

# CONTRACT ROUTING SHEET

Date Prepared: 3/4/13

Need Date: \_\_\_\_\_

**PROCESSING DEPARTMENT:**Department: CAO**CONTRACTOR:**Name: Mark D. Zinser and Kathryn Fae Zinser TrustDept. Contact: Sue Hennike

Address: \_\_\_\_\_

Phone #: 5417

Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Authorization: [Signature]**CONTRACTING DEPARTMENT:** District AttorneyService Requested: Lease of Office Space at 532 Main Street, PlacervilleContract Term: 5 years

Contract Value: \_\_\_\_\_

\$285,000

Compliance with Human Resources requirements? \_\_\_\_\_

Yes: N/A

No: \_\_\_\_\_

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

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)Approved: ✓ Disapproved: \_\_\_\_\_ Date: 3/25/13By: D. Livingston

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

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

SUBJECT TO RESOLVING DISCREPANCIES IN §56  
RE: OPTION REM.

**RECEIVED**  
 MAR 04 2013  
 El Dorado County Counsel

**RISK MANAGEMENT:**Approved: ✓ Disapproved: \_\_\_\_\_ Date: 4/2/2013By: Adams

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

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

**RECEIVED**  
 EL DORADO COUNTY COUNSEL  
 2013 MAR 25 PM 1:40 APR -2 PM 5:00