

CONTRACT ROUTING SHEET

Date Prepared: August 10, 2016

Need Date: BOS Board Date – 09/13

PROCESSING DEPARTMENT:

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

CONTRACTOR:

Name: Lawrence Caso and Dianne Caso
Address: P.O. Box 1018
Placerville, CA 95657
Phone: _____

CONTRACTING DEPARTMENT: CAO - Facilities

Service Requested: Law Library Lease – 550 Main Street, Suite A, Placerville
Contract Term: 5 Years Contract Value: \$149,430.00
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: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

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