

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 04/14/2023

Need Date: 04/14/2023

**PROCESSING DEPARTMENT:**

Department: P&C  
Dept. Contact: Matthew Potter  
Phone: x5417  
Department Head Signature: Jon Manning  
Digitally signed by Jon Manning  
Date: 2023.04.14 08:54:34  
-07'00'  
Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: West Publishing Corporation dba Thomas Reuters West  
Address: 610 Opperman Drive  
Egan, MN 55123  
Phone: 510.995.8129  
Org Code: 2200000  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** District Attorney

Service Requested: Review and Approve

Description: Licensing Agreement and Order Form for Public Records Search Services

Contract Term: 3 yrs Contract Value: \$161,217.08 as amended

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

Approved:  Disapproved:  Date: 04/14/2023 By: Roger A. Runkle  
Digitally signed by Roger A. Runkle  
Date: 2023.04.14 10:26:10 -07'00'  
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: \_\_\_\_\_

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

Approved:  Disapproved:  Date: 04/14/2023 By: Michael Andersen  
Digitally signed by Michael Andersen  
Date: 2023.04.14 12:54:14 -07'00'  
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: \_\_\_\_\_

PLEASE EMAIL SIGNED DOCUMENT TO: