

**FIRST AMENDMENT
TO INTERAGENCY SERVICES AGREEMENT NUMBER F000680
WITH SONOMA COUNTY**

This First Amendment to Agreement number F000680, dated January 28, 2014 (“ Agreement”) is made as of this 18th day of July, 2017, by and between the City of Santa Rosa, a municipal corporation (“City”), and the Records Management Division of the Department of Information Systems of the County of Sonoma (“County”).

RECITALS

- A. City and County entered into the Agreement for County to provide mail services for the period January 28, 2014 to June 30, 2016;
- B. County agreed to give two (2) options to extend the term of the Agreement, each for a one (1) year period, by City giving to County at least 30 days written noticed before the expiration date;
- C. City exercised the option to extend for one year by issuing a letter to County amending the term end date through June 30, 2017.
- D. City and County now desire to amend the Agreement for the purpose of extending the term for the last and final year from July 1, 2017 to June 30, 2018; and add funding

AMENDMENT

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

1. SCOPE OF SERVICES

Section 1, Scope of Services is hereby repealed and replaced with the Scope of Services outlined on Exhibit A.1.

2. TERM, SUSPENSION, TERMINATION

Pursuant to Section 3 of the Agreement, the parties hereby agree to extend the term of the Agreement for an additional year to June 30, 2018.

3. COMPENSATION

- a. Section 2.1 is amended to read as follows:

“All services and materials will be billed at the rates detailed in Exhibit A.1 to the amendment.”

- b. The Agreement is amended to add Section 2.1.3 to increase the not to exceed

compensation payable to County under the Agreement by \$225,000 to read as follows:

"2.1.3. The total of all fees paid to County for the satisfactory performance and completion of all services set forth in the Agreement shall not exceed the total sum of \$625,000. The increase of \$225,000 includes \$31,273.52 previously paid for the period March 2017 through May 2017. The City's Chief Financial Officer is authorized to pay all proper claims not previously paid from Charge Number 050203-5340."

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

Executed as of the day and year first above stated.

COUNTY:

CITY OF SANTA ROSA
a Municipal Corporation

Name of Firm: County of Sonoma

TYPE OF BUSINESS ENTITY (*check one*):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: Government)

By: _____

Print Name: _____

Title: _____

Signatures of Authorized Persons:

By:  _____

Print Name John R. Hartwig

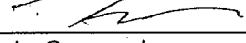
Title: Information Systems Director

APPROVED AS TO FORM:

Office of the City Attorney

ATTEST:

Approved as to Form for County:

By:  _____
County Counsel

City Clerk

City of Santa Rosa Business Tax Cert. No
N/A

Date: 7-27 _____

Exhibit A.1
City of Santa Rosa Mail Services Price Schedule
Fiscal Year 2017-2018

Under this Scope of Work (hereinafter "SOW"), Information Systems Department's Records and Information Management (hereinafter "ISD") will perform mail services on behalf of the City of Santa Rosa (hereinafter "Customer").

1. Mail Services

- a. Mail Metering and Package Processing. Outgoing mail and packages will be picked up from Customer and brought to the Mail Room where postage will be applied. A processing fee will be applied for each letter, flat, postcard or package processed by ISD.
- b. Barcoding. All U.S. mail that is automation compatible will be barcoded and sorted by ISD in order to receive a postage discount. A processing fee will be applied for each mail piece processed through the barcode reader sorter. Any piece of mail originally metered at the automation rate, but cannot be barcoded nor qualify for the discounted postage rate, will have the residual postage applied and charged to Customer.
- c. Delivery. All mail and packages will be processed daily for the United States Postal Service (USPS), United Parcel Service (UPS) or other carrier as selected by ISD based on which service is most cost effective.
- d. First Class. Mail that is picked up by Courier or delivered to the Mail Room in the morning will be processed, barcoded and delivered to the United States Postal Service the same day as received unless there is a mail equipment malfunction or special arrangements are made. First Class Mail picked up by ISD or delivered to the Mail Room in the afternoon may not be processed and barcoded until the next day, depending on ISD workload, staffing or other unforeseen circumstances.
- e. Standard (Bulk Mail) will be processed and sent out by ISD within three (3) working days of receipt.
- f. All items to be sent by US mail will be dropped off daily by ISD at the USPS. All items to be sent by UPS or other commercial carrier will be picked up daily from the Mail Room by the carrier.

2. Mail Services Fees

Domestic and international retail rates of the United States Postal Service (USPS) may be found at <https://postcalc.usps.com/>. Changes in United States Postal Service, United Parcel Service or other carrier fees will take effect immediately and be passed on to Customer.

2a	Mail Room Processing Fee	\$ 0.040 per piece
2b	Mail Room Barcoding/Sorting Fee	\$ 0.041 per letter
2c	Postage	Actual cost applied by US Mail

Postage rate changes may occur during the year as decisions are approved by USPS Board of Governors.