

Contract #: 005-S1511  
Index Code: 418400 ✓

# CONTRACT ROUTING SHEET

Date Prepared: 1/28/14

Need Date: 2/18/14

**PROCESSING DEPARTMENT:** *Mental*  
Department: HHS/ *Mental* Public Health  
Dept. Contact: Sharon Keoppel  
Phone #: 4811  
Department: \_\_\_\_\_  
Head Signature: *[Signature]*  
Don Ashton, Director

**CONTRACTOR:**  
Name: Pro-Line Cleaning Services, Inc. ✓  
Address: PO Box 850  
Diamond Springs, CA 95619  
Phone: 530-642-0188

**CONTRACTING DEPARTMENT:** Health and Human Services Agency  
Service Requested: Janitorial Services 935 B Spring St-Psychiatric Health Facility  
Contract Term: July 1, 2014 - June 30, 2017 Contract/Grant Value: ~~\$93,600~~ *94,500*  
Compliance with Human Resources requirements? N/A Yes No  
Compliance verified by: Feasibility Analysis attached.

**COUNTY COUNSEL:** (Must approve all contracts and MOU's)  
Approved:  Disapproved: \_\_\_\_\_ Date: *3/4/14* By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

HUMAN RESOURCES DEPT.  
14 MAR 14 AM 8:06

PLEASE FORWARD TO RISK MANAGEMENT. THANK YOU!

**RISK MANAGEMENT:** (All contracts and MOU's except boilerplate grant funding agreements)  
Approved:  Disapproved: \_\_\_\_\_ Date: *3/5/14* By: *[Signature]*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
2014 MAR - 14 AM 10:40

**OTHER APPROVAL:** (Specify department(s) participating or directly affected by this contract).  
**NOTE:** All contracts that involve the acquisition of software or computer related items must be first approved by IT. Any contract that requires approval from another department must also be first approved by the other department.  
Departments: Human Resources  
Approved: Via email Disapproved: \_\_\_\_\_ Date: 1/7/14 By: M. Stella  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

*[Signature]* PM Review/Date *[Signature]* CFO Review/Date *3/2/14* *[Signature]* Contracts Supe Review/Date *2/14/14* *[Signature]* Contracts Mgr. Review/Date *2/26/14*