

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 03/13/2023

Need Date: 03/13/2023

**PROCESSING DEPARTMENT:**

Department: CAO - Facilities  
Dept. Contact: Janelle York  
Phone: 530-621-5894  
Department  
Head Signature: \_\_\_\_\_

**CONTRACTOR:**

Name: GHD  
Address: 3883 Ponderosa Rd.  
Shingle Springs, CA 95882  
Phone: 916-573-3309

Org Code: 06ACO23

Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** CAO Facilities

Service Requested: Review and Approve

Description: Amendment and Assignment - Lease Agreement with GHD

Contract Term: 04/01/2023-03/31/2024 Contract Value: 52,554.72

**COUNTY COUNSEL:** (must approve all contracts and MOU's)

Approved:  Disapproved:  Date: 03/14/2023 By: Janeth SanPedro  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

Digitally signed by Janeth SanPedro  
Date: 2023.03.14 15:08:55 -0700

**COUNSEL – PLEASE FORWARD TO HR AND RISK MANAGEMENT – THANKS!**

**HR APPROVAL:**

Compliance with Human Resources requirements? Yes:  No:

Compliance verified by: \_\_\_\_\_

**RISK MANAGEMENT APPROVAL:** (all contracts & MOU's except boilerplate grant funding contracts)

Approved:  Disapproved:  Date: 03/15/2023 By: Michael Andersen  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

Digitally signed by Michael Andersen  
Date: 2023.03.15 12:47:08 -0700

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).

Departments: \_\_\_\_\_  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

PLEASE EMAIL SIGNED DOCUMENT TO:

THANK YOU!