

CONTRACT ROUTING SHEET

Date Prepared: February 24, 2015

Need Date: March 10, 2015

PROCESSING DEPARTMENT:

Department: Procurement & Contracts

Dept. Contact: Linda Silacci-Smith *[Signature]*

Phone #: x5417

Department: _____

Head Signature: *[Signature]*

CONTRACTOR:

Name: Town Center East, L.P.

c/o Athena Management

Address: 4364 Town Center Blvd., # 212

El Dorado Hills, CA 95762

Phone: (916) 933-6699

CONTRACTING DEPARTMENT: CAO – Facilities

Service Requested: Lease – EDH Sheriff Substation

Contract Term: 2 Years Contract Value: \$20,700.00

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: 2/26/2015 By: *[Signature]*

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

EL DORADO COUNTY COUNSEL
2015 FEB 25 AM 11:45

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: Disapproved: _____ Date: 2/27/15 By: *[Signature]*

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

COMPLIANT IN OBIX

RECEIVED
ADMINISTRATIVE SERVICES DEPT.
15 FEB 27 PM 12:17

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

Departments: _____

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

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