

Contract #: 052-S1710  
Index Code: 417200

# CONTRACT ROUTING SHEET

Date Prepared: 7/22/16 <sup>Resubmitting to Coco</sup> 8/1/16

Need Date: 8/19/16

### PROCESSING DEPARTMENT:

Department: HHSA  
Dept. Contact: Jennifer Anderson  
Phone #: Ext. 6901

### CONTRACTOR:

Name: Pro-Line Cleaning Services  
Address: P. O. Box 850  
Diamond Springs, CA 95619

Department  
Head Signature: Patricia Charles-Heath  
Don Ashton, M.P.A., Director

Phone: \_\_\_\_\_

### CONTRACTING DEPARTMENT: Health and Human Services Agency

Service Requested: Janitorial services for the MH facility at 768 Pleasant Valley Road

Contract Term: 10/01/2016 - 09/30/2019 Contract/Grant Value: \$68,100

Compliance with Human Resources requirements? N/A  Yes  No

Compliance verified by: HR approved on 5/4/16.

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

Approved:  Disapproved: \_\_\_\_\_ Date: 8/8/16 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
2016 AUG 12 AM 11:58

### PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

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

Approved:  Disapproved: \_\_\_\_\_ Date: 8-16-16 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EDG HR/RISK

16 AUG 09 11:14

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

**NOTE:** Any contract that involves the development, installation, implementation, storing, retrieving, transfer, or sending of electronic information, the acquisition of software or computer related items, or any other service/item that may be IT related, especially those that involve computers and telecommunications, must be approved by IT before submission to Counsel. This also applies to any other contract that requires approval from another department.

Departments: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Please contact (Jennifer x6901) with questions or for contract packet pick-up. Thank you!

[Signature] 7/30/16  
CFO Review Date

[Signature]  
Deputy Director, Administration and Contracts Date

@ 7/28/16

KE 7/29/16