

CONTRACT ROUTING SHEET

Date Prepared: August 20, 2013Need Date: *** RUSH *****PROCESSING DEPARTMENT:**
 Department: Procurement & Contracts
 Dept. Contact: Linda Silacci-Smith
 Phone #: x5417
 Department Head Signature: [Signature]
for Sue Henneke
CONTRACTOR:
 Name: Town Center East, L.P.
 Address: 4359 Town Center Blvd., #212
El Dorado Hills, CA 95762
 Phone: (916) 933-6999
CONTRACTING DEPARTMENT: CAO-Facilities
 Service Requested: Lease - Supervisor Mikulaco
 Contract Term: Upon Execution - 12/31/2016 Contract Value: \$64,600.00
 Compliance with Human Resources requirements? Yes: _____ No: _____
 Compliance verified by: _____
COUNTY COUNSEL: (Must approve all contracts and MOU's)
 Approved: Disapproved: _____ Date: 8/20/13 By: J. Smith
 Approved: _____ Disapproved: _____ Date: _____ By: _____
As to form.

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)
 Approved: Disapproved: _____ Date: 8/21/2013 By: [Signature]
 Approved: _____ Disapproved: _____ Date: _____ By: _____

Please have vendor
sign w. comp waiver
rec'd 8/21/13-jfb
OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract)
 Departments: _____
 Approved: _____ Disapproved: _____ Date: _____ By: _____
 Approved: _____ Disapproved: _____ Date: _____ By: _____

 EL DORADO COUNTY COUNSEL
 2013 AUG 20 PM 2:12

 RECEIVED
 HUMAN RESOURCES DEPT.
 13 AUG 21 AM 10:16