

|                                                                                                                                          |                           |              |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------|
| State of Washington<br>Contracts & Procurement Division<br>Department of Enterprise Services<br>P.O. Box 41411<br>Olympia, WA 98504-1411 | <b>CONTRACT AMENDMENT</b> |              |
|                                                                                                                                          | Contract No.:             | 17422        |
| Laura's Business Services dba LBS Business Services<br>14698 Baseline, 5 Rd SE<br>Moses Lake, WA 98837                                   | Amendment No.:            | 3            |
|                                                                                                                                          | Effective Date:           | June 1, 2025 |

**THIRD AMENDMENT  
TO  
CONTRACT NO. 17422  
PROCESS SERVER SERVICE**

This Third Amendment ("Amendment") to Contract No. 17422 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and Laura's Business Services dba LBS Business Services a Washington Company ("Contractor") and is dated as of June 1, 2025.

**RECITALS**

- A. Enterprise Services and Contractor (collectively the "Parties") entered into that certain Contract No. 17422 dated effective as of July 1, 2023 ("Contract").
- B. The Parties previously amended the Contract as follows:
  - (1) Amendment 1, effective July 10, 2024.
    - i. ECONOMIC ADJUSTMENT. Exhibit B – Prices for Goods/Services is hereby amended by deleting the existing Exhibit B in its entirety and inserting the attached Exhibit B – Prices for Services to increase by 5.1% from the previous set price.
    - ii. ECONOMIC ADJUSTMENT. Section 3.3 of the Contract is hereby amended by deleting this sentence, "Prices shall be adjusted on January 1<sup>st</sup>". As it states elsewhere in Section 3.3 (Economic Adjustment), prices shall be adjusted on every annual anniversary of the Contract.
    - iii. NONDISCRIMINATION. The contract is hereby amended to include a nondiscrimination provision to the end of Section 18 (General Provisions) as a new subsection.
- C. Amendment 2, effective September 1, 2024. The contract is hereby amended to include a 'pay equality provision' as required by the Washington State Legislature. See [LAWS OF 2023, ch. 475](#), § 919(4).
- D. The Parties now desire to amend the Contract to extend the term of the Contract.
- E. The amendment set forth herein is within the scope of the Contract.

## AGREEMENT

**NOW THEREFORE**, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

1. **TERM.** The Contract term is amended to extend the term thirty-six (36) months, ending June 30, 2028.
2. **NO CHANGE OTHER THAN AMENDMENT.** Except as amended herein, the Contract is unaffected and remains in full force and effect.
3. **INTEGRATED AGREEMENT; MODIFICATION.** This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
4. **AUTHORITY.** Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
5. **ELECTRONIC SIGNATURES.** An electronic signature or electronic record of this Amendment or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
6. **COUNTERPARTS.** This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**LAURA'S BUSINESS SERVICES DBA LBS BUSINESS  
SERVICES,  
A WASHINGTON COMPANY**

By:   
Laura Smith (Aug 30, 2025 01:07:04 PDT)  
Name: Laura Smith  
Title: Owner  
Date: Aug 30, 2025

**STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES**

By:   
Name: Tim Foitzik  
Title: Procurement Supervisor  
Date: April 24, 2025

# 17422 Amd 03\_Laura's Business Services

Final Audit Report

2025-04-24

|                 |                                              |
|-----------------|----------------------------------------------|
| Created:        | 2025-04-24                                   |
| By:             | Maree George (maree.george@des.wa.gov)       |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAADKjh0XWL0ifKqfTmDEG0-Ngg6MvCB71R |

## "17422 Amd 03\_Laura's Business Services" History

-  Document created by Maree George (maree.george@des.wa.gov)  
2025-04-24 - 1:59:17 PM GMT
-  Document emailed to Tim Foitzik (Tim.Foitzik@des.wa.gov) for signature  
2025-04-24 - 1:59:40 PM GMT
-  Email viewed by Tim Foitzik (Tim.Foitzik@des.wa.gov)  
2025-04-24 - 4:53:25 PM GMT
-  Document e-signed by Tim Foitzik (Tim.Foitzik@des.wa.gov)  
Signature Date: 2025-04-24 - 4:53:33 PM GMT - Time Source: server
-  Agreement completed.  
2025-04-24 - 4:53:33 PM GMT

# 17422 Amd 03\_Laura's Business Services - signed

Final Audit Report

2025-08-30

|                 |                                               |
|-----------------|-----------------------------------------------|
| Created:        | 2025-08-08                                    |
| By:             | Maree George (maree.george@des.wa.gov)        |
| Status:         | Signed                                        |
| Transaction ID: | CBJCHBCAABAAoDEzGlcMNWzfEv_qtT95MOOZSkJUWween |

## "17422 Amd 03\_Laura's Business Services - signed" History

-  Document created by Maree George (maree.george@des.wa.gov)  
2025-08-08 - 2:56:47 PM GMT
-  Document emailed to Laura Smith (lbsservices20@gmail.com) for signature  
2025-08-08 - 2:57:27 PM GMT
-  Email viewed by Laura Smith (lbsservices20@gmail.com)  
2025-08-30 - 8:04:55 AM GMT
-  New document URL requested by Laura Smith (lbsservices20@gmail.com)  
2025-08-30 - 8:05:01 AM GMT
-  Document e-signed by Laura Smith (lbsservices20@gmail.com)  
Signature Date: 2025-08-30 - 8:07:04 AM GMT - Time Source: server
-  Agreement completed.  
2025-08-30 - 8:07:04 AM GMT