

# CONTRACT ROUTING SHEET

Date Prepared: August 25, 2016

Need Date: BOS Board Date - 09/13/16

**PROCESSING DEPARTMENT:**

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

**CONTRACTOR:**

Name: Richard F. Anderson and Cheryl L. Anderson  
Address: P.O. Box 217  
Georgetown, CA 95634  
Phone: \_\_\_\_\_

**CONTRACTING DEPARTMENT:** CAO - Facilities

Service Requested: Georgetown Library Lease - 6680 Orleans Street  
Contract Term: 3 Years Contract Value: \$73,728.00  
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: 8/26/16 By: *JD*  
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: 8.26.16 By: *AS*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

EDC HR/RISK

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

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