

**FIRST AMENDMENT  
TO GENERAL SERVICES AGREEMENT NUMBER F000798  
WITH INFOSEND, INC.**

This First Amendment to Agreement number F000798, dated July 29, 2014 ("Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2017, by and between the City of Santa Rosa, a municipal corporation ("City"), and InfoSend, Inc., a California Corporation, ("Contractor").

**RECITALS**

- A. City and Contractor entered into the Agreement for Contractor to provide processing, printing and mailing services for Utility Billing.
- B. City and Contractor now desire to amend the Agreement for the purpose of extending the contract for four years, adding funds and adding optional items.

**AMENDMENT**

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

**1. SCOPE OF SERVICES**

Exhibit B to the Agreement is replaced by Exhibit B - Revised to this Amendment.  
Adding optional items, Vendor-produced inserts, for miscellaneous orders.

**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 four years.

**3. COMPENSATION**

Section 4 of the Agreement is amended to increase the compensation payable to Contractor under the Agreement by \$321,844 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 \$524,328. The Chief Financial Officer is authorized to pay all proper claims from Charge Number 050302-5321."

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

Executed as of the day and year first above stated.

**CONTRACTOR:**

Name of Firm: InfoSend, Inc.

TYPE OF BUSINESS ENTITY (check one):

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

*Signatures of Authorized Persons:*

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

Print Name: Russ Rezai

Title: President

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

Print Name: Roxana Weil

Title: Executive Vice President and Secretary

**CITY OF SANTA ROSA**  
a Municipal Corporation

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

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

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Office of the City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

City of Santa Rosa Business Tax Cert. No.

Attachment:

Exhibit B - Revised

Exhibit A  
EXHIBIT B-REVISED

**COMPENSATION SCHEDULE**  
**Amendment #1**

| Item                | Estimated Quantity * | Unit | Description   | Unit Price | Extended Price |
|---------------------|----------------------|------|---|------------|----------------|
| 1                   | 2,502,480            | EA   | Utility Bill Stock (First Page) – 30% Recycled Content              | \$0.0172   | \$43,042.66    |
| 2                   | 2,502,480            | EA   | #10 Double Window, Security-Tint Mailing Envelope – SFI **          | \$0.0170   | \$42,542.16    |
| 3                   | 2,502,480            | EA   | #9 Single Window, Security-Tint Return Envelope – SFI **            | \$0.0145   | \$36,285.96    |
| 4a                  | 2,502,480            | EA   | Laser Printing Utility Bills (First Page) – 30% Recycled Content    | \$0.0145   | \$36,285.96    |
| 4b                  | 85,200               | EA   | Laser Printing Additional Utility Bill Pages – 30% Recycled Content | \$0.0450   | \$3,834.00     |
| 5                   | 2,502,480            | EA   | Utility Bill Data and Mail Processing Services ***                  | \$0.0326   | \$81,580.85    |
| 6                   | 2,200,000            | EA   | Inserting City-Furnished Folded Inserts ***                         | \$0.0065   | \$14,300       |
| Sub-total           |                      |      |   |            | \$257,871.59   |
| Sales Tax 8.625%    |                      |      |   |            | \$13,971.70    |
| Total 4 Year Amount |                      |      |   |            | \$271,843.29   |

\* Estimated Quantities are for 4 Year term and quantities are not guaranteed

\*\* SFI = Sustainable Forestry Initiative – Sustainably Produced Envelopes

\*\*\* Untaxed Services

| <b>Add Optional Contract Items</b> |      |  |            |
|------------------------------------|------|--|------------|
| Item                               | Unit | Description  | Unit Price |
| Vendor-produced Inserts            | EA   | 8 ½" x 11" 1-sided Black and White inserts on 30% recycled content paper | \$0.042    |
| Vendor-produced Inserts            | EA   | 8 ½" x 11" 1-sided Color inserts on 30% recycled content paper           | \$0.0534   |

|   |                 |
|---|-----------------|
| Contingency for miscellaneous services that may be required during the contract period. Miscellaneous services are not guaranteed, only to be used for projects outside standard scope of work as needed. | <b>\$50,000</b> |
|---|-----------------|