

CONTRACT ROUTING SHEET

Date Prepared: December 10, 2015

Need Date: **ASAP** BOS Agenda 12/15

PROCESSING DEPARTMENT:

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

CONTRACTOR:

Name: EDH Waterfront
Address: 4364 Town Center Blvd. #213
El Dorado Hills, CA 95762
Phone: (916) 399-6699

CONTRACTING DEPARTMENT: CAO - Facilities

Service Requested: Lease - Supervisor Mikulaco - Suite Move and update to Notices and Payment
Contract Term: No change Contract Value: No change
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: N/A - Lease

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

Approved: ✓ Disapproved: _____ Date: 12/10/15 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

EL DORADO COUNTY COUNSEL
2015 DEC 10 PM 5:15
HUMAN RESOURCES DEPT
AM 8:10

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: ✓ Disapproved: _____ Date: 12/11/15 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

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

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