

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

24-961-A-2

SAP Number

In-Home Supportive Services

Department Contract Representative	Julie West
Telephone Number	(909) 387-2462
Contractor	VRC Companies, LLC DBA Vital Records Control
Contractor Representative	Brian Vandegrift
Telephone Number	(661) 857-7314
Contract Term	October 8, 2024 through June 30, 2026
Original Contract Amount	Not to Exceed \$1,100,000
Amendment Amount	N/A
Total Contract Amount	Not to Exceed \$1,100,000
Cost Center	
Grant Number (if applicable)	N/A

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 2

It is hereby agreed to amend Contract No. 24-961, effective September 23, 2025 as follows:

SECTION 2. VENDOR SERVICES, FEES, AND RELEVANT DATES

Amend Section 2., Paragraph D. to read as follows:

- D. The term of this agreement shall be extended from the original contract term of October 8, 2024 through October 7, 2025, to a revised contract end date of June 30, 2026. The County acknowledges that it will not unreasonably withhold approval of the Vendor's requests for extensions of time in which to complete the work required. The Vendor shall not be responsible for performance delays caused by others or delays beyond the Vendor's reasonable control (excluding delays caused by non-performance or unjustified delay by Vendor, his/her/its employees, or subcontractors), and such delays shall extend the time for performance of the work by the Vendor.

SECTION 3., STANDARD TERMS AND CONDITIONS

Amend Section 3., Paragraph X to read as follows:

- X. **Electronic Signature** — This Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Amendment (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment upon request.

All other terms and conditions of Contract No. 24-961 remain in full force and effect.

IN WITNESS HEREOF, the parties have each caused their authorized representative to execute this Agreement.

SAN BERNARDINO COUNTY

► *Dawn Rowe*
 Dawn Rowe, Chair, Board of Supervisors

Dated: SEP 23 2025

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

By *Lynna Monell*
 Lynna Monell
 Clerk of the Board of Supervisors
 San Bernardino County
 Deputy



VRC Companies, LLC DBA Vital Records Control
 (Print or type name of corporation, company, contractor, etc.)

Signed by: *Brian Vandegrift*
 By ► *Brian Vandegrift*
 (Authorized signature - sign in blue ink)

Name Brian Vandegrift
(Print or type name of person signing contract)

Title Sr. Vice President of Digital Sales
(Print or Type)

Dated: 9/9/2025

Address 28486 Westinghouse Place, Ste. #130
Valencia, CA 91355

FOR COUNTY USE ONLY

Approved as to Legal Form
 DocuSigned by:
 ► *Jacqueline Carey-Wilson*
 Jacqueline Carey-Wilson, Deputy County Counsel
 Date 9/9/2025

Reviewed for Contract Compliance
 Signed by:
 ► *Lisa Rivas-Ordaz*
 Lisa Rivas-Ordaz, Contracts Manager
 Date 9/10/2025

Reviewed/Approved by Department
 DocuSigned by:
 ► *Sharon Nevins*
 Sharon Nevins, Director
 Date 9/9/2025