

# AGREEMENT CONTRACT ROUTING SHEET

**Date Prepared:** 11/25/2020

**Need Date:** 12/02/2020

**PROCESSING DEPARTMENT:**

**CONTRACTOR:**

Department: CAO - Procurement & Contracts

Name: Marin IT Inc.

Dept. Contact: Kristen Germond

Address: 366 Bel Marin Keys Boulevard

Phone: x5974

Novato, California 94949

Department Head Signature: S. R. Ewert Digitally signed by S. R. Ewert  
Date: 2020.11.25 11:17:47  
-08'00'

Phone: 415-842-3250

Sandy Ewert  
Administrative Analyst Supervisor

Org Code: 1000000

Project #  
(if applicable): \_\_\_\_\_

Funding Source: 1580000 - 6042 CARES Act Funded Project

**CONTRACTING DEPARTMENT:** Information Technologies

Service Requested: Review & Approve

Description: Construction Services Agreement for the Board Chamber and Planning Commission Audio Visual Upgrades Projects

Contract Term: One (1) Year (12/9/2020-12/8/2021) Contract Value: \$ 127,222.00

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

Approved:  Disapproved:  Date: 12/01/2020 By: Janeth SanPedro Digitally signed by Janeth SanPedro  
Date: 2020.12.01 14:45:20 -08'00'

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

Contract insurance requirements reviewed and approved. -JDS

**HR APPROVAL:** WILL BE REVIEWED THROUGH WORKFLOW

**RISK MANAGEMENT:** WILL BE REVIEWED THROUGH WORKFLOW

PLEASE EMAIL DOCUMENT TO [cao-contracts-newrequests@edcgov.us](mailto:cao-contracts-newrequests@edcgov.us)

UPON COMPLETION

Thank you!