



# 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 Environmental Health 8-26-2024

**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:** [69081.CO02]

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 **860 N. BUSH ST., 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:

<b>Effective Date: 7-21-2025</b>
Purpose of Change: Addition volume of pages currently at the Contractor's facility.

# TOSHIBA

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

Additional volumes included in initial box count, and required to complete 'Phase-1' document conversion processing.

Additional details:

Updated Index Fields/Document Types:

**Solid Waste:** Facility Name\_SWIS#

- Example: Cold Creek Compost\_23-AA-0029
- SWIS = Site Waste Information System

**Land Use:** Address#\_Address Name\_APN\_City

- Example: 15420\_N. Hwy 101\_48612003\_Ukiah

- APN = Assessor Parcel Number

**Consumer Protection:** Facility ID\_Facility Name\_Address#\_Address Name\_City

- Example: FD5987\_Taste Budz\_4578\_N. State St.\_Ukiah

Estimated Total Price: \$ 33,972

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: <b>Van Real</b>	Printed Name: <i>Marlayna Bourbonnais</i>
Signature: <i>Van Real</i> <small>Van Real (Mar 4, 2026 14:02:56 PST)</small>	Signature: 
Title: <b>VP/GM Northern Ca</b>	Title: 04/14/2026
Date: <b>03/04/2026</b>	Date: Director, Environmental Health

# TOSHIBA

## Pricing Details:

Item	Unit	Description	Quantity	Price	Total
EDM0408-OS5-WC	Each	DS/DOCUMENT SCANNING – OVER 11" x 17" 5001+ IMAGES	5,100	\$1.053	\$5,370.30
EDM0403	Each	DS/ADDITIONAL PREP LABOR - PER HOUR	25	\$50.00	\$1,250.00
EDM0412-WC	Each	DS/INDEXING – PER 1000 KEYSTROKES	150	\$6.19	\$928.50
EDM0407	Each	DS/COLOR SCANNING - PER IMAGE + SCANNED IMAGE PRICE	161,100	\$0.012	\$1,933.20
EDM0527	Each	DS/BULK DATA TRANSFER	5	\$62.00	\$310.00
EDM0405-STD1-H-WC	Each	DS/DOCUMENT SCANNING - 8.5" X 11" - 1-500,000 IMAGES – HEAVY PREPARATION	78,000	\$0.155	\$12,090.00
EDM0405-STD1-WC	Each	DS/DOCUMENT SCANNING - 8.5" X 11" - 1-500,000 IMAGES - STANDARD PREPARATION	78,000	\$0.155	\$12,090.00
<b>ESTIMATED PROJECT TOTAL :</b>					<b>\$33,972.00</b>

**IN WITNESS WHEREOF  
DEPARTMENT FISCAL REVIEW:**

By: [Signature]  
DEPARTMENT HEAD

Date: 4/14/26

Budgeted:  Yes  No

Budget Unit: 4011

Line Item: Professional and Specialized Services

Org/Object Code: EHADMIN 862189

Grant:  Yes  No

Grant No. :

**COUNTY OF MENDOCINO**

By: [Signature]  
BERNIE NORVELL, Chair  
BOARD OF SUPERVISORS

Date: 05/05/2026

**ATTEST:**  
DARCIE ANTLE, Clerk of said Board

By: [Signature]  
Deputy 05/05/2026

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: [Signature]  
Deputy 05/05/2026

**INSURANCE REVIEW:**

By: [Signature]  
Risk Management

Date: 03/02/2026

**CONTRACTOR/COMPANY NAME**

By: Van Real  
Van Real (Mar 4, 2026 14:02:56 PST)

SIGNATURE

Date: 03/04/2026

**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: [Signature]  
COUNTY COUNSEL

Date: 03/02/2026

**EXECUTIVE OFFICE/FISCAL REVIEW:**

By: [Signature]  
Deputy/CEO or Designee

Date: 03/02/2026

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: \_\_\_\_\_