modification	Start date	End date	Amount	Other changes
Original contract	04-01-11	03-31-12	\$ 100,000	
1	04-01-11	03-31-13	No Change	Correct Contract End Date; Add Condition

This modification 1 changes the contract as follows:

- It corrects/changes the contract end date on the contract award sheets and the contract document header from March 31, 2012 to March 31, 2013 to correspond with the twenty-four month contract term stated in General Condition 29.
- "Getting Paid for Goods and/or Services from the City" is added. See Attachment A.

All other terms and conditions remain the same.

**Approved by the City:**  \_\_\_\_\_ Date: 4/10/12  
 Jaci Fong, Director of OCA and Purchaser

**Approved by Contractor:**  \_\_\_\_\_ Date: 4/16/12  
 Signature

Name and title: L. MARLENE SAMSON CEO

**Getting Paid for Goods and/or Services from the City 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)