

CONTRACT INSURANCE APPROVAL

DATE: February 4, 2009

TO: Faiza Steele FAX: 363-4864 PONY: HRD 163

FROM: Cecily Harris, Financial Services Manager

PHONE: 363-4027 FAX: 599-1721 PONY: PKR 128

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

CONTRACTOR NAME: Local Government Commission

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

NUMBER OF EMPLOYEES WORKING FOR CONTRACTOR: 15

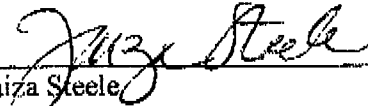
DUTIES TO BE PERFORMED BY CONTRACTOR FOR COUNTY:

The five major steps of the Planning Project involve: 1) Planning and coordination; 2) Data collection; 3) Publicity and outreach; 4) Charrette event; and Report and follow-up.

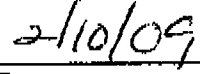
The following will be completed by Risk Management:

INSURANCE COVERAGE:	Amount	Approve	Waive	Modify
Comprehensive General Liability	\$ 1mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle Liability	\$ 1mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Liability	\$ 1mil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	Statutory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS/COMMENTS:



Faiza Steele
Risk Management Analyst



Date