

# AGREEMENT CONTRACT ROUTING SHEET

Date Prepared: 10/1/19

Need Date: 10/15/19

**PROCESSING DEPARTMENT:**

Department: Procurement & Contracts  
Dept. Contact: Jamie Monroe  
Phone: X 5911

Department: \_\_\_\_\_  
Head Signature: S. R. Ewert  
Sandy Ewert  
Sr. Department Analyst

**CONTRACTOR:**

Name: Lake Valley Properties  
Address: 1151 Emerald Bay Road  
South Lake Tahoe, California  
96150  
Phone: 530-544-7010

Org Code: 3600010  
Funding Source: Road Fund (Discretionary)

**CONTRACTING DEPARTMENT:** Department of Transportation

Service Requested: Review and Approve

Description: Lease for South Lake Tahoe Snow House

Contract Term: 5 months Contract Value: \$11,600

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

Approved: X Disapproved: \_\_\_\_\_ Date: 10/18/19 By: [Signature]  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved as to form with recommended  
change to #10, p.2.

Updated page #2, per request. JMon 10/23/19

HR APPROVAL: WILL BE REVIEWED THROUGH WORKFLOW

RISK MANAGEMENT: WILL BE REVIEWED THROUGH WORKFLOW



PLEASE EMAIL FOR PICK-UP [cao-contracts-newrequests@edcgov.us](mailto:cao-contracts-newrequests@edcgov.us) Thank you!