



Statement of Services Change Order Authorization

Associated Project SOS Name: SOS Mendocino County Permits 7-19-2023

Associated Project MSSA Name: MSSA Mendocino County Permits 7-19-2023

Change Order Number: [0002]

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** located at **501 Low Gap Road, Ukiah, Ca 95482** ("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: 12-12-2023

Purpose of Change: Added 96 boxes work of scanning documents to the project scope.

Change Description (if attachments are necessary, please number sequentially as Appendices)

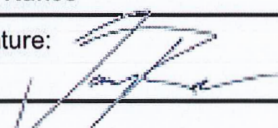
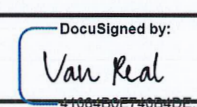
Updated project scope to a total of 396 boxes from the originally estimated 300 boxes.
Project scanning criteria will adhere to the specifications originally detailed in the SOS listed herein.

Client agrees to the originally agreed upon project rates.

Pricing: See SOW referenced herein for project fees. - See MC Attachment A for breakdown

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:

CLIENT	TOSHIBA
Printed Name: Tony Rakes	Printed Name: Van Real
Signature: 	Signature: 
Title: IT Division Manager	Title: VP of Sales
Date: 03/28/2024	Date: 4/2/2024

IN WITNESS WHEREOF**DEPARTMENT FISCAL REVIEW:**

Julia Krog 4/2/2024
 DEPARTMENT HEAD DATE

Budgeted: ☒ Yes ☐ No

Budget Unit: 2852 (PS)

Line Item: 862189

Grant: ☐ Yes ☒ No

Grant No.: N/A

COUNTY OF MENDOCINO

By: Maureen Mulheren
 MAUREEN MULHEREN, Chair
 BOARD OF SUPERVISORS

Date: 04/23/2024

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: Annap
 Deputy 04/23/2024

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: Annap
 Deputy 04/23/2024

INSURANCE REVIEW:

By: Darcie Antle
 Risk Management

Date: 03/28/2024

CONTRACTOR/COMPANY NAME

By: Van Real

Date: 4/2/2024

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: Man / Lisa
 COUNTY COUNSEL

Date: 03/28/2024

EXECUTIVE OFFICE/FISCAL REVIEW:

By: [Signature]
 Deputy CEO or Designee

Date: 03/28/2024

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: _____

MC Attachment A

Client Name: Mendocino County
Project Name: Mendocino County Permits
GRM SOW Number: SOW No. [65454] DATE: [July 10, 2023]

Item	Units	Description	Qty	Update Qty	Unit Cost	Mendocino County Total Cost	Mendocino County Updated Total Cost
EDM0401	Each	DS/PROJECT SETUP	1	1	\$1,452	\$1,452.63	\$1,932.00
GRMTRANSPORT	Each	DS/TRANSPORTATION - CUSTOM CALCULATION PER TRIP	2,750	3,658	\$1.000	\$2,750.00	\$3,657.50
EDM0403	Each	DS/ADDITIONAL PREP LABOR-PER HOUR	100	133	\$48.421	\$4,842.10	\$6,439.99
EDM0405-STD2-H-WC	Each	DS/DOCUMENT SCANNING - 8.5" X 11" - 500,001-750,000 IMAGES - HEAVY PREPARATION	650,000	864,500	\$0.152	\$98,800.00	\$131,404.00
EDM0408-OS5-WC	Each	DS/DOCUMENT SCANNING - OVER 11" X 17" - 5001+ IMAGES	10,000	13,300	\$1.029	\$10,290.00	\$13,685.70
EDM0412-WC	Each	DS/INDEXING – PER 1000 KEYSTROKES	200	266	\$6.052	\$1,210.40	\$1,609.83
EDM0527	Each	DS/BULK DATA TRANSFER	20	27	\$60.527	\$1,210.54	\$1,610.02
GRMDEST	Each	DS/DESTRUCTION – PER BOX	300	399	\$4.843	\$1,452.90	\$1,932.36

Solution Grand Totals :	\$122,008.570	\$162,271.401
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