

**AMENDMENT TO AGREEMENT
BETWEEN THE COUNTY OF SAN MATEO AND THREE PRODCUTIONS, LLC**

THIS AMENDMENT TWO TO THE AGREEMENT, entered into this 1 day of FEBRUARY, 2026 by and between the COUNTY OF SAN MATEO, hereinafter called "County," and THREE PRODUCTIONS, LLC, hereinafter called "Contractor":

W I T N E S S E T H:

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department thereof;

WHEREAS, the parties entered into an Agreement for the purpose of Videotaping services for Board Meetings for the term December 1, 2023, through December 31, 2024, in an amount not to exceed \$135,000; and

WHEREAS, the parties amended the Agreement in order to increase the amount by \$64,000, for a new total not to exceed of \$199,000, extending the term of the Agreement through December 31, 2025, and replaced Exhibit B in its entirety with Exhibit B1; and

WHEREAS, the parties amended the Agreement to increase the amount by \$255,000 for a new not to exceed of \$454,000 and replace Exhibit A and B1 in its entirety with Exhibit A1 and B2.

WHEREAS, the parties have agreed to extend the term date to December 31, 2026.

WHEREAS, the parties have agreed to amend the Agreement for an additional year of services in the amount not to exceed \$185,000 for a new not to exceed contract value of \$639,000 and replace Exhibit B2 in its entirety as Exhibit B3.

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. Section 4 of the agreement is amended to read as follows:
Subject to compliance with all terms and conditions, the term of this Agreement shall be from December 1, 2023, through December 31, 2026.

2. **All other terms and conditions of the agreement dated December 1, 2023, and as subsequently amended between the County and Contractor shall remain in full force and effect.**

In witness of and in agreement with this Amendment Two to the Agreement's terms, the parties, by their duly authorized representatives, affix their respective signatures:

For Contractor: THREE PRODUCTIONS LLC

DocuSigned by:

EB47C12167E742D

2/18/2026

hunthrey chan

Contractor Signature

Date

Contractor Name (please print)

COUNTY OF SAN MATEO

By:
President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:
Clerk of Said Board

Exhibit B3 (rev. Feb 2026)

In consideration of the services provided by Contractor described in Exhibit A1 and subject to the terms of the Agreement, County shall pay Contractor based on the following fee schedule and terms:

Contractor will be paid a flat rate of \$3,150.00 per Board of Supervisors meeting, which includes minimal setup and breakdown normally half an hour prior, and a half hour after each meeting, and personnel costs.

Any additional work required outside of the scheduled Board of Supervisors meetings will be billed at a rate of \$250.00 per hour. There will be no additional premium charges for services provided on Saturdays and Sundays.

In addition, contractor shall provide ongoing IT consulting services to support the County's audio and video infrastructure, systems, and planning efforts. Services will include but are not limited to:

- Coordination and consultation meetings with County IT and AV personnel
- Equipment research and recommendations for audio/video systems
- Troubleshooting and technical support for existing AV systems
- Planning and solution proposals for board chambers and adjacent spaces
- Evaluation and integration guidance for AV hardware and software platforms

Professional Rates:

1. Scheduled Board Meetings (Recording)

- **Rate:** \$3,150 per scheduled meeting
- **Estimated Scheduled Meetings:** 24
- **Estimated Scheduled Recording Total:** **\$75,600.00** (24 meetings × \$3,150 per meeting)

Billing Condition: The County will be billed only for scheduled meetings that are actually conducted and recorded.

2. Scheduled Board Meetings (Editing)

- **Rate:** \$250.00 per hour
- **Estimated meeting duration:** 6–7 hours average
- **Maximum Editing (Not-to-Exceed):** 160 hours
- **Scheduled Editing Not-to-Exceed Amount:** **\$40,000.00** (160 hours × \$250.00 per hour)

Billing Condition: Editing will be billed based on actual hours worked, not to exceed the maximum hours stated above.

3. Annual Transcription Fee (2026)

- **Annual Transcription Fee (Flat Fee):** **\$70,000.00**

Billing Condition: The annual transcription fee applies to calendar year 2026 and is billed as a flat amount.

Unscheduled Meetings or Special Meetings

4. Special Meetings (Billable as Occurred)

Special meetings are outside the scheduled meeting count and will be billed only if convened.

4.1 Special Meeting Recording

- Rate: \$3,150 per special meeting
- Billing Condition: The County will be billed only for special meetings that are actually conducted and recorded.

4.2 Special Meeting Editing

- Rate: \$250.00 per hour
- Special Meeting Editing Maximum (Not-to-Exceed): 40 hours
- Special Meeting Editing Not-to-Exceed Amount: \$10,000.00 (*40 hours × \$250.00 per hour*)

Billing Condition: Special meeting editing will be billed based on actual hours worked, not to exceed the maximum hours stated above.