



## Statement of Services Change Order Authorization

This exhibit is hereby incorporated by reference to the Statement of Service ("SOS") and by and between Toshiba America Business Solutions, Inc. ("Contractor" and ("Client").

**Associated Project SOS Name:** SOS Mendocino County Permits Phase-3 No Transportation 2-13-2025

**Associated Terms of Agreement (Select all that apply):**

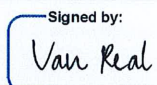
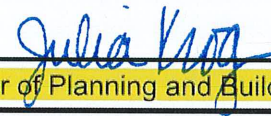
- ☒ Toshiba Master Software and Services Agreement - MSSA Mendocino County 8-14-2023
- ☐ Toshiba Elevate Sky Print Management Terms of Use
- ☐ Toshiba Elevate Sky Workflow Terms of Use
- ☐ Toshiba Elevate Sky Translate EULA

**Change Order Number:** [SOW No. [68992.CO02] DATE: [May 5, 2025] Amended 6-2-2025 to reflect the combined totals of Contractor CO1, and CO2.

This Statement of Services Change Order Authorization ("COA") is made and entered into by and between **Toshiba America Business Solutions, Inc. ("TABS")**, including its division **Toshiba Business Solutions ("Contractor")**, located at 25530 Commercentre Drive, Lake Forest, CA 92630, and **Mendocino County Permits [CLIENT]**, located at **120 W Fir St Fort Bragg, CA 95437 ("CLIENT ADDRESS")**, collectively "parties". This COA is hereby incorporated by reference into the Statement of Services ("SOS") between the Parties as of the Effective Date below. This COA shall continue in effect until the termination or expiration of the SOS, unless sooner terminated in accordance with the terms of the SOS or as indicated herein. Parties agree that this COA hereby amends and/or modifies the referenced SOS as follows:

<b>Effective Date: 6-4-2025</b>	
Purpose of Change: Addition of approximately 181 boxes to the 475 reflected in Mendocino County Agreement No. 25-031, MC Page #05, "5.1. Document Scanning Service Details", for a new total of 656 boxes to be picked up and digitized and resulting in a price increase of \$88,455.12.	
<b>Change Description (if attachments are necessary, please number sequentially as Appendices)</b>	
Project Records processing specifications will adhere to the originally agreed-upon project specifications as defined in the SOS referenced herein.	
Estimated Total Price: <b>\$314,721.00</b> – See the Pricing Details page below which now supersedes original pricing details in Mendocino County Agreement NO. 25-031, MC Page #14, "Estimated Service Fees".	
Facsimile and electronic signatures shall have the same effect as written signatures.	
The Parties have caused this COA to be executed and each individual whose signature appears below hereby warrants that they are duly authorized to execute this COA on behalf of the Party they represent:	
<b>TOSHIBA</b>	<b>CLIENT</b>
Printed Name: <b>Van Real</b>	Printed Name: <b>Julia Krog</b>

**TOSHIBA**

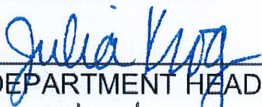
Signature: 	Signature: 
Title: <b>VP of Sales</b>	Title: <b>Director of Planning and Building Services</b>
Date: 7/7/2025	Date: 7/7/2025

**Pricing Details:**

Item	Unit	Description	Quantity	Price	Total
GRMTRANSPORT	Each	DS/TRANSPORTATION - CUSTOM CALCULATION PER TRIP	4,850	\$1.00	\$4,850.00
EDM0408-OS5-WC	Each	DS/DOCUMENT SCANNING – OVER 11" x 17" 5001+ IMAGES	69,700	\$1.053	\$73,394.10
EDM0403	Each	DS/ADDITIONAL PREP LABOR - PER HOUR	525	\$49.54	\$26,008.50
EDM0412-WC	Each	DS/INDEXING – PER 1000 KEYSTROKES	865	\$6.19	\$5,354.35
EDM0401	Each	DS Project Setup	1	\$1,453.00	\$1,453.00
EDM0403-I	Each	DS/ADDITIONAL INDEXING LABOR - PER HOUR	165	\$63.49	\$10,475.85
EDM0527	Each	DS/BULK DATA TRANSFER	85	\$61.92	\$5,263.20
EDM0405-STD2-H-WC	Each	DS/DOCUMENT SCANNING - 8.5" X 11" - 500,001-750,000 IMAGES - HEAVY PREPARATION	343,900	\$0.155	\$53,304.50
EDM0405-STD3-H-WC	Each	DS/DOCUMENT SCANNING - 8.5" X 11" - 750,001 - 1,000,000 IMAGES - HEAVY PREPARATION	868,500	\$0.155	\$134,617.50
<b>ESTIMATED PROJECT TOTAL :</b>			<b>\$314,721.00</b>		

**IN WITNESS WHEREOF**

**DEPARTMENT FISCAL REVIEW:**

By:   
DEPARTMENT HEAD

Date: 7/7/2025

Budgeted: ☒ Yes ☐ No  
Budget Unit: 2852  
Line Item: 862189 PSMCG  
Org/Object Code: PS-862189  
Grant: ☐ Yes ☒ No  
Grant No. : N/A

**COUNTY OF MENDOCINO**

By: \_\_\_\_\_  
JOHN HASCHAK, Chair  
BOARD OF SUPERVISORS

Date: \_\_\_\_\_

**ATTEST:**

DARCIE ANTLE, Clerk of said Board


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

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

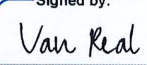
By: \_\_\_\_\_  
Deputy

**INSURANCE REVIEW:**

By:   
Risk Management

Date: 07/01/2025

**CONTRACTOR/COMPANY NAME**

Signed by: \_\_\_\_\_  
By:   
SIGNATURE

Date: 7/7/2025


**NAME AND ADDRESS OF CONTRACTOR:**

Toshiba America Business Solutions, Inc.  
25530 Commercentre Drive  
Lake Forest, CA 92630

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement


**COUNTY COUNSEL REVIEW:**

APPROVED AS TO FORM:

By:   
COUNTY COUNSEL

Date: 07/01/2025

**EXECUTIVE OFFICE/FISCAL REVIEW:**

By:   
Deputy CEO or Designee

Date: 07/01/2025

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors  
Exception to Bid Process Required/Completed ☐ \_\_\_\_\_  
Mendocino County Business License: Valid ☐ \_\_\_\_\_  
Exempt Pursuant to MCC Section: \_\_\_\_\_