BELLEVUE RECORDS MANAGEMENT

CONTRACT FACE SHEET

Document Type:

- [x] Contract
- [ ] MOU
- [ ] Interlocal Agreement
- [ ] Notice of Acceptance
- [ ] Retainage
- [ ] Franchise Agreement
- [ ] Right of Way Use Agreement
- [ ] Lien
- [ ] Correspondence
- [ ] Collective Bargaining Agreement

Status:

- [ ] New
- [x] Amendment #1
- [ ] Change Order
- [ ] Renewal
- [ ] Cancellation

***Vendor Name:**	KC Metro
***JDE PO Number:**	850521000
***Effective Date:**	07/01/2008
***Termination Date:**	06/30/2009
Amendment Effective Date:	07/01/2008
***Clerk's Receiving Number:**	44491
Related Receiving Number:	43634 (09.007)
Bid/RFP/RFQ/ITQ Number:	
Ordinance Number:	5837 10.06.08
Resolution Number:	/
CIP Number:	/
Project Name:	Commute Trip Reduction (CTR) Implementation Agreement
Site Name:	/
Vendor Number:	38105
File Location:	09.007

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

TR

Face Sheet Date: 06.15.2009 CJDE

Scan/Index Date: 6-16-09 MT ECM

CR# 44491 DATE 06.15.09 LOC 09.007 PO#850521-001

Amendment #1
Agreement between the City of Bellevue and King County
Commute Trip Reduction Program Implementation Agreement
Original Purchase Order # 850521-000

The Commute Trip Reduction Program Implementation Agreement for the period July 1, 2008 through July 30, 2009, between the City of Bellevue and King County, is hereby amended to add a Section G, Enforcement directly following Section F, Record Maintenance as follows:

G) Enforcement: 1. Non-compliance issues a. Research legal guidelines b. Research documentation of infractions (emails sent, legal files, phone calls) c. Determine next steps d. Prepare of legal files for jurisdiction to review e. Consult with jurisdiction f. Prepare and send correspondence to site	As Needed	Budget estimate: 4 sites @ 4 hours	$816

The parties originally intended to include Section G in Exhibit A as evidenced by its corresponding inclusion in Exhibit B. All other terms and conditions shall remain the same.

Executed this 5 day of May, 2009.

King County

By: _____
Supervisor, CTR Services
King County Metro Transit

City of Bellevue

By: _____
Transportation Director

Approved as to form:

By: _____
Assistant City Attorney

1043-ORD
10/01/08

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5837

AN ORDINANCE authorizing execution of a supplement to an Interlocal Agreement with the Washington State Department of Transportation (WSDOT), for receipt of 2007-2009 state technical assistance funds in the amount of $110,887.76 to support the city's Commute Trip Reduction (CTR) program; establishing a project within the Operating Grants and Donations Fund by appropriating unanticipated and future revenues to that fund; authorizing expenditures of said grant funds; and executing an Interlocal Agreement (and supplements if necessary) with the King County Department of Transportation for Commute Trip Reduction Services.

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

Section 1. The City Manager or his designee is authorized to execute a supplement to the Interlocal Agreement with the Washington State Department of Transportation (WSDOT), for receipt of 2007-2009 state technical assistance funds in the amount of $110,887.76 to support the city's Commute Trip Reduction (CTR) program, a copy of which supplement to the Interlocal Agreement has been given Clerk's Receiving No. _____.

Section 2. The City Manager or his designee is further authorized to execute an Interlocal Agreement (and supplements if necessary) with the King County Department of Transportation for Commute Trip Reduction services to provide funds for CTR implementation services for the period of July 1, 2008 through June 30, 2009, a copy of which Interlocal Agreement has been given Clerk's Receiving No. 43634.

Section 3. The City Manager or his designee shall have the responsibility for the administration of said grant monies and shall have all authority necessary to enter into agreements regarding the use thereof.

Section 4. The approximate amount and anticipated source of revenue for the supplement to the Interlocal Agreement are:

Funding Source	Amount
Washington State Department of Transportation	$110,887.76

Section 5. The approximate amount and anticipated source of expenditure for the King County Department of Transportation Interlocal Agreement are:

Funding Source	Amount
King County Department of Transportation	$120, 887.76

Section 6. Upon execution of said Interlocal Agreement, the budget for the 2007-2009 Commute Reduction Fund shall be amended by appropriating unanticipated revenues in excess of estimated revenue in the amount of the WSDOT Interlocal Agreement and acceptance herein authorized.

Description	Amount Appropriated
Commute Reduction Fund	$110,887.76

Section 7. Upon execution of said Interlocal Agreement, the budget for the 2007-2009 Commute Reduction Fund shall be amended by the estimated expenditure in the amount of the King County Department of Transportation Interlocal Agreement herein authorized.

Description	Expenditure Amount
Commute Reduction Fund	$120,887.76

Provided, however, if the actual revenue received from the source specified in said interlocal agreements should be more or less than the amount set forth herein, the appropriations shall be adjusted to equal the amount actually received.

Section 8. This ordinance shall take effect and be in force five (5) days after passage and legal publication.

1043-ORD
10/01/08

ORIGIN

Passed by the City Council this 6th day of October, 2008 and signed in authentication of its passage this 6th day of October, 2008.

(SEAL)

Grant S. Degginger, Mayor

Approved as to form:

Lori M. Riordan, City Attorney

Jerome Y. Roaché, Assistant City Attorney

Attest:

Myrna L. Basich, City Clerk

Published October 9, 2008

CR# 44491 Date: 06.15.2009 Loc: 09.007 PO #: 850521-001

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

Contract Routing Form

Current Contract Information:

Contract Title:
Amendment 1 for Commute Trip Reduction (CTR) Implementation Agreement

Contract Description:
Amendment 1 for agreement authorizing King County Metro to implement CTR services 7/08-6/09

Total Contract Value: $120,887.76

This Amendment Value: 0

Department: Transportation - 647

Contract Manager: Kate Johnson / Mike Ingram

Contract Type: Professional Service

Contract Form:
Custom contract document

Budget Expenditure:
Expenditure Contract - Sufficient Funds

Vendor Information:

Is this a new vendor? No

Vendor Name: King County Metro

JDE Vendor Number: 38105

Is this vendor an independent contractor? Yes

Tax ID #: 916001327

COB License #: —

UBI #: 578037394

Contractor's License #: na.

Contract Terms:

Original Effective Date: 07/01/2008 **End Date:** 06/30/2009 Actual **Subject To:** No Renewal

Related Contract Information:

Is this an amendment/change order/renewal? Yes

Amendment #: 1

Amendment Effective Date: 7/1/2008

Original PO #: 850521000

Original Contract Value: $120,887.76

Total value of Previous Change Orders: $0.00

Council Approval:

Does this contract require council approval? No

Route:

		In	Out
Contracting Services:	Chris Kelly	APR 29 2009	5-01-09
Information Technology:	Not Required		
Legal:	[illegible]	5/6/09	5/1
Insurance Reviewed By:	[illegible]	5/6/09	5/6/09
Department Director:	[illegible]		4/28/09
Contracting Services:	Chris Kelly		5/12/09
Return To:	Kate Johnson		
City Clerk's Office:	Changen	06.15.2009	06.15.09

Received
Contracting Services

Received
MAY 12 2009

Received
JUN - 9 2009
Contracting Services

PO #850521-001

Budget Information:

Line #	Description	GL Date	Account #	Subtotal	Tax	Total
1					No	
2					No	

Additional Comments:

This amendment reinstates omitted text to Exhibit A comprising Section G, Enforcement. The parties originally intended to include Section G in Exhibit A as evidenced by its corresponding inclusion in Exhibit B.

Received
APR 29 2009
Contracting Services

4/29/09- Clarify dollar amount - believe this is in error - see email from Mike Ingram. /CKelly.

5/1/09- No change in amount or date /CKelly

~~Eric~~ To Goran
This is to correct an inadvertant omission in the CTR Services contract scope w/King County. This has already gone through Legal, Mike and KC staff. Thanks,
Kate

CONTRACT REVIEW CRITERIA PO# 850521-001

Contract Title: Amendment 1 for Commute Trip Redu... **Vendor Name:** King County Metro

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? #5837
☐	☒ j) Does the contractor meet requirements of the Independent Contractor Threshold question?
☐	☒ k) Is ~~Attachment~~ "A" (Scope of Work and/or Services) ~~attached?~~ See Orig
☐	☒ 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?

NA - both are self-insured

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?