



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:

Effective Date: 6-4-2025	
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.	
Change Description (if attachments are necessary, please number sequentially as Appendices)	
Project Records processing specifications will adhere to the originally agreed-upon project specifications as defined in the SOS referenced herein.	
Estimated Total Price: \$314,721.00 – 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:	
TOSHIBA	CLIENT
Printed Name: Van Real	Printed Name: Julia Krog

TOSHIBA

Signature: <small>Signed by:</small> <i>Van Real</i> 4100450E740B5DE...	Signature: <i>Julia King</i>
Title: VP of Sales	Title: Director of Planning and Building Services
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
ESTIMATED PROJECT TOTAL :			\$314,721.00		

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: Julia Krog
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
JOHN HASCHAK, Chair
BOARD OF SUPERVISORS

Date: 07/29/2025

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Arcy
Deputy 07/29/2025

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: Arcy
Deputy 07/29/2025

INSURANCE REVIEW:

By: Darcie Antle
Risk Management

Date: 07/01/2025

CONTRACTOR/COMPANY NAME

Signed by: Van Real
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: Maria Kim
COUNTY COUNSEL

Date: 07/01/2025

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
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: _____