

# CONTRACT AMENDMENT ROUTING SHEET

Date Prepared: 01/11/2024

Need Date: 01/25/2024

**PROCESSING DEPARTMENT:**

Department: CAO-Procurement and Contracts

Dept. Contact: Matthew Potter

Phone: X 5417

Department Head Signature: Jon Manning Digitally signed by Jon Manning  
Date: 2024.01.10 10:32:19  
+08'00'

Jon Manning, CPPB  
Administrative Analyst Supervisor

**CONTRACTOR:**

Name: PlanetBids, LLC

Address: 13263 Ventura Blvd, Suite 101

Studio City, CA 91604

Phone: 818.912.1771

Org Code: 0630350

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

**CONTRACTING DEPARTMENT:** CAO

Service Requested: Review and Approve

Description: Second Amendment to Support Services for Use of Proprietary Software for Vendor and Bid Management

Contract Term: 6 years, as amended Contract Value: \$72,446.06, as amended

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

Approved:  Disapproved:  Date: 01/18/2024 By: Ted Wood Digitally signed by Ted Wood  
Date: 2024.01.18 10:38:31  
-08'00'

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

Approved as to form subject to minor edits - TDW

Edits incorporated 1/19/2024 - MP

**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: \_\_\_\_\_ By: \_\_\_\_\_

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: matthew.mckain@edcgov.us