

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 12/17/2024

Need Date: 12/26/2024

**PROCESSING DEPARTMENT:**

Department: CAO- Procurement & Contracts  
Dept. Contact: Timmi King  
Phone: x5102  
Department Head Signature: Matthew Potter  
Digitally signed by Matthew Potter  
Date: 2024.12.16 12:12:06 -08'00'  
Matthew Potter  
Senior Administrative Analyst

**CONTRACTOR:**

Name: Five Star Automotive  
Address: 2119 Ruth Avenue  
South Lake Tahoe, California 96150  
Phone: 530-541-2077  
Org Code: 3600010  
Project String  
(if applicable): \_\_\_\_\_

**CONTRACTING DEPARTMENT:** Department of Transportation

Service Requested: Review and Approve  
Description: Automotive Repair and Maintenance Services  
Contract Term: 3 years Contract Value: \$400,000

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

Approved:  Disapproved:  Date: 12/26/2024 By: Daniel Vandekoolwyk  
Digitally signed by Daniel Vandekoolwyk  
Date: 2024.12.26 06:54:42 -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: Sera Salmalyan  
Digitally signed by Sera Salmalyan  
Date: 2025.01.21 16:37:28 -08'00'

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

Approved:  Disapproved:  Date: 01/14/2025 By: Jordan A. Brown  
Digitally signed by Jordan A. Brown  
Date: 2025.01.21 11:13:54 -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: \_\_\_\_\_

PLEASE EMAIL SIGNED DOCUMENT TO: timmi.king@edcgov.us