



**Contract Work Authorization**

PG&E Contract No.		4400000629	
Contract Work Authorization No.		2500012689	
Contract Change Order (if applicable)			
Contractor's Name.		Pitney Bowes Management Services, Inc. A Delaware Corporation	
Street Address		55 Hawthorne Street, 8 <sup>th</sup> Floor	
City, State, ZIP		San Francisco	CA 94105
PG&E Procurement Specialist		Redacted	PT&T Phone Redacted
Project Title		ROil Fax Retrieval & e-mail Scan Distribution Task	
PG&E Work Supervisor	Redacted	PT&T Phone Number	Redacted
Date Prepared	11/30/07	Prepared By	Redacted
Required Start Date	Upon execution of CWA	Required Completion Date	June 30 <sup>th</sup> , 2008
CWA: NOT TO EXCEED <input checked="" type="checkbox"/> , or FIRM FIXED PRICE TOTAL <input type="checkbox"/> \$15,000			
Invoices Shall Be Sent To		Stephen George	

**Description of Work To Be Performed:**

Contractor shall perform the following Scope of Work in accordance with the Contract identified by the above PG&E Contract Number. Payment will be made under the terms of Paragraph 6.1.3 of the General Conditions.

Scope of Work: Retrieve new ROil faxes daily off dedicated fax line located in Room 2316. Email/scan faxed printouts to a SH&C Representative using the HP color LaserJet 4730mfp machine in Room 2324. The scanned faxed forms will be placed into a PG&E interoffice envelope and routed to the Safety Manager's assigned point of contact located on the 28<sup>th</sup> floor of this building. The estimated quantity of incoming ROil faxes to be processed is 50 weekly. The timetable for this additional work project will commence on November 5, 2007 through June 30, 2008. This special work project will be performed during our regular business hours and incorporated into our existing, daily facsimile delivery schedules. PG&E, SH&C will furnish all equipment associated with this special work project.

Estimate of Cost: Estimated at no more than 120 labor hours will be required to complete the assignment between November 2007 and June 30, 2008. Billing will be at an hourly rate of \$25.00 per hour. These additional work project hours will be billed on a month-to-month basis until this project is completed on or prior to June 30, 2008.

Rationale: Assist PG&E in their process improvements initiatives to the SH&C Department's new ROil Incident Reporting System processing with rapid turnaround distribution of e-mailing & scanning new ROil faxes to the SH&C clerical.

<b>Authorized by: For PG&amp;E</b>		<b>Accepted by: For Contractor</b>	
Redacted	12/17/07	Redacted	12/12/08
Signature	Date	Signature	Date
Redacted		Redacted	
Type or Print Name		Type or Print Name	



# Contract Change Order

CONTRACT CHANGE ORDER NO. CCO #1  
 PG&E CONTRACT NO. or 4400000629  
 PG&E PURCHASE ORDER NO. 2500012689

DATE: June 25, 2008  
 TOTAL PAGE COUNT: Page 1 of 2  
 DEPARTMENT: Safety Health and Claims

CONSULTANT OR CONTRACTOR LEGAL NAME: Pitney Bowes Management Services, Inc. A Delaware Corporation  
 ADDRESS: 55 Hawthorne Street, 8th Floor  
 San Francisco, CA 94105

REPRESENTATIVE'S NAME:

LOCATION: 77 Beale Street, San Francisco  
 PROJECT NAME: Facility Management Services for Safety Health and Claims Department  
 CONTRACT FOR:

The following changes are hereby authorized subject to the terms and conditions contained in the contract referred to above dated: December 17, 2007

CHANGE ORDER SUMMARY

TYPE OF CONTRACT DOCUMENT:  Master Service Agreement (SRM Contract or Outline Agreement) 4400000629  
 Contract Work Authorization 2500012689  
 Project-Specific (Short or Long Form Contract)

TYPE OF CHANGE:  Schedule PG&E hereby extends the completion date of contract document referenced above from June 30, 2008 (original completion date) to June 30, 2010 (new completion date).  
 Administrative

Scope (Work to be Performed): PG&E hereby modifies the WORK Scope for the contract document referenced above as follows:

PRICING CHANGES: Previous Total Contract Value: \$15,000.00  
 Addition or Deduction: \$0  
 Revised Total Contract Value: \$15,000.00

All other terms and conditions in the original contract document shall remain the same.

PG&E		CONSULTANT OR CONTRACTOR	
Name	Redacted	Firm Name	Pitney Bowes Management Services, Inc. A Delaware Corporation
Title	Portfolio Manager	Name	<i>[Handwritten Signature]</i>
Signature		Signature	Redacted <i>7/9/08</i>



Date		Date	
PG&E Negotiator	Redacted	Consultant or Contractor Representative	
Phone	Redacted	Phone	

**INTERNAL PG&E USE ONLY**

Distribution Date:

PG&E ORIGINAL COPY  
TO:

- Requestor
- Sourcing/ Purchasing Contract File
- Other

Steve George

ATTACHMENTS: The following are attached to this Contract Change Order are incorporated herein by reference.

- Attachment
- Attachment
- Attachment