

EXHIBIT A

FIRST AMENDMENT TO GENERAL SERVICES AGREEMENT NUMBER F001991 WITH GREEN TARA, INC., DBA CLONE DIGITAL PRINT AND COPY

This First Amendment to Agreement number F001991, dated May 7, 2019 (“ Agreement”) is made as of this _____ day of _____, 2021, by and between the City of Santa Rosa, a municipal corporation (“City”), and Green Tara Inc., dba Clone Digital Print and Copy (“Contractor”).

RECITALS

- A. City and Contractor entered into the Agreement for Contractor to provide document reproduction services.
- B. City and Contractor now desire to amend the Agreement for the purpose of extending the term and increasing compensation.

AMENDMENT

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

1. SCOPE OF SERVICES

Exhibit A to the Agreement is replaced by Exhibit A-1 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 one-year term.

3. COMPENSATION

Section 4 of the Agreement is amended to increase the compensation payable to Contractor under the Agreement by \$150,000 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 \$400,000. The Chief Financial Officer is authorized to pay all proper claims from various department Charge Numbers.”

4. ELECTRONIC SIGNATURE AND COUNTERPARTS

Section 21 (Counterparts and Electronic Signatures) is added to the Agreement after Section 20 (Signatures Required for Corporations) as follows:

“Section 21. Counterparts and Electronic Signatures. This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Contractor wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any digital signature that cannot be positively verified by the City as an authentic electronic signature.”

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: Green Tara, Inc., dba Clone
Digital Print and Copy

TYPE OF BUSINESS ENTITY (check one):

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

Signatures of Authorized Persons:

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

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.

_____06500264_____

Attachment:

Exhibit A-1 - Scope of Services

EXHIBIT **A-1**

SCOPE OF WORK

GENERAL SCOPE OF WORK

The CONTRACTOR will provide fixed price full service black and white and color document reproduction, finish and other related services similar to the types of services. Proposals from firms unable to do color copying will be considered non-responsive and given no consideration.

Source documents will be digital documents as well as hard copy. Digital format will be, at a minimum, Adobe Acrobat Portable Document Format (PDF), and the city would like the contractor to accept documents in Microsoft Word, Microsoft Publisher and other Microsoft Professional Office suite source document formats. The contractor will accept digital job submittals by e-mail.

Documents shall be reproduced according to the Job Request Form submitted either digitally or in hard copy with the reproduction job. This form will be designed by the contractor and approved by the City and will be in a common Microsoft Office Products format. This form will be digitally delivered to customers by the contractor and placed on the City's Intranet for delivery.

The contractor will have a customer services web site customized to the City's need hosted by the contractor and linked from the City's Intranet. This site will provide directions on how to submit digital job, in agreed-on formats, as well as hard copy jobs, and will also have the Job Request Form for download.

The contractor will provide desktop delivery of the finished products, and, also allow customer pickup.

The contractor's business and production site will be within a 10-mile radius of Santa Rosa City Hall with easier access and reduced travel time for employees being given greater consideration.

EXHIBIT A-1

CONTRACT COMPENSATION FEE SCHEDULE

Note: All black and white copies are to be quoted on 20# white paper (contains either 100% or 30% post consumer waste, processed chlorine free). All color copies are quoted on 28# paper (contains 100% post waste).

Sheet Size 8.5 x 11"	Quantity	Fixed Price for all copies made		
Black & white single sided	1	\$ 0.04 per side		
Black & white double sided	1	\$ 0.035 per side		
Black on colored paper single sided	1	add 3¢ per sheet for 20# color paper (30% post consumer waste)		
Black on colored paper double sided	1	add 3¢ per sheet for 20# color paper (30% post consumer waste)		
Sheet Size 8.5" x 14"				
Black & white single sided	1	\$ 0.05 per side		
Black & white double sided	1	\$ 0.045 per side		
Black on colored paper single sided	1	add 4¢ per sheet for 20# color paper (30% post consumer waste)		
Black on colored paper double sided	1	add 4¢ per sheet for 20# color paper (30% post consumer waste)		
Sheet size 11" x 17"				
Black & white single sided	1	\$ 0.07 per side		
Black & white double sided	1	\$ 0.065 per side		
Black on colored paper single sided	1	add 6¢ per sheet for 20# color paper (30% post consumer waste)		
Black on colored paper double sided	1	add 6¢ per sheet for 20# color paper (30% post consumer waste)		
Sheet Size 8.5 x 11"				
Color single sided	1	\$ 0.38 per side		
Color double sided	1	\$ 0.35 per side		
Sheet Size 8.5" x 14"				
Color single sided	1	\$ 0.48 per side		
Color double sided	1	\$ 0.45 per side		

Sheet size 11" x 17" and or 12 x18	Quantity	Fixed Price for all coples made		
Color single sided	1	\$ 0.75 per side		
Color double sided	1	\$ 0.70 per side		
OTHER COPYING SERVICES				
Reduction and Enlargement Black /White	No Charge			
Reduction and Enlargement Color	No Charge			
Hand Collating Per Sheet/Per Hour	\$ N/A /Sht	\$ 70/Hr		
Paste up Per Hour	\$ 70/Hr			
Black and White large Format Printing: 18" x 24" 24" x 36" 36" +	\$2.00 ea \$ 3.00 ea \$0.50 /sq ft.	Note: 30# white bond		
Color Large Format Printing: Semi Gloss Paper RIP charge per file	\$ 6.50 /sq ft. No RIP Charge			
Mounting Documents up to 32" x 40" on 3/16" thick foam core.	\$ 8.50 sq ft.			
BINDERY SERVICES				
Fast Back	Narrow: \$ 1.25	Medium: \$ 2.00	Large: \$ 2.25	
Imprinted	\$ 0.60 each plus \$10 set up			
Tape (Machine)	N/A			
Velo Binding	Qty 1-10	11-49	50+	
Under 1"	\$ 1.75	\$ 1.50	\$ 1.25	
Over 1"	\$ 2.25	\$ 2.00	\$ 1.85	
Double Wire-o	Qty 1-10	11-49	50+	
3/16" - 3/8"	\$ 2.25	\$ 2.25	\$ 2.00	
7/16" - 9/16"	\$ 2.75	\$ 2.75	\$ 2.55	

Acco Fastening	Qty 1-10			
Cardstock Back	\$ 1.00			
Over 1"	add \$ 0.75 per inch			
Comb Binding (Size and capacity)	Qty 1-10	11-49	50+	>100
1/4" > 25 pages	\$ 2.00	\$ 1.75	\$ 1.50	\$ 1.50
5/16" > 40 pages	\$ 2.00	\$ 1.75	\$ 1.50	\$ 1.50
3/8" > 55 pages	\$ 2.00	\$ 1.75	\$ 1.50	\$ 1.50
1/2" > 83 pages	\$ 2.00	\$ 1.75	\$ 1.50	\$ 1.50
5/8" > 112 pages	\$ 2.00	\$ 1.75	\$ 1.50	\$ 1.50
3/4" > 127 pages	\$ 2.00	\$ 1.75	\$ 1.50	\$ 1.50
1in. > 168 pages	\$ 2.00	\$ 1.75	\$ 1.50	\$ 1.50
1 1/2 in. > 300 pages	\$ 2.50	\$ 2.25	\$ 2.00	\$ 2.00
2" ins. > 425	\$ 2.50	\$ 2.25	\$ 2.00	\$ 2.00
Coil Binding	Qty 1-10			
All sizes (8mm - 22mm)	\$ 2.50			
Cutting Number of Cuts	Paper per 250 Sheets	Card stock		
1	\$ 0.75	\$ 0.75		
2	\$ 1.50	\$ 1.50		
3	\$ 2.25	\$ 2.25		
4	\$ 3.00	\$ 3.00		
5	\$ 3.75	\$ 3.75		
Additional cuts	\$ 0.75 per cut	\$ 0.75 per cut		
Folding- Number of Sheets	Standard		Optional-Complex	
1-49	\$ 0.01 per sheet w/ \$10 set up		\$ 0.01 per sheet w/ \$10 set up	
50-99	\$ 0.01 per sheet w/ \$10 set up		\$ 0.01 per sheet w/ \$10 set up	
100-499	\$ 0.01 per sheet w/ \$10 set up		\$ 0.01 per sheet w/ \$510 set up	
500-999	\$ 0.01 per sheet w/ \$10 set up		\$ 0.01 per sheet w/ \$10 set up	
1000+	\$ 0.01 per sheet w/ \$10 set up		\$ 0.01 per sheet w/ \$10 set up	

Folding by hand	\$ 70 /hour		\$ 70 /hour	
Scoring	\$ 0.05 per sheet w/ \$10 set up		\$ 0.05 per sheet w/ \$10 set up	
Drilling	Pre-drilled paper	Hand drilled		
Per Sheet	\$ 0.005	\$ 0.01		
Padding				
Per Pad	\$ 0.45			
Laminating	3 ml	5ml	7ml	
Letter (8.5 x 11)	\$ 1.25	\$ 1.25	\$ 1.50	
Legal (8.5 x14)	\$ 1.50	\$ 1.50	\$ 2.00	
Menu (11 x17)	\$ 2.50	\$ 2.50	\$ 3.00	
Business Card/ Credit card	\$ 0.75	\$ 0.75	\$ 0.75	
Shrink Wrap Services				
Per wrap cost (up to 250 sheets)	\$ 0.25 (Please note: our shrink wrap is recyclable)			
Stapling				
By hand	\$ 0.05			
Automatic	\$ 0.02			
Other Services explain				
Print from Disk	No charge			
Rip Charges	No charge			
Emergency or Rush Service.	No charge			
Pick up and Delivery	No charge			
Design Charges	\$ 95 /hour			
PDF Scanning Services				
Up to 11" x 17"	\$ 0.10 /pg			
Over 11" x 17"	\$ 0.90 /sq ft			
NCR (8.5" X 11")				
2-part NCR (white & yellow)	\$ 0.40/set			
3-part NCR (white, yellow & pink)	\$ 0.50/set			
4-part NCR (white, yellow, pink & gold)	\$ 0.60 /set			

Transparencies (8.5" x 11")				
Black and White	\$ 1.00 ea			
Color	\$ 1.50 ea			
Variable Data				
Merged Data	\$ 0.04 /field			
Set up Charge per document	\$ 60 /doc			
Document Shredding	\$ 0.25 /lb			
PAPER - Text Weight				
20# Colored Paper (30% post consumer waste)				
8.5" x 11"	\$ 0.03 ea			
8.5" x 14"	\$ 0.04 ea			
11" x 17"	\$ 0.06 ea			
60# Astrobright, Pastel, or Offset Opaque (30% post consumer waste - except for certain astrobright colors)				
8.5" x 11"	\$ 0.05 ea			
8.5" x 14"	\$ 0.07 ea			
11" x 17"	\$ 0.10 ea			
70# Royal Fiber (30% post consumer waste)				
8.5" x 11"	\$ 0.08 ea			
11" x 17"	\$ 0.15 ea			
100# Matte, Gloss or Silk Book (30% post consumer waste)				
8.5" x 11"	\$ 0.08 ea			
11" x 17"	\$ 0.15 ea			
100# Options Text (100% post consumer waste)				
8.5" x 11"	\$ 0.15 ea			
11" x 17"	\$ 0.30 ea			

12" x 18"	\$ 0.30 ea			
CARD STOCK				
14 Mil Polyester Cardstock				
12" x 18"	\$ 4.00 ea			
65# Astrobright, Pastel, or Opaque (30% post consumer waste fibers)				
8.5" x 11"	\$ 0.08 ea			
80# Royal Fiber (30% post consumer waste)				
8.5" x 11"	\$ 0.18 ea			
12 pt C1S Gloss Cover 100# Hammermill Color Copy Cover Matte, Gloss & Silk Cover				
8.5" x 11"	\$ 0.18 ea			
11" x 17"	\$ 0.35 ea			
12" x 18"	\$ 0.35 ea			
100# Mohawk Options Cover (100% post consumer waste)				
8.5" x 11"	\$ 0.30 ea			
11" x 17"	\$ 0.60 ea			
LABELS				
30 up or full sheet in white (per sheet)	\$ 0.50 ea			
CD labels (2 up) (per sheet)	\$ 1.50 ea			
Bates Stamp Labels (80 up) (per sheet)	\$ 0.50 ea			
TABS				
3 Bank	\$ 1.75			
4 bank	\$ 1.75			
5 bank	\$ 1.75			

CONTRACTOR ATTACHMENT TO CONTRACT COMPENSATION FEE SCHEDULE

FINISHING SERVICES

Booklet Making

Fold & Staple in half	\$0.30 per booklet
Fold, Staple & Trim in half	\$0.40 per booklet

FULL COLOR CUSTOM DIE CUT LABELS

Clone Print can print full color labels and stickers in any size or shape with no custom die necessary. Labels can be printed on gloss or matte stock, Estate #4, #8 or #9 stock, or polyester stock. Lamination is available for extra protection.

Label prices are by quote as price depends on quantity, stock, ink coverage, and size. The City of Santa Rosa's price will at minimum be 10% less than retail pricing.