



Contract Number

16-632 A3

SAP Number

4400006044

District Attorney

Department Contract Representative	Claudia Walker
Telephone Number	(909) 382-7689
Contractor	Laguna Vault, LLC dba Docu-Trust
Contractor Representative	Sherri Ryan
Telephone Number	(909) 888-7220
Contract Term	9/1/2016 – 8/31/2024
Original Contract Amount	\$234,000
Amendment No. 1 Amount	\$156,000
Amendment No. 2 Amount	\$196,000
Amendment No. 3 Amount	\$0
Total Contract Amount	\$586,000
Cost Center	4500001000

**AMENDMENT NO. 3
CONTRACT NO. 16-632**

The following are amendments to Contract No. 16-632 between Laguna Vault, LLC dba Docu-Trust (hereinafter "Contractor") and San Bernardino County through the District Attorney's Office (hereinafter "County") for document storage services.


1. Replace Attachment C, with revised Attachment C included in this Amendment No. 3.

2. CONTRACT EXECUTION

This Contract 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 Contract (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 Contract upon request.

3. All other terms and conditions of this Contract shall remain the same.

SAN BERNARDINO COUNTY

► 
Pete Mendoza, Director or Purchasing

Dated: 5/26/23

By _____

Laguna Vault, LLC dba Docu-Trust
(Print or type name of corporation, company, contractor, etc.)

By ► 
(Authorized signature - sign in blue ink)

Name Sheri Ryan
(Print or type name of person signing contract)

Title Office Manager
(Print or Type)

Dated: 05/10/2023

Address 145 East Mill Street
San Bernardino, CA 92408

FOR COUNTY USE ONLY

Approved as to Legal Form

► 
Katherine Hardy, Deputy County Counsel

Date 5-10-23

Reviewed for Contract Compliance

► _____

Date _____

Reviewed/Approved by Department

► _____
Jason Anderson, District Attorney

Date _____

ATTACHMENT C

Delivery Addresses

As of March 2023

	Delivery Address	Description or Division	Floor
1	303 West 3 rd Street San Bernardino, CA 92415	Central	5 th Floor
2		Appellate Services	5 th Floor
3		Management Services	6 th Floor
4		Welfare Fraud	3 rd Floor
5		Executive Staff	6 th Floor
6		Real Estate Fraud	4 th Floor
7		Auto Insurance Fraud	4 th Floor
8		Urban Grant	4 th Floor
9	6527 White Feather Road Joshua Tree, CA 92252	Morongo	N/A
10	8303 Haven Ave. Rancho Cucamonga, CA 921730	Rancho Courthouse	4 th Floor
11	14455 Civic Drive, Ste 300 Victorville, CA 92392	Victorville – Adult I	1 st Floor
12	15371 Civic Drive Victorville, CA 92392	Victorville – Annex, Adult II	1 st Floor
13	15371 Civic Drive Victorville, CA 92392	Victorville – Annex, Juvenile	3 rd Floor
14	560 E. Hospitality Lane, Ste 450 San Bernardino, CA 92415	Hospitality	4 th Floor



County of San Bernardino
DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

CLERK OF THE
BOARD OF SUPERVISORS

2023 MAY 31 PM 1:44

COUNTY OF SAN BERNARDINO

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.

Department/Agency/Entity: District Attorney

Contact Name: Claudia Walker

Telephone: (909) 382-7689

Agreement No.: 16-632 Amendment No.: 3 Date of Board Item 5/18/21 Board Item No.: 36

Name of Contract Entity/Project Name: District Attorney - Laguna Vault (dba Docu-Trust)

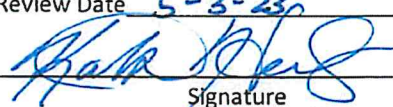

Explanation of request/Special Instructions:

The Board of Supervisors granted authority to the Purchasing Agent on 5/18/2021 (Item No. 36, Recommendation No. 2) to order any necessary changes or additions to the services being performed under the contract for a total not to exceed \$10,000, and to sign corresponding amendments with Laguna Vault, LLC (dba Docu-Trust).

The District Attorney's Office requests the delegation of authority to Purchasing to sign Amendment No. 3 in accordance with the BAI referenced above. This amendment will update Attachment C - Delivery Addresses, to include an additional service address, 560 E. Hospitality Lane, Ste 450, San Bernardino, CA 92415. The District Attorney's Office began occupying this space on February 1, 2023 and the units assigned to this location are in need of records storage services.

Insert check mark that the following required documents are attached to this request:

- ☒ Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- ☒ Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: Katherine Hardy	Date Sent:
Reviewing County Counsel Use Only	Review Date <u>5-3-23</u>  Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>5/12/23</u>  Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: <input type="checkbox"/> Chair <input type="checkbox"/> CEO <input checked="" type="checkbox"/> Department <input type="checkbox"/> Return to Department for preparation of agenda item