BELLEVUE RECORDS MANAGEMENT

Responsibility for Recording this Amendment falls to ECITYGOV ALLIANCE.

THIS IS A COPY ONLY

CONTRACT FACE SHEET

Document Type:

- ☐ Contract
- ☐ MOU
- ☒ Interlocal Agreement
- ☐ Notice of Acceptance
- ☐ Retainage
- ☐ Franchise Agreement
- ☐ Right of Way Use Agreement
- ☐ Lien
- ☐ Correspondence
- ☐ Collective Bargaining Agreement

Status:

- ☐ New
- ☒ Amendment
- ☐ Change Order
- ☐ Renewal
- ☐ Cancellation

***Vendor Name:** eCityGov Alliance)

***JDE PO Number:** 511279-001

***Effective Date:** 11/30/2007

***Termination Date:** 12/31/2020

***Clerk's Receiving Number:** 42482

Related Receiving Number: 38356

Bid/RFP/RFQ/ITQ Number: /

Ordinance Number: /

Resolution Number: 7641 11.19.2007

CIP Number: /

Project Name: Adding verbiage re SW Roster & Intellectual properties

Site Name: /

Vendor Number: 74914

File Location: 08-272

*Denotes mandatory fields. If referring to Retainage, please indicate the Termination Date same as the Contract Termination Date.

Face Sheet Date: 04.07.2008

Scan Date: 4-8-08

Index Date: 4-8-08 MM

ORIGINAL DOCUMENTS OWNED BY ECITYGOV, NOT COB

42482 04.07.08 08.272
Res 7641

RECEIVED
DEC 2 3 2007
OFFICE OF THE
CITY MANAGER

COPY

Amendment One
To Interlocal Agreement Establishing eCityGov Alliance

The Undersigned Cities having entered into an Interlocal Agreement recorded December 30, 2005, under King County Recording No. 20051230001144, establishing the eCityGov Alliance (hereinafter referred to as "the Interlocal"), which replaced the previous eCityGov Alliance Agreement dated November 5, 2002, now, in consideration of the mutual promises herein stated, the above-referenced Interlocal Agreement is hereby amended as follows:

Section II- PURPOSE shall be amended to add a new paragraph F which shall read as follows:

F. Create economies of scale among Alliance members and subscribers by establishing and maintaining a cooperative purchasing process which includes but is not limited to the creation of a small works roster and shared procurement portal. The eCityGov Alliance shall be the lead agency for purposes of complying with the requirements of RCW 39.04.155, now or as hereafter amended.

Section VI- FINANCE & BUDGET Paragraph B shall be amended to add a new sentence which shall read as follows:

Ownership of Property. The Alliance may own real, personal and intellectual properties. The Principals will each have a percentage proportional ownership interest in all such property based upon the city's population as a percentage of the total population of all Principal cities and will proportionally share in obligations and benefits, financial or otherwise, from such ownership interest. Whenever intellectual property is owned or assigned to the Alliance, any Principal may use components of such intellectual property, at no cost, in order to develop its own intellectual property applications. In addition, anytime a member organization develops, on behalf of the Alliance, any intellectual property which is paid for exclusively by the Alliance, that intellectual property becomes the property of the Alliance.

In accordance with RCW 39.34.040, subsequent amendments to this Agreement, if any, may be published on the eCityGov Alliance web site, http://www.ecitygov.net, and / or the web sites of member cities, in lieu of recording with the King County Department of Records and Elections.

All other terms and conditions of the Interlocal shall remain the same.

Effective this 30th day of November, 2007.

CITY OF BELLEVUE

City Manager COO/ITD
Date: 11/13/07

CITY OF BOTHELL

City Manager Acting
Date: 12-27-07

CITY OF SNOQUALMIE

Mayor
Date: _____

CITY OF ISSAQUAH

Mayor
Date _____

CITY OF KENMORE

City Manager
Date: _____

CITY OF KIRKLAND

City Manager
Date: _____

CITY OF MERCER ISLAND

City Manager
Date: _____

CITY OF SAMMAMISH

City Manager
Date: _____

CITY OF WOODINVILLE

City Manager
Date: _____

Approved as to Form:

City Attorney
City of Bellevue

City Attorney
City of Bothell

City Attorney
City of Snoqualmie

City Attorney
City of Kenmore

City Attorney
City of Issaquah

City Attorney
City of Kirkland

Approved as to Form:

City Attorney
City of Mercer Island

City Attorney
City of Sammamish

City Attorney
City of Woodinville

CITY OF BELLEVUE

City Manager
Date: _____

CITY OF BOTHELL

City Manager
Date: _____

CITY OF SNOQUALMIE

Mayor
Date: 12/10/07

CITY OF ISSAQUAH

Mayor
Date 11/20/07

CITY OF KENMORE

City Manager
Date: _____

CITY OF KIRKLAND

City Manager
Date: _____

CITY OF MERCER ISLAND

City Manager
Date: _____

CITY OF SAMMAMISH

City Manager
Date: _____

CITY OF WOODINVILLE

City Manager
Date: _____

Approved as to Form:

City Attorney
City of Bellevue

City Attorney
City of Bothell

City Attorney
City of Snoqualmie

City Attorney
City of Kenmore

City Attorney
City of Issaquah

City Attorney
City of Kirkland

Approved as to Form:

City Attorney
City of Mercer Island

City Attorney
City of Sammamish

City Attorney
City of Woodinville

CITY OF BELLEVUE

City Manager
Date: _____

CITY OF BOTHELL

City Manager
Date: _____

CITY OF SNOQUALMIE

Mayor
Date: _____

CITY OF ISSAQUAH

Mayor
Date _____

CITY OF KENMORE

City Manager
Date: 12/10/07

CITY OF KIRKLAND

City Manager
Date: _____

CITY OF MERCER ISLAND

City Manager
Date: 11-29-07

CITY OF SAMMAMISH

City Manager
Date: _____

CITY OF WOODINVILLE

City Manager
Date: _____

CITY OF BELLEVUE

City Manager COO, ITD
Date: 11/13/07

CITY OF BOTHELL

City Manager
Date: _____

CITY OF SNOQUALMIE

Mayor
Date: _____

CITY OF ISSAQUAH

Mayor
Date _____

CITY OF KENMORE

City Manager
Date: _____

CITY OF KIRKLAND

City Manager
Date: _____

CITY OF MERCER ISLAND

City Manager
Date: _____

CITY OF SAMMAMISH

City Manager
Date: _____

CITY OF WOODINVILLE

City Manager
Date: 1/8/2008

Approved as to Form:

City Attorney
City of Bellevue

City Attorney
City of Bothell

City Attorney
City of Snoqualmie

City Attorney
City of Kenmore

City Attorney
City of Issaquah

City Attorney
City of Kirkland

Approved as to Form:

City Attorney
City of Mercer Island

City Attorney
City of Sammamish

City Attorney
City of Woodinville

R-4674
Exhibit A

CITY OF KENMORE

_____
City Manager
Date:_____

CITY OF KIRKLAND

_____
City Manager
Date: 11/9/07

CITY OF MERCER ISLAND

_____
City Manager
Date:_____

CITY OF SAMMAMISH

_____
City Manager
Date:_____

CITY OF WOODINVILLE

_____
City Manager
Date:_____

Approved as to Form:

_____
City Attorney
City of Bellevue

_____
City Attorney
City of Bellevue

_____
City Attorney
City of Snoqualmie

_____
City Attorney
City of Kenmore

_____
City Attorney
City of Issaquah

_____
City Attorney
City of Kirkland

Approved as to Form:

City Attorney
City of Bellevue

City Attorney
City of Bothell

City Attorney
City of Snoqualmie

City Attorney
City of Kenmore

City Attorney
City of Issaquah

City Attorney
City of Kirkland

Approved as to Form:

City Attorney
City of Mercer Island

City Attorney
City of Sammamish

City Attorney
City of Woodinville

CITY OF BELLEVUE

_____
City Manager
Date: _____

CITY OF BOTHELL

_____
City Manager
Date: _____

CITY OF SNOQUALMIE

_____
Mayor
Date: _____

CITY OF ISSAQUAH

_____
Mayor
Date _____

CITY OF KENMORE

_____
City Manager
Date: _____

CITY OF KIRKLAND

_____
City Manager
Date: _____

CITY OF MERCER ISLAND

Richard Conrad
City Manager
Date: 11-29-07

CITY OF SAMMAMISH

_____
City Manager
Date: _____

CITY OF WOODINVILLE

_____
City Manager
Date: _____

Approved as to Form:

City Attorney
City of Bellevue

City Attorney
City of Bothell

City Attorney
City of Snoqualmie

City Attorney
City of Kenmore

City Attorney
City of Issaquah

City Attorney
City of Kirkland

Approved as to Form:

City Attorney
City of Mercer Island

City Attorney
City of Sammamish

City Attorney
City of Woodinville

CITY OF BELLEVUE

_____
City Manager
Date: _____

CITY OF BOTHELL

_____
City Manager
Date: _____

CITY OF SNOQUALMIE

_____
Mayor
Date: _____

CITY OF ISSAQUAH

_____
Mayor
Date _____

CITY OF KENMORE

_____
City Manager
Date: _____

CITY OF KIRKLAND

_____
City Manager
Date: _____

CITY OF MERCER ISLAND

_____
City Manager
Date: _____

CITY OF SAMMAMISH

City Manager
Date: 11/07/07

CITY OF WOODINVILLE

_____
City Manager
Date: _____

Approved as to Form:

City Attorney
City of Bellevue

City Attorney
City of Bothell

City Attorney
City of Snoqualmie

City Attorney
City of Kenmore

City Attorney
City of Issaquah

City Attorney
City of Kirkland

Approved as to Form:

City Attorney
City of Mercer Island

City Attorney
City of Sammamish

City Attorney
City of Woodinville

1835-RES
11/13/2007

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 7641

A RESOLUTION authorizing the City Manager or his designee, to execute an amendment to the Interlocal Agreement with the eCityGov Alliance which 1) assigns the eCityGov Alliance as the City of Bellevue's lead agency for purpose of complying with the requirements of RCW 39.04.155 for small works roster and which 2) clarifies ownership and use rights with respect to intellectual property purchased and/or developed by the eCityGov Alliance.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute an amendment to the Interlocal Agreement with the eCityGov Alliance which 1) assigns the eCityGov Alliance as the City of Bellevue's lead agency for purpose of complying with the requirements of RCW 39.04.155 for small works roster and which 2) which clarifies ownership and use rights with respect to intellectual property purchased and/or developed by the eCityGov Alliance, a copy of which amendment to the Interlocal Agreement has been given Clerk's Receiving No. 42482.

Passed by the City Council this 19th day of November, 2007, and signed in authentication of its passage this 19th day of November, 2007.

(SEAL)

Grant S. Degginger, Mayor

Attest:

Myrna L. Basich, City Clerk

Resolution 7641
page 3
item 8(h)

Agenda

1054

City Council

Regular Session

MONDAY
November 19, 2007

8:00 – 10:00 p.m.
Council Chambers (1E-126)

Page

1. Call to Order
2. Roll Call, Flag Salute
3. Communications: Written and Oral

   Note: *Three-minute limit per person, or five minutes if representing the official position of a recognized community organization. Maximum of three persons are permitted to speak to each side of any one topic. Additional presentations may be heard at Agenda Item 13, including three additional persons speaking to topics heard at Agenda Item 3.*

4. Reports of Community Council, Boards and Commissions
5. Report of the City Manager
6. Council Business and New Initiatives
7. Approval of the Agenda
8. Consent Calendar

   (a) Minutes of October 22, 2007 Extended Study Session — 8a-1
   Minutes of November 5, 2007 Study Session
   Minutes of November 5, 2007 Regular Session

City Council meetings are wheelchair accessible. American Sign language (ASL) interpretation is available upon request. Please phone 452-6805 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

City of Bellevue

(b)	Resolution No. 7637 authorizing execution of a three-year contract with MacDonald-Miller Facility Solutions in an amount not to exceed $394, 331.60 for HVAC Preventive Maintenance at City Hall.	CIVIC	8-1
(c)	Resolution No. 7638 authorizing execution of a two-year contract with Olympic Security Services in an amount not to exceed $239,754.74 for security guard services at City Hall, the Bellevue Service Center and other general City facilities as needed.	CIVIC	8-5
(d)	Resolution No. 7639 authorizing execution of a two-year contract with SBM Corporation in an amount not to exceed $774,220.97 for custodial services at City Hall.	CIVIC	8-9
(e)	Motion to approve payment of claims for the period November 3, 2007 through November 16, 2007 and payroll for the period October 16, 2007 through October 31, 2007.	FIN	8-13
(f)	Ordinance No. 5779 authorizing execution of a Department of Homeland Security Subgrant Agreement with the Washington State Military Department to accept grant funds in the amount of $1,401,519 for the purchase of a Eastside Tactical Response & Rescue vehicle for the Police Department, a temporary water distribution system for Utilities, funding to staff a Urban Area Strategic Initiative (UASI) Grant Coordinator, and regional structural collapse training for Fire; establishing projects within the Operating Grants and Donations Fund; appropriating additional revenue to the Operating Grants and Donations Fund; authorizing the expenditure of said grant funds; and authorizing interfund loans.	FIRE	8-15
(g)	Resolution No. 7640 authorizing execution of an agreement with Braun Northwest, Inc., in an amount not to exceed $66,993.95, for the manufacture, installation and mounting of 14 consoles for Fire	FIRE	8-21

Department Aid and Medic units as part of the scheduled update for the Department's wireless system which includes Mobile Data Computers.

* (h)	Resolution No. 7641 authorizing execution of an amendment to the Interlocal Agreement with the eCityGov Alliance which: 1) assigns the Alliance as the City's lead agency for purposes of complying with the requirements of RCW 39.04.155 for small public works rosters; and, 2) clarifies Alliance partner cities' ownership and use rights with respect to intellectual property purchased and/or developed by the Alliance.	ITD	8-27 *
(i)	Motion to award Bid No. 0756, Radar Feedback Sign Installations to Valley Electric Co. of Everett as low bidder, in the amount of $41,160.00 for the installation of four stationary radar signs in the City.	TRAN	8-31

9. Public Hearings

(a) 2007-2008 Operating Budget and 2007-2013 Capital Investment Program Plan Mid-Biennium Update and potential property tax increase.

1.	Staff Report	FIN Jonathan Swift Rich Siegel	9-1
2.	Motion to open public hearing		
3.	Receive public testimony		

NOTE: Three-minute limit per person, or five minutes if representing the official position of a recognized community organization. Maximum of three persons are permitted to speak to each side of any one topic. Additional presentations may be heard at Agenda Item 13, including three additional persons speaking to topics heard at Agenda Item 3.

4. Motion to close public hearing

(Council action on the Mid-Biennium budget is scheduled for December 3, 2007.)

10. Land Use

11. Other Ordinances, Resolutions and Motions

(a) Ordinance No. 5780 and Ordinance No. 5781 amending the Bellevue City Code to adopt certain mandatory provisions of the Business and Occupation tax, update square footage tax, and administrative tax provisions; amending several Sections of the Bellevue City Code; adding new Sections 4.09.025, 4.09.077, and 4.09.078 to the Bellevue City Code; and establishing an effective date.	FIN Jan Hawn Lucy Liu	11-1
(b) Resolution No. 7642 authorizing execution of all documents necessary for the purchase of the Carrigan Property (King County Parcel Number 9253900240) for the purchase price of $1,890,000, plus estimated closing costs of $6,000, from Stephen C. and Yukie Carrigan, Husband and Wife ("Sellers").	PARK Patrick Foran	11-27

12. Unfinished Business

13. Continued Oral Communications

14. New Business

15. Executive Session

    (a) Property acquisition *(approximately 15 minutes)*

16. Adjournment

Item No. 8(h)
November 19, 2007

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT:

Resolution No. 7641 authorizing execution of an amendment to the Interlocal Agreement with the eCityGov Alliance. The amendment;

1) Assigns the eCityGov Alliance as the City of Bellevue's lead agency for purposes of complying with the requirements of RCW 39.04.155 for small public works rosters; and,
2) Clarifies eCityGov Alliance partner cities' ownership and use rights with respect to intellectual property purchased and/or developed by the Alliance.

FISCAL IMPACT:

There is no fiscal impact to these amendments.

STAFF CONTACT:

Toni Cramer, Chief Information Officer, 452-2972
Earle Stuard, Assistant Director, Finance, 452-6894

POLICY CONSIDERATION:

Should the Council authorize an amendment to the Interlocal Agreement with the eCityGov Alliance which assigns the eCityGov Alliance as the City's lead agency for purposes of complying with the requirements of RCW 39.04.155 for small public works rosters, and which clarifies eCityGov Alliance partner cities' ownership and use rights with respect to intellectual property purchased and/or developed by the Alliance?

BACKGROUND:

The eCityGov Alliance, an Interlocal agency, was founded in 2001 by the City of Bellevue and eight other partner cities. The goals of the Alliance are to create customer centric, web service portals to improve customer service and lower operational costs.

The current, revised eCityGov Alliance Interlocal Agreement was adopted by Council on September 5, 2005 (Resolution No. 7238).

The eCityGov Alliance is planning to launch three new web service portals. One of the planned services, the Shared Procurement Portal, will transfer the responsibility for management of Bellevue's vendor rosters to a regional vendor roster service provided by the Alliance.

The Shared Procurement Portal will provide Alliance member cities with access to multiple vendor rosters, as well as giving vendors a central web portal through which to register with multiple cities and other government agencies.

Washington State RCW 39.04.155 requires that cities desiring to use a small public work roster hosted by another government agency must formally designate that agency as the lead agency with respect to the small public work roster. Assignment of a lead agency does not affect or change any of the small public work selection requirements stipulated by Bellevue City Code. This proposed amendment to the Alliance Interlocal Agreement satisfies this requirement.

Additionally, the proposed amendment clarifies the use of intellectual property which is created and/or owned by the Alliance. Specifically, the amendment provides that Alliance partner members may use intellectual property owned by the Alliance for their internal purposes.

EFFECTIVE DATE:

If approved, this Resolution becomes effective immediately.

OPTIONS:

1). Adopt Resolution No. 7641 authorizing execution of an amendment to the Interlocal Agreement with eCityGov Alliance.

2). Do not adopt Resolution No. 7641 and provide alternative direction to staff.

RECOMMENDATION:

Staff recommends Option 1. Adopt Resolution No. 7641 authorizing execution of an amendment to the Interlocal Agreement with eCityGov Alliance.

MOTION:

Move to adopt Resolution No. 7641 authorizing execution of an amendment to the Interlocal Agreement with eCityGov Alliance.

ATTACHMENTS:

Proposed Resolution No. 7641

AVAILABLE IN COUNCIL OFFICE:

1) Amendment to the eCityGov Alliance Interlocal Agreement
2) Revised eCityGov Alliance Interlocal Agreement

1835-RES
11/13/2007

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 7641

A RESOLUTION authorizing the City Manager or his designee, to execute an amendment to the Interlocal Agreement with the eCityGov Alliance which 1) assigns the eCityGov Alliance as the City of Bellevue's lead agency for purpose of complying with the requirements of RCW 39.04.155 for small works roster and which 2) clarifies ownership and use rights with respect to intellectual property purchased and/or developed by the eCityGov Alliance.

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute an amendment to the Interlocal Agreement with the eCityGov Alliance which 1) assigns the eCityGov Alliance as the City of Bellevue's lead agency for purpose of complying with the requirements of RCW 39.04.155 for small works roster and which 2) which clarifies ownership and use rights with respect to intellectual property purchased and/or developed by the eCityGov Alliance, a copy of which amendment to the Interlocal Agreement has been given Clerk's Receiving No. _____.

Passed by the City Council this _____ day of _____, 2007, and signed in authentication of its passage this _____ day of _____, 2007.

(SEAL)

_____
Grant S. Degginger, Mayor

Attest:

_____
Myrna L. Basich, City Clerk

Haugen, Charlee

From: Haugen, Charlee
Sent: Monday, March 10, 2008 2:34 PM
To: Backman, John
Cc: Haugen, Charlee; Robinson, Jamie
Subject: FW: Res 7641 re: an amendment to an Interlocal Agmt with eCityGov

Follow Up Flag: Res 7641 (sent 03/10/2008)
Flag Status: Flagged

(3)

Hi, John!!

I'm looking for an amendment to the eCityGov Interlocal Agreement which was authorized by the passage of Resolution 7641 on Nov 11 last year. The amendment requires a Clerk's Receiving Number.

Would you be able to update me as to the status of this amendment?

Charlee
x4295

From: Stuard, Earle
Sent: Monday, March 10, 2008 2:10 PM
To: Haugen, Charlee
Cc: Robinson, Jamie
Subject: RE: Res 7641 re: an amendment to an Interlocal Agmt with eCityGov

(2)

I suggest you contact John Backman. I believe he is the keeper of all the documents. Just in case, I've included Jamie on this response. She may also be able to help.

From: Haugen, Charlee
Sent: Monday, March 10, 2008 1:12 PM
To: Cramer, Toni; Stuard, Earle
Cc: Haugen, Charlee
Subject: Res 7641 re: an amendment to an Interlocal Agmt with eCityGov

(1)

Sorry to bother either of you, but you are both listed as the contacts in the Agenda Memo for the above subject line document.
The Resolution (passed by Council 11/19/2007) authorizes execution of an amendment to an Interlocal Agreement with the eCityGov Alliance.

Would either of you know the status of this document, or who I would be able to contact to track it down? The Resolution requires a Clerk's Receiving Number before it can be 'finalized'.

Any help you are able to offer would be appreciated.

Charlee
CCO - PubRec Division
x4295

CR# 42482 Date: 04-07-08 Loc: 08-272 PO #: 511279-001

City of Bellevue
Finance Department - Contracting Services
450 110th Ave. NE. Bellevue, WA 98004

Contract Routing Form

Current Contract Information:

Contract Title:
eCityGov Alliance Interlocal Agreement

Contract Description:
Amendment to Interlocal Agreement

Total Contract Value: N/A

This Amendment Value: N/A

Department: Information Technology
Contract Manager: John Backman
Contract Type: Other

Contract Form:
Standard COB document with no changes
Budget Expenditure:
No Budget Impact (Explain in Additional Comments)

Vendor Information:

Is this a new vendor? No
Vendor Name: eCityGov
JDE Vendor Number: 74914
Is this vendor an independent contractor? Yes

Tax ID #: N/A
COB License #: N/A
UBI #: N/A
Contractor's License #: N/A

Contract Terms:

Original Effective Date: 11/30/2007 **End Date:** 12/31/2020 **Subject To:** No Renewal

Related Contract Information:

Amendment #: 1 Effective Date: 11/30/2007

Is this an amendment/change order/renewal? Yes Original PO#: 511279 Original Value: $0.00

Council Approval:

Does this contract require council approval? Yes Council Award Date: 11/19/07 Res #: 7641

Route:

		In	Out
Contracting Services:		12/6/07	12/13/07
Information Technology:		11/9/07	11/9/07
Legal:		12/13/07	12/14/07
Insurance Reviewed By:	N/A		
Department Director:		11/9/07	11/9/07
Contracting Services:		12/13/07	12/17/07
Return To:	Beverly Ni		
City Clerk's Office:	Changes	04-07-08	04-07-08

Selection Method:

Selection Method: Interlocal Negotiation
Process: No competitive process
Bid/RFP/RFQ #:
Bid/RFP/RFQ/ITQ Title:

Budget Information:

Line #	Description	GL Date	Account #	Subtotal	Tax	Total
N/A						

Additional Comments:

NOT APPLICABLE

CONTRACT REVIEW CRITERIA

Contract Title: eCityGov Alliance Interlocal Agreement **Vendor Name:** eCityGov

Dept.	Contracting Services
☐	☐ a) Does the Contract Routing/Approval Form and Contract have consistent information?
☐	☐ b) Is the Contract Type and template appropriate for the services performed?
☐	☐ c) Are the contract values (i.e aggregate values, yearly budget totals, taxable amounts, acct. numbers, etc.) accurate?
☐	☐ d) Is the JDE vendor name and number accurate?
☐	☐ e) Does the Contractor have a Bellevue Business License? If not, date Tax Office was notified? _____ _____.
☐	☐ f) Do the Contract Start/End Dates comply with current policies (maximum 4 years unless exception noted)?
☐	☐ g) Is this an amendment or renewal? If so, are the original contract #'s and values indicated?
☐	☐ h) Has the Selection Method been explained in Additional Comments? Are results attached?
☐	☐ i) Is there an ordinance/resolution/motion for this contract? If so, is date and # noted? Is copy attached?
☐	☐ j) Does the contractor meet requirements of the Independent Contractor Threshold question?
☐	☐ k) Is Attachment "A" (Scope of Work and/or Services) attached?
☐	☐ l) Is Attachment "B" (Insurance Requirements) attached?
☐	☐ m) Are any additional riders required? If so, which one's?_____.
☐	☐ n) Does Insurer have a Best rating of A- or better?
☐	☐ o) Is the Contractor identified as the insured?
☐	☐ p) Does the Contractor have Commercial General Liability, Business Auto Liability, Worker's Compensation, and Employer's Liability/Stop Gap and special coverages as required?
☐	☐ q) Are the policy expiration date(s) on the Certificate of Insurance current?
☐	☐ r) Does the Contractor have a self-insured retention? Is it above $50,000?
☐	☐ s) Is the City listed as the Certificate Holder?
☐	☐ t) Does the cancellation wording provide the City with 30 days notice?
☐	☐ u) Is the Certificate signed?
☐	☐ v) Is the City of Bellevue (& contracting partners) listed as an additional insured on the Certificate of Insurance? Is the additional insured status primary and non-contributory?
☐	☐ w) Is the contract exempt from paying Prevailing Wages? If not, are current Wage Rates attached in Attachment "C"?
☐	☐ x) Does the Contractor have an open account with the Washington State Department of Revenue?
☐	☐ y) Are the Contractor's worker's compensation premiums current?
☐	☐ z) Is the Contractor on the Federal Debarred Suspended List?
☐	☐ aa) Does the vendor have an active Professional/Contractor License with the Washington State Department of Licensing?

RISK MANAGEMENT:

- ☐ Are the Insurance Requirements (Attachment B) appropriate for Scope of Work?
- ☐ Does the Contractor's Certificate of Insurance comply with the requirements?
- ☐ Are there any Limitations of Liability clauses or other risk transfer language problems that shift risk back to the City?
- ☐ Does the Hold Harmless clause include language referencing Title 51 releases?