

**AMENDMENT TO AGREEMENT**  
**BETWEEN THE COUNTY OF SAN MATEO AND PATRICK HAWKINS PRINTING,**  
**INC.**

THIS AMENDMENT TO THE AGREEMENT (the "Amendment"), entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Lasky Trade Printing, hereinafter called "Contractor";

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement on January 16, 2018 (the "Agreement") for printing services in the amount of \$100,000 for the term of one (1) year; and

WHEREAS, the parties wish to amend the Agreement to increase the funding by \$200,000 for a new maximum total obligation of \$300,000 for the term of January 16, 2018 through January 15, 2019, to support additional administrative printing services through the term of the Agreement.

**NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:**

**1. Section 1. Exhibits and Attachments is hereby amended to read as follows:**

**Exhibit A (revised 2/2018) – Services**

**Exhibit B – Payments and Rates**

**2. Section 2. Services to be performed by Contractor is hereby amended to read as follows:**

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for County in accordance with the terms, conditions, and specifications set forth in this Agreement and in **Exhibit A (revised 2/2018)**.

**3. Section 3. Payments is hereby amended to read as follows:**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in **Exhibit A (revised 2/2018)**, County shall make payment to Contractor based on the rates and in the manner specified in Exhibit B. County reserves the right to withhold payment if County determines that the quantity or quality of the work performed is unacceptable. In no event shall County's total fiscal obligation under this Agreement exceed **Three Hundred Thousand Dollars** (\$300,000). In the event that the County makes any advance payments, Contractor agrees to refund any amounts in excess of the amount owed by the County at the time of contract termination or expiration. Contractor is not entitled to payment for work not performed as required by this agreement.

**4. Section 4. Term is hereby amended to read as follows:**

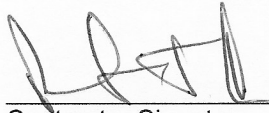
Subject to compliance with all terms and conditions, the term of this Agreement shall be from January 16, 2018, through January 15, 2019. **County shall have the option to extend the term of this Agreement for an additional period of two (2) years by written mutual consent of both parties.**

**5. Exhibit A (revised 2/2018) replaces original Exhibit A in its entirety and is attached hereto.**

**6. All other terms and conditions of the Agreement dated January 16, 2018 between County and Contractor shall remain in full force and effect.**

In witness of and in agreement with this Amendment's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: LASKY TRADE PRINTING



Contractor Signature

2/28/18

Date

PATRICK J. HAWKINS

Contractor Name (please  
print)

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COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

## **Exhibit A**

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

### **A. Services**

1. Contractor shall design, print, copy and/or deliver requested jobs, on an as needed basis by authorized Human Services Agency (HSA) staff, per the pricing fees listed in Exhibit B.
2. Contractor will accept design, print and/or copy requests from HSA staff via telephone or email.
3. Acceptance of job request documents in "electronic" formats, using at a minimum but not limited to, the following media sources:
  - Email, Flash Drive, Compact Discs
  - Software Application Formats, at a minimum, but not limited to:
    - Microsoft Office (Word, Excel, Power Point, Publisher and Word)
    - Adobe
    - Illustrator or Photoshop
4. Contractor will provide a written quote, print timeline and cost for each print project to the requestor.
5. Contractor will not proceed with printing until the requestor has approved the timeline, and cost.
6. Delivery will be consistent and in accordance to the provided timeline to the requestor.
7. Requestor will provide Contractor with delivery information including name, address and program.
8. Contractor will provide a detailed receipt to the requestor at the time of delivery.
9. At the County's request, Contractor will make necessary accommodations to the standard work flow while integrating rush jobs as needed and at no additional cost to the County.
10. County shall have the option to adjust, modify, or add related services to meet its project/program goals as agreed upon by both parties and adjust costs accordingly as long as it does not exceed the total agreement obligation.

### **B. Performance and Reporting**

Contractor will email customer satisfaction surveys annually to HSA staff the first Monday in July. Survey questions should be based on the performance measures below. Contractor will allow 5 business days for HSA staff to respond. Contractor will email survey questions and customer responses to [MRWong@smcgov.org](mailto:MRWong@smcgov.org), on or before July 31. If a target for either of the performance measures is missed, Contractor will submit a plan within 30 days to address performance.

<b>Performance Measures</b>
95% of customers surveyed will report they are satisfied with the printing services provided.
95% of customers surveyed, will report their print jobs were delivered within three (3) to five (5) business days of placing the order.

The County shall have the option to modify performance measures, goals and targets in writing. County shall notify Contractor in advance of any modifications.