

## EXHIBIT A

### THIRD AMENDMENT TO GENERAL SERVICES AGREEMENT NUMBER F000922 WITH WERLE ENTERPRISES LLC, DBA NATIONAL DOCUMENT SOLUTIONS

This Third Amendment to Agreement number F000922, dated April 1, 2015, ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Santa Rosa, a municipal corporation ("City"), and Werle Enterprises LLC, dba National Document Solutions, ("Contractor").

#### RECITALS

- A. City and Contractor entered into the Agreement for Contractor to provide forms management services. The First Amendment extended the contract and the Second Amendment added funds.
- B. City and Contractor now desire to amend the Agreement for the purpose of extending the contract for one year.

#### AMENDMENT

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

1. SCOPE OF SERVICES

Attachmet B to the Agreement is replaced by Attachment B – Revised 2 to this Amendment.

2. TERM, SUSPENSION, TERMINATION

Pursuant to Section 6(a) of the Agreement, the parties hereby agree to extend the term of the Agreement for an additional year.

3. COMPENSATION

Section 4 of the Agreement is amended to increase the compensation payable to Contractor under the Agreement by \$40,000 to read as follows:

"The total of all fees paid to Contractor for the satisfactory performance and completion of all services set forth in the Agreement shall not exceed the total sum of \$139,000. The Chief Financial Officer is authorized to pay all proper claims from various department Charge Numbers."

All other terms of the Agreement shall remain in full force and effect.

EXHIBIT A


Executed as of the day and year first above stated.

**CONTRACTOR:**

Name of Firm: Werle Enterprises LLC, dba  
National Document Solutions,  
a California Limited Liability Company

TYPE OF BUSINESS ENTITY (check one):  
 Individual/Sole Proprietor  
 Partnership  
 Corporation  
 Limited Liability Company  
 Other (please specify: \_\_\_\_\_)

Signatures of Authorized Persons:

By: 

Print Name: Steve Werle

Title: Owner

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

City of Santa Rosa Business Tax Cert. No.

314613

Attachments: Attachment B – Revised 2

**CITY OF SANTA ROSA**  
a Municipal Corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

  
Office of the City Attorney

ATTEST:  
\_\_\_\_\_

City Clerk

**EXHIBIT A**  
**ATTACHMENT "B" - Revised 2**  
**FORMS LIST**

The quantities listed below are estimates only. The City does not guarantee any minimum usage on items listed below; usage totals will be adjusted accordingly throughout the term of the Contract.

**Delivery charges are to be incorporated in unit prices for forms.**

	Form #	Order Qty	Form Description	Unit Measure	Unit Price	Extended Price
1.	BC001R	200	Business Cards Size: 3.5" x 2" Stock: 80 CC Nat Wht Ink: 3 PMS Packed: Bx/250	BX/250 BX/500	\$ 42.00__ \$ 80.00__	\$ 8,400.00__
2.	LH001	2500	Letterhead 8.5" x 11" Stock: 60 Offset Ink: 1 Color Packed: Bx/500	M 500 1000	\$ 60.00__ \$ 55.97/LOT__ \$ 79.10__	\$ 150.00__
3.	LH002	5000	Letterhead, 8.5" x 11", Stock: 24 CC Nat White, Ink: 2 PMS Packed: Bx/500	M 500 1000	\$ 108.98__ \$ 126.00/LOT \$ 184.00__	\$ 544.90__
3a.	LH003	500	<b>2<sup>nd</sup> Sheet – Blank</b>	500	\$ 58.00__	\$ 58.00__
4.	EPS001	7500	#10 Regular Envelopes, Stock #24 WW Ink: 1 color	M 500 1000 1500 2000 2500	\$ 39.50__ \$ 53.75/LOT_ \$ 66.80__ \$ 60.00/M__ \$ 50.38/M__ \$ 42.40/M__	5000 \$ 35.00/M
5.	EPS002	5000	#10 Regular Envelopes, Stock: 24 CC Nat White, Ink: 2 PMS Packed: Bx/500	M 500 1000	\$ 108.98__ \$ 160.00/LOT \$ 240.00__	\$ 544.90__
6.	EPS003	5000	#9 Regular Envelope, Stock: 24 WW Ink: 1 Color Packed: Bx/500	M 500 1000	\$ 38.35__ \$ 55.25/LOT \$ 82.00__	\$ 191.75__
7.	EPS004	5000	#10 Window Envelope, Stock: 24 WW Ink: 1 Color Packed: Bx/500	M 500 1000 1500 2000 2500	\$ 42.25__ \$ 54.89/LOT \$ 69.10__ \$ 63.00/M__ \$ 52.85/M__ \$ 44.70/M__	\$ 211.25__



## EXHIBIT A

	Form #	Order Qty	Form Description	Unit Measure	Unit Price	Extended Price
15.	BC002	30	Police Business Cards, Silver Size: 3.5" x 2" Stock: #110 Natural Ink: 4 color Process Packed: Bx/250	250/BX	\$ 38.00	\$ 1,140.00
16.	BC003	2	Police Business Cards, Gold Size: 3.5" x 2" Stock: #110 Natural Ink: 4 color Process Packed: Bx/250	250/BX	\$ 38.00	\$ 76.00
17.	CD200	5	#10 Reg Gold Envelopes Stock: #24 Gold Wove Ink: 1 Color	M	\$ 57.00	\$ 285.00
18.	F001	1	Supplemental Fire Inspection, 9.5" x 11 cont Stock: 3 part NCR Ink: 2 Color 1 side	M	\$ 203.00	\$ 203.00
19.	FD-005	5	#10 Special WDO EPS Stock #24 White Wove Black ink	M	\$ 42.25	\$ 211.25
20.	F008	1	Construction Inspection Forms Size: 8.5" x 11" Stock: 3 part NCR Ink: 1 Color 1 side	M	\$ 180.00	\$ 180.00
21.	F70820	4	Consolidated Permit to Operate Size 8.5" x 11" Stock: 24 White Ink: PMS 1 over 1 Full Bleeds Packed: 500	M	\$ 73.00	\$ 292.00

## EXHIBIT A

	Form #	Order Qty	Form Description	Unit Measure	Unit Price	Extended Price
22.	FD-001	2	Gold Billing Forms Size: 8.5" x 11" Stock: 24 White Laser Bond 1 Micro Perf Ink: 1 color 1 side Full Bleeds Packed 500	M	\$_71.00__	\$_142.00__
23.	PD002	1000	Notice to Appear, 3 part form, numbered , Bar Coded Wrap around booked w/insert sheets Size: 4-1/4" x 8-1/2" Booked in 25 Ink: 2 over 1	1 book	\$_2.87__	\$_2,870.00__
24.	PD005	5	Property Tag, Size: 2-1/4" x 4-1/2" Stock: 100 tag White 1 hole w/Patch & String Ink: 1 color 1 side Packed 500	M	\$_79.00__	\$_395.00__
25.	PD008	4 2	Alarm Permits, Stock #24 Laser Size: 8.5" x 14" Stock: 24 WHT Ink: 1 color 2 sided Micr perf Packed 500	M M	\$_75.50__ \$_119.73__	\$_302.00__ \$_239.46__
26.	PW001	1	Crew Day Card, Size: 6.5" x 8.5" Stock: 90 Man Index Ink: 1 Color 1 side Packed: 500	M	\$_150.00__	\$_150.00__
27.	S001	400	Daily Vehicle Condition Report Size: 4.5" x 9-1/4" US Stock: 3 Part NCR Ink: 1 Color 1 side	BK/25	\$_2.69__	\$_1,076.00__

## EXHIBIT A

	Form #	Order Qty	Form Description	Unit Measure	Unit Price	Extended Price
28.	SRCA100	1	City Attorney Letterhead Size: 8.5" x 11" Stock: 24 CC Nat W Ink: 3 PMS	M	\$ 224.00	\$ 224.00
29.	SRCA200	1	City Attorney Envelopes Size: #10 Stock: 24 CC Nat W Ink: 3 PMS	M	\$ 310.00	\$ 310.00
30.	SRCM005	1	4 x 5 Mailing Labels, white Packed: 100 Cut to size Ink: 1 PMS	100	\$ 122.00	\$ 122.00
31.	SRCM400	1	Laser Labels, 5.5 x 8, white Packed: 100 4 up Ink: PMS 1	100	\$ 139.00	\$ 139.00
32.	U001	10	Backflow Prevention Device, Size: 9.5" x 11" cont Stock: 3 Part NCR Ink: 1 Color 1 side	M	\$ 110.00	\$ 1,100.00
33.	PD40	1	Receipt for Property	M	\$ 103.00	\$ 103.00
33a		1.5	2 part NCR Form	M	\$ 92.00	\$ 138.00
33b		2	Ink 1 color 1 side	M	\$ 89.00	\$ 178.00
34.	PD41	1	Receipt and Property	M	\$ 156.00	\$ 156.00
34a		2	Safekeeping, 3 part NCR,	M	\$ 128.00	\$ 256.00
35.	PD42	1	Receipt and Notice of	M	\$ 156.00	\$ 156.00
35a		2	Rights for Confiscated Firearms, 3 part NCR 1 color 1 side	M	\$ 128.00	\$ 256.00