

CONTRACT ROUTING SHEET

Date Prepared: 4/15/15

Need Date: 4/30/15

PROCESSING DEPARTMENT:

Department: Sheriff's Office
Dept. Contact: Tania Donnelly
Phone #: 621-6636
Department
Head Signature: [Signature] *4/22/15*

CONTRACTOR:

Name: Legal Research Associates
Address: 1331 B Street
Hayward, CA 94541
Phone: _____

CONTRACTING DEPARTMENT: Sheriff

Service Requested: Legal Research copy service
Contract Term: 1/1/15 - 12/31/2018 *9/1/14 - 8/31/15* ^{T.D. \$90,000 T.D.} Contract \$90,000
Compliance with Human Resources requirements? Yes: Yes No: _____
Compliance verified by: Judie Engel 11/12/14

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

Approved: Disapproved: _____ Date: 4/28/15 By: [Signature]
Approved: _____ Disapproved: _____ Date: _____ By: _____

15 MAY 20 AM 9:13
EL DORADO COUNTY COUNSEL
15 APR 22 PM 1:28

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

Approved: Disapproved: Date: 4/29/15 By: [Signature]
Approved: X cond Disapproved: _____ Date: 4/30/15 By: [Signature]

Auto Policy in EBIX needs waiver. Other certs are in EBIX.

- 1) COI need to show that GL is occurrence based (box needs to be checked)
- 2) Need evidence of Add. Insd. coverage (either endorsement or language in Policy)
- 3) Need evidence of Primary

Auto has been removed - Please Remove Requirement from contract
OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract)

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

does need to be submitted to Ebix ✓ Done 4/30/15