

CONTRACT ROUTING SHEET

Date Prepared: June 30, 2011

Need Date: ASAP

PROCESSING DEPARTMENT:

Department: Human Services

Dept. Contact: DeAnn Osborn

Phone #: X7338

Department Head Signature: 

Daniel Nielson, Director

CONTRACTOR:

Name: Pro-Line Cleaning Services

Address: PO Box 850

Diamond Springs CA 95619

Phone: 530/642-8096

CONTRACTING DEPARTMENT: Human Services

Service Requested: Janitorial Services for 3057-A and 3047 Briw Road, Placerville

Contract Term: July 19, 2011-July 18, 2014 Contract Value: \$143,640.00

Compliance with Human Resources requirements? Yes: X No:

Compliance verified by: Mike Stella

COUNTY COUNSEL: (Must approve all contracts and MOUs)

Approved: ✓ Disapproved: Date: 7-6-11 By: 

Approved: Disapproved: Date: By:

EL DORADO COUNTY COUNSEL
2011 JUN 01 AM 7:57

Please forward to Risk Management. Thanks!

RISK MANAGEMENT: (All contracts and MOUs except boilerplate grant funding agreements)

Approved: Disapproved: ✓ Date: 7-11-11 By: 

Approved: ✓ Disapproved: Date: 7-12-11 By: 

1) Bond updated 2) Need Gen'l liab additional insur endorsement
7/12/11 - 1) updated janitorial bond attached 2) General liability add'l insur endorsement attached. all others

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

Departments:

Approved: Disapproved: Date: By:

Approved: Disapproved: Date: By:

Please contact DeAnn Osborn (X7338) to arrange for pick-up. Thank you!