

# FORMAL PUBLIC WORKS BID ROUTING SHEET

Date Prepared: 3/27/2020

Need Date: Board Date – 04/07/2020

**PROCESSING DEPARTMENT:**

Department: CAO – P&C  
Dept. Contact: Kady Leitner  
Phone: x5150  
Department  
Head Signature: *Michele Weimer*  
Michele Weimer  
Procurement & Contracts  
Manager/Purchasing Agent

**CONTRACTOR:**

Name: TBD  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Org Code: 0640400

**CONTRACTING DEPARTMENT:** CAO – Facilities

Service Requested: Review and Approve Roof Rehabilitation Bid Documents for Two Projects  
Contract Term: \_\_\_\_\_ Contract Value: \_\_\_\_\_

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

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 3/30/2020 By: *JDS*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

see email.

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EDC COUNTY COUNSEL  
2020 MAR 24 PM 12:04

HR APPROVAL: N/A – Public Works *nla* *Lauren Montalvo*

Please forward to Risk Management upon approval. 4/1/20

**RISK MANAGEMENT:** (Must approve all contracts and MOU's)

Approved: X Disapproved: \_\_\_\_\_ Date: 4/2/2020 By: *Rud*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

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PLEASE EMAIL FOR PICK-UP [cao-contracts-newrequests@edcgov.us](mailto:cao-contracts-newrequests@edcgov.us) Thank you!