

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

### Records Storage and Related Services

GRM Information Management Services  
 Attention: Maurice Ebanks  
 41099 Boyce Road  
 Fremont, CA 94538

Date: 7/16/12  
 Buyer Name: Nishil Bali  
 Term contract: 93303  
 City Blanket Number: BPSF00003702  
 Type: Indefinite quantity  
 Not-to-exceed amount: \$5,000,000

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

Modification	Start date	End date	Amount	Other changes
Original contract	07-01-10	06-30-15	\$ 2,000,000	
1	07-16-12	No change	\$ 5,000,000	Increases NTE amount Updates price list Updates Contract conditions

This modification 1 changes the contract as follows:

- It increases the Blanket limit from NTE \$2,000,000 to NTE \$5,000,000.
- It updates the price list per Attachment A.
- It updates the terms and conditions of the contract per Attachment B.

All other terms and conditions remain the same.

Approved by the City:

Jaci Young, Director of OCA and Purchaser

Date

7/24/2012

Approved by Contractor:

Signature

Date

7-31-12

Name and title

MAURICE EBANKS DPS MANAGER.

Please sign and return one original. The second original is for your records.

Attachment A  
 Contract No. 93303  
 Contract Modification No. 1  
 Records Storage and Related Services  
 July 16, 2012

Monthly Minimum Storage per Account		\$55,00	
Storage	Measurement in cubic ft.	Rate	Unit
Archive Box	1.2	0.17	per box
Legal Box	3.6	0.17	per cubic foot
Letter Box	2.4	0.17	per cubic foot
X-Ray/Ledger Box	1.2	0.17	per cubic foot
Services		Rate	Unit
Add Standard Carton		1.06	per box
Retrieve Standard Carton Next Day		2.22	per box
Rush Reference Retrieval Charges		19.40	per box
Same Day Retrieval Charges		2.22	per box
Refile Standard Carton		1.80	per box
Index and Receive New File		1.03	item
Retrieve File		2.22	item
Refile File		1.80	item
Unsuccessful File Search		2.22	item
Standard Shredding (does not include retrieval)		2.58	per box
Standard Recycling (does not include retrieval)		1.06	per box
Late Reference - Request made after 4:30pm		5.00	per occurrence
Transportation		Rate	Unit
Next Day Regular Service - Receive by 4:30pm Next Day		10.08	per trip
Transport Fee		1.80	per box
Same Day Service - 4 hour priority order, receive within 4 hours		10.08	per trip
Transport Fee		1.80	per cubic foot
Rush Service - 2 hour rush order, receive within 4 hours		10.08	per trip
Transport Fee		1.80	per cubic foot
Emergency Service - order after 3pm, or on Weekends or Holidays, receive within 3 hours		10.08	per trip
Transport Fee		1.80	per cubic foot
Materials			Unit
GRM1 - Archive Carton (tough archive carton)		2.75	each
GRM3 - Legal Carton		4.00	each
GRM4 - Letter Carton		3.50	each
GRM8 - Archive Carton (E-Z Lock Push Down)		1.96	each

\* Rates in bold have been revised

Attachment A  
 Contract No. 93303  
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 July 16, 2012

Other Services	Rate	Unit
Records Center Hourly Services	31.30	per hour
Off-Hour opening -- 3 hour minimum	31.30	per hour
Access Fee for Online Services	41.20	Monthly
Facsimile -- Outgoing from records center, \$5.00 minimum (first 10 pages)	1.00	per page
File folder Tracking	0.01	each
Photocopies	0.50	per page
Client Access Room Charge (to be quoted upon request)	Quote	Quote
Data Entry	0.75	per change
Account Maintenance	0.00	monthly
Standard GRM Hours: 8:00am to 5:00pm; Monday Through Friday excluding New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. During non-standard hours service is available Monday through Sunday, at the rate of time and a half the hourly rate, with a 3-hour minimum charge. Any service not listed will be quoted upon request.		

Getting paid for your 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)