

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 01/26/2022

Need Date: 02/04/2022

**PROCESSING DEPARTMENT:**

Department: Procurement and Contracts  
Dept. Contact: Tyler Prince  
Phone: X6438  
Department Head Signature: Jon Manning Digitally signed by Jon Manning  
Date: 2022.01.20 13:43:51  
-08'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: Municode LLC  
Address: 1700 Capital Circle SW  
Tallahassee, FL 32310  
Phone: 950-321-2532  
Org Code: 100000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Board of Supervisors

Service Requested: Review and Approve

Description: First Amendment to Agreement for Ordinance Code Codification Services

Contract Term: Perpetual Contract Value: Approximately \$16,000 annually

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

Approved:  Disapproved:  Date: 01/27/2022 By: Janeth SanPedro Digitally signed by Janeth SanPedro  
Date: 2022.01.27 15:11:09 -08'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

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

**HR APPROVAL:**

Compliance with Human Resources requirements? Yes:  No:   
Compliance verified by: Lauren Montalvo Digitally signed by Lauren Montalvo  
Date: 2022.02.03 11:13:30 -08'00'

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

Approved:  Disapproved:  Date: 01/30/2022 By: Michael Andersen Digitally signed by Michael Andersen  
Date: 2022.01.30 23:14:10 -08'00'  
Approved:  Disapproved:  Date: \_\_\_\_\_ By: \_\_\_\_\_

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

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