

# CONTRACT ROUTING SHEET

Date Prepared: January 17, 2017

Need Date: February 2, 2017

**PROCESSING DEPARTMENT:**

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

**CONTRACTOR:**

Name: Town Center East, L.P.  
Address: 4364 Town Center Blvd., #212  
El Dorado Hills, CA 95762  
Phone: (916) 933-6699

**CONTRACTING DEPARTMENT:** CAO - Facilities

Service Requested: Lease Agreement for Sheriff's Substation in EDH  
Extend for 2 additional years

Contract Term: 2 Years (total of 9 years) Contract Value: \$ 21,960.00 for add'l 2 years

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: 1/31/17 By: *JBS*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

*# note correction on pg. 1*

*21 - change on page 1 completed - JS*

EL DORADO COUNTY COUNSEL  
JAN 13 10:37 AM '17

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved:  Disapproved: \_\_\_\_\_ Date: 2-1-17 By: *AD*  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

*Compliant in EDOX  
Vendor # 025868*

AM11:17 HR/RM FEB 1 '17

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

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