

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
WITH COMPLETE PAPERLESS SOLUTIONS**

This First Amendment to the Agreement for Professional Services dated August 14, 2023 (the "Master Agreement") is made and entered into as of October 27, 2025 ("Effective Date") between the parties the City of Upland, a municipal corporation ("City") and Complete Paperless Solutions, an LLC, with its location at 5031 E. La Palma, Ave. Suite 206 Anaheim, CA 92807 (hereinafter referred to as "Consultant"). City and Consultant are sometimes referred to herein individually as a "Party" and collectively as "Parties."

**RECITALS**

A. WHEREAS, the City and the Consultant have entered into the Master Agreement, for the purpose of providing Enterprise Document Management System services; and

B. WHEREAS, the Parties now desire to amend the Master Agreement to revise the Time of Performance.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants, conditions, and promises contained in this Amendment and the Master Agreement, the Parties mutually agree as follows:

**AGREEMENT**

1. Incorporation of Recitals. The recitals listed above are true and correct and are incorporated herein by this reference.

2. Time of Performance. Section 5 of the Master Agreement is amended to extend the Master Agreement one year through June 30, 2026 ("Extended Term").

3. Ratification of Master Agreement. All terms and provisions of the Master Agreement not amended by this First Amendment are hereby reaffirmed and remain in full force and effect.

**SIGNATURE PAGE FOR  
FIRST AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT  
WITH COMPLETE PAPERLESS SOLUTIONS**

IN WITNESS WHEREOF, the Parties hereto have executed this First Amendment on the Effective Date first herein above written.

**CITY OF UPLAND**

**CONSULTANT**

APPROVED BY:

**COMPLETE PAPERLESS SOLUTIONS**

DocuSigned by:  
*Michael Blay*  
ED26F9DCC3FF48A...  
Michael Blay  
City Manager

Signed by:  
  
C788ABA3E2584E0...

Signature

Jamie Dunn

Name

VP of Sales

Title

ATTEST:

**(Two Signatures of Corporate Officers  
Required for Corporations)**

DocuSigned by:  
*Keri Johnson*  
F421A8F85BE347A...  
Keri Johnson  
City Clerk

Signature

Approved as to form:

Name

Signed by:  
*Stephen Deitsch*  
9326370F6DB648E...  
Stephen P. Deitsch  
City Attorney

Title