

CONTRACT ROUTING SHEET

Date Prepared: 9-15-11

Need Date: 10-6-11

PROCESSING DEPARTMENT:

Department: Sheriff
Dept. Contact: Sherry Bahlman
Phone #: 621-5690
Department
Head Signature: *Sherry Bahlman*

CONTRACTOR:

Name: Law Search Associates
Address: 1331 B Street
Hayward, CA 94541
Phone: 510 581-8272

CONTRACTING DEPARTMENT: Sheriff

Service Requested: Legal research COPY services for inmates of both Jails on an "as requested" basis for the Sheriff's Office

Contract Term: 1-1-12 to 13-31-14 Contract Value: \$90,000

Compliance with Human Resources requirements? Yes: X No:

Compliance verified by: Mike Strella approved this contract going forward on 9-7-11

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

Approved: Disapproved: Date: 9/20/11 By: *Justin Kelly*
Approved: Disapproved: Date: By:

RECEIVED
HUMAN RESOURCES DEPT.
2011 SEP 16 AM 8:05
11 SEP 27 PM 4:11

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: Disapproved: Date: 9/28/11 By: *KLU*
Approved: Disapproved: Date: By:

Contingent upon receipt of an additional insured endorsement. Listing on the insurance certificate is insufficient we need a separate endorsement page.

Rec'd additional endorsement 10-21-11 (5/6)

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

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