

# CONTRACT ROUTING SHEET

Date Prepared: 06/08/2016

Need Date: 06/20/2016

**PROCESSING DEPARTMENT:**

Department: Probation  
Dept. Contact: Darci Prall  
Phone #: Ext. 6076  
Department Head Signature: [Signature]

**CONTRACTOR:**

Name: Pro-Line Cleaning Services, Inc.  
Address: 6100 Enterprise Drive, STE G  
Diamond Springs, CA 95619  
Phone: 530-642-8096  
Paul Funk

**CONTRACTING DEPARTMENT:** Probation Department

Service Requested: Janitorial services for leased facility  
(3974 Durock Rd. STE 205-211, Shingle Springs.)

Contract Term: 08/01/16 - 07/31/2019 3 years Contract Value: \$70,324.20

Compliance with Human Resources requirements? Yes: X No:         

Compliance verified by: Approved by email 06/10/16 - attached

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

Approved: X Disapproved:          Date: 6/13/16 By: [Signature]  
Approved:          Disapproved:          Date:          By:         

EL PASO COUNTY COUNSEL  
2016 JUN 9 PM 3:46

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)

Approved: ✓ Disapproved:          Date: 6-16-16 By: MS  
Approved:          Disapproved:          Date:          By:         

EDC HR/RISK  
16 JUN 14 AM 11:09

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

Departments:         

Approved:          Disapproved:          Date:          By:           
Approved:          Disapproved:          Date:          By: