

CONTRACT ROUTING SHEET

Date Prepared: December 2, 2013

Need Date: ASAP – BOS Agenda 12/17

PROCESSING DEPARTMENT:

CONTRACTOR:

Department: Procurement & Contracts
Dept. Contact: Linda Silacci-Smith
Phone #: x5417
Department Head Signature: [Signature]

Name: Martha Waddell Olsen
Name: c/o Select Property Mgmt.
Address: 4062 Flying C Road
Cameron Park, CA 95682
Phone: (530) 677-1414

CONTRACTING DEPARTMENT: CAO-Facilities

Service Requested: Lease for 415 Placerville Drive, Suites M - N
Contract Term: Amend to Month-to-Month Contract Value: \$1,658.55/month
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

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

Approved: ✓ Disapproved: _____ Date: 12/3/2013 By: J. Sanfelix
Approved: _____ Disapproved: _____ Date: _____ By: _____

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: ✓ Disapproved: _____ Date: 12/5/13 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

Please change contract Ins. Provisions to Reflect \$1,000,000 GL peroc Requirement

12/5/13 changes incorporated - jfx

RECEIVED
13 DEC 2013
13 DEC 3 PM 1:09
RISK MGMT DEPT

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

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____