

AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 10/23/2020

Need Date: 11/06/2020

PROCESSING DEPARTMENT:

Department: CAO - Procurement & Contracts

Dept. Contact: Kristen Germond

Phone: x5974

Department Head Signature: S. R. Ewert Digitally signed by S. R. Ewert
Date: 2020.10.21 12:54:46
-07'00'

Sandy Ewert
Administrative Analyst Supervisor

CONTRACTOR:

Name: Emerald Bay Properties, LLC,

Address: 2163 White Sands Drive

South Lake Tahoe, California 96150

Phone: _____

Org Code: 028000

Project #
(if applicable): _____

Funding Source: General Fund

CONTRACTING DEPARTMENT: CAO - Facilities

Service Requested: Review & Approve

Description: Lease Agreement for 924 Emerald Bay Raod, South Lake Tahoe for Supervisor Novasel's Office Space

Contract Term: Two (2) Years Contract Value: \$ 13,250.00

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

Approved: Disapproved: Date: 10/26/2020 By: Daniel Vandekoolwyk Digitally signed by Daniel Vandekoolwyk
Date: 2020.10.26 09:05:22 -07'00'

Approved: Disapproved: Date: _____ By: _____

HR APPROVAL: WILL BE REVIEWED THROUGH WORKFLOW

RISK MANAGEMENT: WILL BE REVIEWED THROUGH WORKFLOW

**PLEASE EMAIL DOCUMENT TO cao-contracts-newrequests@edcgov.us
UPON COMPLETION
Thank you!**