

**CITY OF RICHMOND RENT PROGRAM  
CONTRACT AMENDMENT**

<b>Department:</b> Rent Program	<b>Project Manager:</b> Nicolas Traylor
<b>Project Manager E-mail:</b> nicolas_traylor@ci.richmond.ca.us	<b>Project Manager Phone No:</b> (510) 620-6564
<b>P.R. No:</b> 21800602-00 <b>Vendor No:</b> 12342	<b>P.O./Contract No:</b> 3720
<b>Description of Services:</b> Provide ongoing translation services.	
<b>Amendment No. 3 modifies the:</b> (2 <sup>nd</sup> or subsequent amendments attach Amendment History page)	
<input checked="" type="checkbox"/> <b>Term, Payment Limit and Service Plan</b>	<input type="checkbox"/> <b>Payment Limit and Service Plan</b>
<input type="checkbox"/> <b>Term and Service Plan</b>	<input type="checkbox"/> <b>Service Plan</b>

The parties to this Contract Amendment do mutually agree and promise as follows:

- Parties. The parties to this Contract Amendment are the City of Richmond Rent Board (Rent Board) and the following named Contractor:

Company Name: Document Tracking Services

Street Address: 10225 Barnes Canyon Road, A200

City, State, Zip Code: San Diego, CA 92121

Contact Person: Aaron Tarazon

Telephone: (858) 784-0960

Email: translations@doc-tracking.com

Business License No: 40052543 / Expiration Date: June 26, 2019

A California  corporation,  limited liability corporation  general partnership,  limited partnership,  individual,  non-profit corporation,  
 individual dba as [specify:] \_\_\_\_\_  
 other [specify:] \_\_\_\_\_

- Purpose. This Contract Amendment is being entered into to amend the Contract between Rent Board and Contractor which was approved by the Rent Board or executed by the Executive Director on December 19, 2016, which **original** term commenced on December 19, 2016 and terminates December 31, 2017 with an **original** contract payment limit of \$9,999.00. Said contract shall hereinafter be referred to as the "Original Contract" and is incorporated herein by reference.

- Original Contract Provisions. The parties hereto agree to continue to abide by those terms and conditions of the Original Contract, and any amendments thereto, which are unaffected by this Contract Amendment.

4. Amendment Provisions. This Contract Amendment is subject to the Amendment Provisions attached hereto, which are incorporated herein by reference, and which control over any conflicting provisions of the Original Contract, or any amendment thereto.

5. City of Richmond Business License Active Status Maintained. Pursuant to Municipal Code Section 7.04.030, the Contractor must maintain its City of Richmond business license for this Contract Amendment to be deemed to be in effect.

6. Insurance Coverage Updated and Maintained. Pursuant to the Original Contract, the Contractor shall provide the Rent Board with updated insurance certificates, and the Contractor shall maintain insurance coverage, for this Contract Amendment to be deemed to be in effect.

7. Signatures. These signatures attest the parties' agreement hereto:

CITY OF RICHMOND RENT BOARD:

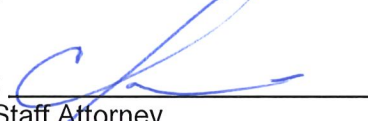
By: 

Title: Executive Director

I hereby certify that the Original Contract and this Amendment have been approved by the Rent Board or executed by the Executive Director.

By:   
Rent Board Clerk

Approved as to form:

By:   
Staff Attorney

List of Attachments:

1. Amendment Provisions
2. Updated Insurance Certificates

CONTRACTOR:

Document Tracking Services

(\*The Corporation Chairperson of the Board, President or Vice-President should sign on the line below.)

By: 

Title: Director

(\*The Corporation Chief Financial Officer, Secretary or Assistant Secretary should sign on the line below.)

By: 

Title: Director

(NOTE: Pursuant to California Corporations Code Section 313, if Contractor is a corporation or nonprofit organization, this Contract (1) should be signed by the Chairperson of the Board, President or Vice-President and the Chief Financial Officer, Secretary or Assistant Secretary; (2) should have both signatures conform to designated representative groups pursuant to Corporations Code Section 313.

**AMENDMENT PROVISIONS (TERM, PAYMENT LIMIT AND SERVICE PLAN)**

1. Paragraph 2 (Term) of the Original Contract is hereby amended to extend the Contract term. Paragraph 2 of the Original Contract is amended to read as follows:

"2. Term. The effective date of this Contract is  
December 19, 2016

\_\_\_\_\_  
(Insert original contract commencement date)

and it terminates

**June 30, 2020**

\_\_\_\_\_  
(Insert new contract termination date)

unless sooner terminated as provided herein."

2. Paragraph 3 (Payment Limit) of the Original Contract is hereby amended to increase the payment limit by \$ 15,000.00. Paragraph 3 of the Original Contract is amended to read as follows:

"3. Payment Limit. Rent Board's total payments to Contractor under this Contract shall not exceed \$ 34,999.00 including expenses."

"The Rent Board shall not pay for services that exceed the Contract Payment Limit without the prior written approval of the Executive Director if the total Contract amount does not exceed \$10,000 or without the prior approval of the Rent Board if the total Contract amount is over \$10,000."

3. The Service Plan (Exhibit A) of the Original Contract is hereby amended to include the following tasks and/or services:

No amendments to the Service Plan.

Document Tracking Services

Amendment No.  
3

P.O./Contract No.  
3720

**AMENDMENT PROVISIONS (AMENDMENT HISTORY)**

The **first** Contract Amendment was approved by the Rent Board or executed by the Executive Director on June 13, 2018 for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ \_\_\_\_\_ for a payment limit not to exceed \$ 9,999.00.
- Term Amendment (insert new termination date): December 31, 2018
- Service Plan

The **second** Contract Amendment was approved by the Rent Board or executed by the Executive Director on June 20, 2018 for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ 10,000.00 for a payment limit not to exceed \$ 19,999.00.
- Term Amendment (insert new termination date): June 30, 2019
- Service Plan

The **third** Contract Amendment was approved by the Rent Board or executed by the Executive Director on \_\_\_\_\_ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ \_\_\_\_\_ for a payment limit not to exceed \$ 19,999.00.
- Term Amendment (insert new termination date): \_\_\_\_\_
- Service Plan

The **fourth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on \_\_\_\_\_ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ \_\_\_\_\_ for a payment limit not to exceed \$ 19,999.00.
- Term Amendment (insert new termination date): \_\_\_\_\_
- Service Plan

The **fifth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on \_\_\_\_\_ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ \_\_\_\_\_ for a payment limit not to exceed \$ 19,999.00.
- Term Amendment (insert new termination date): \_\_\_\_\_
- Service Plan