**Contract Summary Form**

Gatzke Dillon & Ballance LLP

**SUMMARY OF SIGNIFICANT CHANGES**

1. Term: increased by one year from previous contract. Page 1.
2. Professional Conflict of Interest: new clause added. Page 1 – 2.
3. Attorney Personnel: added delegation to County Counsel deputy who supervises the contract. Page 3.
4. Insurance: new provisions that protects the County’s interest, e.g. County is named as Additional Insured on subcontractor’s insurance, self-insured contractor’s has a duty to defend irrespective of any duty to indemnify and hold harmless. Page 4 – 7.
5. Travel Time Pay: added provision that states County will not pay any attorney hourly rate for time spent traveling regardless of the form of transportation (automobile, air, etc.). Page 15.

**SUBCONTRACTORS**

|  |
| --- |
| This contract does not currently include subcontractors or pass through to other providers. |

**CONTRACT OPERATING EXPENSES**

County will reimburse contractor for actual out-of-pocket expenses without mark-up, excluding expenses generally considered as overhead already reflected in the contractor’s hourly rates.

1. Reimbursable ordinary expenses include, but not be limited to:
	1. Transcript fees.
	2. Postage.
	3. Messenger service.
	4. Process service.
	5. Document reproduction by outside vendor.
	6. In-house document production.
	7. If amount charged in any one month exceeds $500.00, prior County Counsel approval must be obtained.
2. Reimbursable extraordinary expenses include those charges for which contractor has obtained County Counsel’s prior approval. Such expenses include, but not be limited to:
	1. Consultants, up to $150,000 per contract, unless otherwise authorized by the County’s Board of Supervisors.
	2. Expert witnesses up to $150,000 per contract, unless otherwise authorized by the County’s Board of Supervisors.
	3. Travel outside the Counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego. Such extraordinary expenses shall be reimbursed at the IRS prevailing rate for mileage only.
	4. Investigative services.
	5. Any expense item exceeding Five Hundred Dollars ($500.00).
3. Non-Reimbursable expenses include, but not be limited to:
	1. Staff time or overtime for performing secretarial, clerical, or word processing functions.
	2. Charges for time spent to provide necessary information for County audits or billing inquiries.
	3. Charges for work performed which had not been authorized by County Counsel. Such work will be gratuitous effort by contractor.
	4. Mileage, travel expenses or telephone expenses within the counties of Orange, Los Angeles, San Bernardino, Riverside, Imperial, Kern, Ventura, Santa Barbara and San Diego.
	5. County will not pay any attorney hourly rate for time spent traveling regardless of the form of transportation (automobile, air, etc.).