

CONTRACT ROUTING SHEET

Date Prepared: 02/10/11

Need Date: 02/18/11 3/4/11

PROCESSING DEPARTMENT:

Department: Environmental Management
Dept. Contact: Michele Weimer
Phone #: x5671
Department
Head Signature: *gabriela*

CONTRACTOR:

Name: Law Offices of Thomas M Bruen
Address: 1990 North California Blvd.
Walnut Creek, CA 94596
Phone: 925-295-3131

CONTRACTING DEPARTMENT: Environmental Management

Service Requested: Review of Agreement for legal services with Tom Bruen
Contract Term: Perpetual Contract Value: \$300,000
Compliance with Human Resources requirements? Yes: X No:
Compliance verified by:

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

Approved: Disapproved: Date: 2/24/11 By: *[Signature]*
Approved: Disapproved: Date: By:

Conditional upon the following:

- ① Need copy of professional liability policy
- ② Article III F should be deleted if is covered III C
- ③ Add a condition that allows for annual renewals unless notice is given.

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

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

Approved: Disapproved: Date: 2/28/11 By: *[Signature]*
Approved: Disapproved: Date: By:

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

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