

# CONTRACT ROUTING SHEET

Date Prepared: April 1, 2015

Need Date: ASAP

**PROCESSING DEPARTMENT:**

Department: Procurement & Contracts  
Dept. Contact: Ashley Boyd  
Phone #: x5804  
Department: \_\_\_\_\_  
Head Signature: [Signature]

**CONTRACTOR:**

Name: Viking Shred  
Address: 1260 Triangle Court, Suite 130  
West Sacramento, CA 95605  
Phone: 866-547-5368

**CONTRACTING DEPARTMENT:** County-Wide

Service Requested: Secured and confidential document and e-waste destruction services  
Contract Term: Three (3) Years Contract Value: \$100,000.00  
Compliance with Human Resources requirements? Yes: [check] No: \_\_\_\_\_  
Compliance verified by: APPROVED 4/1/15 - JUDIE EUGEL

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

Approved: [check] Disapproved: \_\_\_\_\_ Date: 4/6/2015 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

ELDON RADO COUNTY COUNSEL  
2015 APR - 2 AM 3:57

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: [check] Disapproved: [check] Date: 4/7/15 By: [Signature]  
Approved: [check] Disapproved: \_\_\_\_\_ Date: 4/10/15 By: [Signature]

UPLOADED TO EBIX 4/1/15

Please

Set up in Ebix as Std w/ Professional

need E&O coverage / Bonding information ← ok to waive this year

PROTECTED  
MAY NOT BE DISCLOSED TO DEPT.  
15 APR - 7 AM 8:00

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

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