

## CONTRACT INSURANCE APPROVAL

DATE: 11/2/05

TO: Steve Rossi FAX: 363-4864 PONY: EPS 163

FROM: Donna Spillane, Environmental Services Agency

PHONE: x4840 FAX: x1696 PONY: ESA 128

**The following is to be completed by the department before submission to Risk Management:**

CONTRACTOR NAME: San Mateo County Historical Association

DOES THE CONTRACTOR TRAVEL AS A PART OF THE CONTRACT SERVICES?

Contractor performs services at three specific sites. Employees or volunteers may need to travel to sites to provide services.

NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR: 12 full time, 8 part time, 200 volunteers

DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY: Curatorial services at County Museum, docent and interpretive services at Sanchez Adobe and Woodside Store, coordination of sesquicentennial activities.

**The following will be completed by Risk Management:**

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	<i>1 million</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Liability		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<i>Industry</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS:

*[Signature]*  
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*11/10/05*  
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Risk Management Signature

Date

*Steve Rossi*  
*Risk Management*