



INTRLOC\_00     SEATTLE KC DEPT OF PUBLIC HEALTH

File Location

Vendor Name

SEATTLE KC DEPT PH  
12/31/2011

**Document Type:**     Interlocal                      New

**Vendor Name:**     SEATTLE KC DEPT OF PUBLIC HEALTH

**PO# Location:**     INTRLOC-000

**Effect Date:**         1/1/2011

**Term Date:**          12/31/2011

**CR#:**                     47254

**Related CR#:**         \_\_\_\_\_

**Ordinance:**          5988

**Resolution:**          \_\_\_\_\_

**Leg Date:**             1/18/2011

**Vendor #:**             35342

**Description:**         2011 LOCAL HAZARDOUS WASTE MANAGEMENT  
PROGRAM GRANT    GR 1110069-000

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Notes:

INTRLOCAL\_00  
INTERLOCAL AGREEMENTS  
12/31/2009  
500176854

Public Health  
 Recording Copy  
 Return to Bellevue  
 City Clerk's Office

CR# 47254 DATE 3-10-11 Loc INTELIC-000  
 026 5988  
 GR #1110069-000

King County Contract No. D40608D EHS1814  
 Federal Taxpayer ID No. 91-6007020

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**KING COUNTY CONTRACT FOR SERVICES WITH OTHER GOVERNMENT, INSTITUTION,  
 OR JURISDICTION - 2011**

Department Division	Seattle-King County Dept. of Public Health (a.k.a. Public Health - Seattle & King County)/EHS
Contractor	City of Bellevue
Project Title	Local Hazardous Waste Management Plan
Contract Amount	Fifty Eight Thousand Eighty Eight Dollars and Ninety Six Cents \$58,088.96
Contract Period	Start date: 01/01/2011 End date: 12/31/2011

THIS CONTRACT is entered into by KING COUNTY (the "County"), and City of Bellevue (the "Contractor"), whose address is PO Box 90012, Bellevue, WA 98009-9012.

WHEREAS, the County has been advised that the following are the current funding sources, funding levels and effective dates:

FUNDING SOURCES	FUNDING LEVELS	EFFECTIVE DATES
COUNTY	\$58,088.96	1/1/2011 to 12/31/2011
TOTAL	\$58,088.96	

and

WHEREAS, the County desires to have certain services performed by the Contractor as described in this Contract, and as authorized by the 2011 Annual Budget.

NOW THEREFORE, in consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties covenant and do mutually agree as follows:

**I. Incorporation of Exhibits**

The Contractor shall provide services and comply with the requirements set forth in the following attached exhibits, which are incorporated herein by reference:

- A. Program Exhibits and Requirements
  - Exhibit A: Scope of Work
  - Exhibit B: Budget and Invoice
  - Exhibit C: Certificate of Insurance and Additional Insured Endorsement

**II. Term and Termination**

- A. This Contract shall commence on 01/01/2011, and shall terminate on 12/31/2011, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract.
- B. This Contract may be terminated by the either party without cause, in whole or in part, prior to the date specified in Subsection II.A. above, by providing the other party thirty (30) days advance written notice of the termination.

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- C. The County may terminate this Contract, in whole or in part, upon seven (7) days advance written notice in the event: (1) the Contractor materially breaches any duty, obligation, or service required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible.

If the Contract is terminated by the County pursuant to this Subsection II.C. (1), the Contractor shall be liable for damages, including any additional costs of procurement of similar services from another source.

If the termination results from acts or omissions of the Contractor, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Contractor shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Contractor by the County.

- D. If County or other expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection II.A., the County may, upon written notification to the Contractor, terminate this Contract in whole or in part.

If the Contract is terminated as provided in this Subsection: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Contractor shall be released from any obligation to provide such further services pursuant to the Contract as are affected by the termination.

Funding or obligation under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in the Contract. Should such appropriation not be approved, this Contract will terminate at the close of the current appropriation year.

- E. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Contract or law that either party may have in the event that the obligations, terms, and conditions set forth in this Contract are breached by the other party.

### III. Compensation and Method of Payment

- A. The County shall reimburse the Contractor for satisfactory completion of the services and requirements specified in this Contract, payable in the following manner:

Upon receipt and approval of a signed invoice as set forth in Exhibit B that complies with the budget in Exhibit B.

- B. The Contractor shall submit an invoice and all accompanying reports as specified in the attached exhibits not more than 60 working days after the close of each indicated reporting period. The County will initiate authorization for payment after approval of corrected invoices and reports. The County shall make payment to the Contractor not more than 30 days after a complete and accurate invoice is received.
- C. The Contractor shall submit its final invoice and all outstanding reports within 90 days of the date this Contract terminates. If the Contractor's final invoice and reports are not submitted by the day specified in this subsection, the County will be relieved of all liability for payment to the Contractor of the amounts set forth in said invoice or any subsequent invoice.
- D. When a budget is attached hereto as an exhibit, the Contractor shall apply the funds received from the County under this Contract in accordance with said budget. The contract may contain separate budgets for separate program components. The Contractor shall request prior approval from the County for an amendment to this Contract when the cumulative amount of transfers among the budget categories is expected to exceed 10% of the Contract amount in any Contract budget. Supporting documents necessary to explain fully the nature and purpose of the amendment must accompany each request for an amendment.
- E. If travel costs are contained in the attached budget, reimbursement of Contractor travel, lodging, and meal expenses are limited to the eligible costs based on the following rates and criteria.

1. The mileage rate allowed by King County shall not exceed the current Internal Revenue Service (IRS) rates per mile as allowed for business related travel. The IRS mileage rate shall be paid for the operation, maintenance and depreciation of individually owned vehicles for that time which the vehicle is used during work hours. Parking shall be the actual cost. When rental vehicles are authorized, government rates shall be requested. If the Contractor does not request government rates, the Contractor shall be personally responsible for the difference. Please reference the federal web site for current rates: <http://www.gsa.gov>.
2. Reimbursement for meals shall be limited to the per diem rates established by federal travel requisitions for the host city in the Code of Federal Regulations, 41 CFR § 301, App.A.
3. Accommodation rates shall not exceed the federal lodging limit plus host city taxes. The Contractor shall always request government rates.
4. Air travel shall be by coach class at the lowest possible price available at the time the County requests a particular trip. In general, a trip is associated with a particular work activity of limited duration and only one round-trip ticket, per person, shall be billed per trip.

**IV. Internal Control and Accounting System**

The Contractor shall establish and maintain a system of accounting and internal controls which complies with applicable, generally accepted accounting principles, and governmental accounting and financial reporting standards.

**V. Debarment and Suspension Certification**

Agencies receiving federal funds that are debarred, suspended, or proposed for debarment are excluded from contracting with the County. The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, or proposed for debarment by any Federal department or agency. The Contractor also agrees that it will not enter into a subcontract with a contractor that is debarred, suspended, or proposed for debarment. The Contractor agrees to notify King County in the event it, or a subcontractor, is debarred, suspended, or proposed for debarment by any Federal department or agency. For more information on suspension and debarment, see Federal Acquisition Regulation 9.4.

**VI. Maintenance of Records/Evaluations and Inspections**

- A. The Contractor shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Contract funds and compliance with this Contract.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section XIV. below, the Contractor shall maintain the following:
  1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Contract; and
  2. Records, including written quotes, bids, estimates or proposals submitted to the Contractor by all businesses seeking to participate on this Contract, and any other information necessary to document the actual use of and payments to subcontractors and suppliers in this Contract, including employment records.

The County may visit, at any mutually agreeable time, the site of the work and the Contractor's office to review the foregoing records. The Contractor shall provide every assistance requested by the County during such visits. In all other respects, the Contractor shall make the foregoing records available to the County for inspection and copying upon request. If this Contract involves federal funds, the Contractor shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents.

- C. Except as provided in Section VII of this Contract, the records listed in A and B above shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them

is granted by the Office of the Archivist in accordance with Revised Code of Washington (RCW) Chapter 40.14.

- D. Medical records shall be maintained and preserved by the Contractor in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Contractor ceases operations under this Contract, the Contractor shall be responsible for the disposition and maintenance of such medical records.
- E. The Contractor shall provide right of access to its facilities—including those of any subcontractor assigned any portion of this Contract pursuant to Section XIII—to the County, the state, and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Contractor in the case of fiscal audits to be conducted by the County.
- F. The records and documents with respect to all matters covered by this Contract shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Contract and six (6) years after termination hereof, unless a longer retention period is required by law.
- G. The Contractor agrees to cooperate with the County or its agent in the evaluation of the Contractor's performance under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- H. The Contractor agrees that all information, records, and data collected in connection with this Contract shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

**VII. Compliance with the Health Insurance Portability Accountability Act of 1996 (HIPAA)**

Terms used in this section shall have the same meaning as those terms in the Privacy Rule, 45 Code of Federal Regulations (CFR) Parts 160 and 164.

**A. Obligations and Activities of the Contractor**

- 1. The Contractor agrees not to use or disclose protected health information other than as permitted or required by this Contract, HIPAA and the Health Information Technology for Economic and Clinical Health Act (HITECH). The Contractor shall use and disclose protected health information only if such use or disclosure, respectively, is in compliance with each applicable requirement of 45 CFR § 164.504(e). The Contractor is directly responsible for full compliance with the privacy provisions of HIPAA and HITECH that apply to business associates.
- 2. The Contractor agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the protected health information that it creates, receives, maintains, or transmits on behalf of the County as required by 45 CFR, Part 164, Subpart C. The Contractor is directly responsible for compliance with the security provisions of HIPAA and HITECH that apply to business associates, including sections 164.308, 164.310, 164.312, and 164.316 of title 45 CFR.
- 3. Within two (2) business days of the discovery of a breach as defined at 45 CFR § 164.402 the Contractor shall notify the County of any breach of unsecured protected health information. The notification shall include the identification of each individual whose unsecured protected health information has been, or is reasonably believed by the Contractor to have been, accessed, acquired, or disclosed during such breach; a brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known; a description of the types of unsecured protected health information that were involved in the breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved); any steps individuals should take to protect themselves from

potential harm resulting from the breach; a brief description of what the Contractor is doing to investigate the breach, to mitigate harm to individuals, and to protect against any further breaches; the contact procedures of the Contractor for individuals to ask questions or learn additional information, which shall include a toll free number, an e-mail address, Web site, or postal address; and any other information required to be provided to the individual by the County pursuant to 45 CFR § 164.404, as amended. A breach shall be treated as discovered in accordance with the terms of 45 CFR § 164.410. The information shall be updated promptly and provided to the County as requested by the County.

4. The Contractor agrees to mitigate, to the extent practicable, any harmful effect that is known to the Contractor of a use or disclosure of protected health information by the Contractor in violation of the requirements of this Contract or the law.
5. The Contractor agrees to report in writing all unauthorized or otherwise improper disclosures of protected health information or security incident to the County within two days of the Contractor knowledge of such event.
6. The Contractor agrees to ensure that any agent, including a subcontractor, to whom it provides protected health information received from, or created or received by the Contractor on behalf of the County, agrees to the same restrictions and conditions that apply through this Contract to the Contractor with respect to such information.
7. The Contractor agrees to make available protected health information in accordance with 45 CFR § 164.524.
8. The Contractor agrees to make available protected health information for amendment and incorporate any amendments to protected health information in accordance with 45 CFR § 164.526.
9. The Contractor agrees to make internal practices, books, and records, including policies and procedures and protected health information, relating to the use and disclosure of protected health information received from, or created or received by the Contractor on behalf of King County, available to the Secretary, in a reasonable time and manner for purposes of the Secretary determining King County's compliance with HIPAA, HITECH or this Contract.
10. The Contractor agrees to make available the information required to provide an accounting of disclosures in accordance with 45 CFR § 164.528. Should an individual make a request to the County for an accounting of disclosures of his or her protected health information pursuant to 45 CFR § 164.528, Contractor agrees to promptly provide an accounting, as specified under 42 U.S.C. § 17935(c)(1) and 45 CFR § 164.528, of disclosures of protected health information that have been made by the Contractor acting on behalf of the County. The accounting shall be provided by the Contractor to the County or to the individual, as directed by the County.

B. Permitted Uses and Disclosures by Business Associate

The Contractor may use or disclose protected health information to perform functions, activities, or services for, or on behalf of, King County as specified in this Contract, provided that such use or disclosure would not violate HIPAA if done by King County or the minimum necessary policies and procedures of King County.

C. Effect of Termination

1. Except as provided in paragraph C.2. of this Section, upon termination of this Contract, for any reason, the Contractor shall return or destroy all protected health information received from the County, or created or received by the Contractor on behalf of the County. This provision shall apply to protected health information that is in the possession of subcontractors or agents of the Contractor. The Contractor shall retain no copies of the protected health information.

2. In the event the Contractor determines that returning or destroying the protected health information is infeasible, the Contractor shall provide to King County notification of the conditions that make return or destruction infeasible. Upon notification that return or destruction of protected health information is infeasible, the Contractor shall extend the protections of the Contract to such protected health information and limit further uses and disclosure of such protected health information to those purposes that make the return or destruction infeasible, for so long as the Contractor maintains such protected health information.

**D. Reimbursement for Costs Incurred Due to Breach**

Contractor shall reimburse the County, without limitation, for all costs of investigation, dispute resolution, notification of individuals, the media, and the government, and expenses incurred in responding to any audits or other investigation relating to or arising out of a breach of unsecured protected health information by the Contractor.

**VIII. Audits**

- A. If the Contractor or subcontractor is a municipal entity or other government institution or jurisdiction, or is a non-profit organization as defined in OMB Circular A-133, and expends a total of \$500,000 or more in federal financial assistance and has received federal financial assistance from the County during its fiscal year, then the Contractor or subcontractor shall meet the respective A-133 requirements described in subsections VIII.B. and VIII.C.
- B. If the Contractor is a non-profit organization, it shall have an independent audit conducted of its financial statement and condition, which shall comply with the requirements of GAAS (generally accepted auditing standards); GAO's Standards for Audits of Governmental Organizations, Programs, Activities, and Functions; and OMB Circular A-133, as amended, and as applicable. The Contractor shall provide a copy of the audit report to each County division providing financial assistance to the Contractor no later than six (6) months subsequent to the end of the Contractor's fiscal year. The Contractor shall provide to the County its response and corrective action plan for all findings and reportable conditions contained in its audit. When reference is made in its audit to a "Management Letter" or other correspondence made by the auditor, the Contractor shall provide copies of those communications and the Contractor's response and corrective action plan. Submittal of these documents shall constitute compliance with subsection VIII.A.
- C. If the Contractor is a municipal entity or other government institution or jurisdiction, it shall submit to the County a copy of its annual report of examination/audit, conducted by the Washington State Auditor, within thirty (30) days of receipt, which submittal shall constitute compliance with subsection VIII.A.
- D. If the Contractor, for-profit or non-profit, receives in excess of \$100,000 in funds during its fiscal year from the County, it shall provide a fiscal year financial statement prepared by an independent Certified Public Accountant or Accounting Firm within six (6) months subsequent to the close of the Contractor's fiscal year.
- E. Additional audit or review requirements which may be imposed on the County will be passed on to the Contractor and the Contractor will be required to comply with any such requirements.

**IX. Corrective Action**

If the County determines that a breach of contract has occurred, that is, the Contractor has failed to comply with any terms or conditions of this Contract or the Contractor has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:

- A. The County will notify the Contractor in writing of the nature of the breach;

The Contractor shall respond in writing within three (3) working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the

Contract into compliance, which date shall not be more than ten (10) days from the date of the Contractor's response, unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;

- B. The County will notify the Contractor in writing of the County's determination as to the sufficiency of the Contractor's corrective action plan. The determination of sufficiency of the Contractor's corrective action plan shall be at the sole discretion of the County;
- C. In the event that the Contractor does not respond within the appropriate time with a corrective action plan, or the Contractor's corrective action plan is determined by the County to be insufficient, the County may commence termination of this Contract in whole or in part pursuant to Section II.C.;
- D. In addition, the County may withhold any payment owed the Contractor or prohibit the Contractor from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- E. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section II. Subsections B, C, D, and E.

X. **Dispute Resolution**

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Contract. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Contract while attempting to resolve the dispute under this section.

XI. **Hold Harmless and Indemnification**

- A. In providing services under this Contract, the Contractor is an independent Contractor, and neither it nor its officers, agents, employees, or subcontractors are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by, or on behalf of the Contractor, its employees, subcontractors and/or others by reason of this Contract. The Contractor shall protect, indemnify, and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Contractor of work, services, materials, or supplies by Contractor employees or other suppliers in connection with or support of the performance of this Contract.

- B. The Contractor further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Contract by the Contractor, its officers, employees, agents, or subcontractors. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract or the Termination section.
- C. The Contractor shall defend, indemnify, and hold harmless the County, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Contractor, its officers, employees, subcontractors and/or agents in its performance or non-performance of its obligations under this Contract. In the event the County incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.

- D. The County shall defend, indemnify, and hold harmless the Contractor, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arise out of, or in any way result from, the negligent acts or omissions of the County, its officers, employees, or agents in its performance or non-performance of its obligations under this Contract. In the event the Contractor incurs any judgment, award, and/or cost arising therefrom including attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.
- E. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.
- F. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

**XII. Insurance Requirements**

- A. By the date of execution of this Contract, the Contractor shall procure and maintain for the duration of this Contract, insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or subcontractors. The costs of such insurance shall be paid by the Contractor or subcontractor. The Contractor may furnish separate certificates of insurance and policy endorsements for each subcontractor as evidence of compliance with the insurance requirements of this Contract. The Contractor is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Contractor, its agents, employees, officers, subcontractors, providers, and/or provider subcontractors to comply with the insurance requirements stated herein shall constitute a material breach of this Contract.

- B. Minimum Scope and Limits of Insurance

By requiring such minimum insurance, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Contract. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

Coverage shall be at least as broad as:

- 1. Commercial General Liability:

Insurance Services Office form number (CG 00 01 current edition or its equivalent) covering **COMMERCIAL GENERAL LIABILITY**.

**Minimum Limit: \$1,000,000 combined single limit per occurrence by bodily injury, personal injury, and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit.**

- 2. Professional Liability:

Professional Liability, Errors, and Omissions coverage. In the event that services delivered pursuant to this Contract either directly or indirectly involve or require professional services, Professional Liability, Errors, and Omissions coverage shall be provided.

**Minimum Limit: \$1,000,000 per claim and in the aggregate.**

- 3. Automobile Liability:

In the event that services delivered pursuant to this Contract require the use of a vehicle or involve the transportation of clients by Contractor personnel in Contractor-owned vehicles or non-owned vehicles, the Contractor shall provide evidence of the appropriate automobile coverage.

Insurance Services Office form number (CA 00 01 current edition or its equivalent) covering **BUSINESS AUTO COVERAGE**, symbol 1 "any auto"; or the appropriate coverage provided by symbols 2, 7, 8, or 9.

**Minimum Limit: \$1,000,000 combined single limit per accident for bodily injury and property damage.**

4. **Workers' Compensation:**

Workers' Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this work by applicable federal or "Other States" state law.

**Minimum Limit: Statutory requirements of the state of residency.**

5. **Stop Gap/Employers Liability:**

Coverage shall be at least as broad as the protection provided by the Workers' Compensation policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the general liability policy.

**Minimum Limit: \$1,000,000**

C. **Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor.

D. **Other Insurance Provisions**

The insurance policies required in this Contract are to contain, or be endorsed to contain, the following provisions:

1. **Liability Policies (Except Workers Compensation and Professional/Errors and Omissions)**

- a. The County, its officers, officials, employees, and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. (CG 2010 11/85 or its equivalent)
- b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and agents. Any insurance and/or self-insurance maintained by the County, its offices, officials, employees, or agents shall not contribute with the Contractor's insurance or benefit the Contractor in any way.
- c. The Contractor's insurance shall apply separately to each insured against whom claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

2. **All Policies**

- a. Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except by the reduction of the applicable aggregate limit by claims paid, until after forty-five (45) days prior written notice has been given to the County.
- b. Each insurance policy shall be written on an "occurrence" form; except that insurance on a "claims made" form may be acceptable with prior County approval.  
  
If coverage is approved and purchased on a "claims made" basis, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of Contract termination, and/or conversion from a "claims made" form to an "occurrence" coverage form.

E. **Acceptability of Insurers**

Unless otherwise approved by the County, insurance is to be placed with insurers with a Bests' rating of no less than A: VIII, or, if not rated with Bests, with minimum surpluses the equivalent of Bests' surplus size VIII.

Professional Liability, Errors, and Omissions insurance may be placed with insurers with a Bests' rating of B+VII. Any exception must be approved by King County.

If, at any time, the foregoing policies shall fail to meet the above minimum requirements the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with appropriate certificates and endorsements, for approval.

F. Verification of Coverage

The Contractor shall furnish the County certificates of insurance and endorsements required by this Contract. Such certificates and endorsements, and renewals thereof, shall be attached as exhibits to the Contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements for each insurance policy are to be on forms approved by the County prior to the commencement of activities associated with the Contract. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

G. Municipal or State Contractor Provisions

If the Contractor is a Public Agency, Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a certification of self-insurance shall be attached hereto and be incorporated by reference and shall constitute compliance with this Section.

H. Insurance for Subcontractors

If the Contractor subcontracts any portion of this Contract pursuant to Section XIII, the Contractor shall include all subcontractors as insureds under its policies or shall require separate certificates of insurance and policy endorsements from each subcontractor. Insurance coverages provided by subcontractors as evidence of compliance with the insurance requirements of this Contract shall be subject to all of the requirements stated herein.

I. All Coverages and Requirements

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded by said policies, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

XIII. Assignment/Subcontracting

- A. The Contractor shall not assign or subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. Said consent must be sought in writing by the Contractor not less than fifteen (15) days prior to the date of any proposed assignment.
- B. "Subcontract" shall mean any agreement between the Contractor and a subcontractor or between subcontractors that is based on this Contract, provided that the term "subcontract" does not include the purchase of (1) support services not related to the subject matter of this Contract, or (2) supplies.
- C. The Contractor shall include Sections III.D., IV, V, VI, VII, VIII, XI, XII, XIV, XV, XXI, and XXV, in every subcontract or purchase agreement for services that relate to the subject matter of this Contract.
- D. The Contractor agrees to include the following language verbatim in every subcontract, provider agreement, or purchase agreement for services which relate to the subject matter of this Contract:

“Subcontractor shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of subcontractor, its officers, employees, and/or agents in connection with or in support of this Contract. Subcontractor expressly agrees and understands that King County is a third party beneficiary to this Contract and shall have the right to bring an action against subcontractor to enforce the provisions of this paragraph.”

**XIV. Nondiscrimination**

The Contractor shall comply with all applicable federal, state and local laws regarding discrimination.

**XV. Nondiscrimination in Subcontracting Practices**

- A. In accordance with the provisions of Washington Initiative 200, no County Minority and Women Business (M/WBE) utilization requirements shall apply to this Contract. No minimum level of M/WBE subcontractor participation or purchase from M/WBE certified vendors is required and no preference will be given by the County to a bidder or proposer for their M/WBE utilization or M/WBE status. The completion of County M/WBE forms which may be included in the Contract documents is not required. Provided, however, that any affirmative action requirements set forth in any federal regulations or statutes included or referenced in the Contract documents will continue to apply.
- B. During the term of this Contract, the Contractor shall not create barriers to open and fair opportunities for M/WBEs to participate in all County contracts and to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the Contractor shall not discriminate against any person on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any disability in an otherwise qualified disabled person.
- C. The Contractor shall maintain, until at least 12 months after completion of all work under this Contract, records and information necessary to document its level of utilization of M/WBEs and other businesses as subcontractors and suppliers in this Contract and in its overall public and private business activities. The Contractor shall also maintain, until 12 months after completion of all work under this Contract, all written quotes, bids, estimates or proposals submitted to the Contractor by all businesses seeking to participate in this Contract. The Contractor shall make such documents available to the County for inspection and copying upon request. If this Contract involves federal funds, Contractor shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the Contract documents.
- D. King County encourages the Contractor to utilize small businesses, including Minority-owned and Women-owned Business Enterprises (“M/WBEs”) in County contracts. The Washington State Office of Minority and Women’s Business Enterprises (OMWBE) can provide a list of certified M/WBEs. Contact OMWBE office at (360) 753-9693 or on-line through the web site at [www.wsdot.wa.gov/omwbe/](http://www.wsdot.wa.gov/omwbe/).
- E. Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of Contract for which the Contractor may be subject to damages and sanctions provided for by Contract and by applicable law.

**XVI. Conflict of Interest**

- A. The Contractor agrees to comply with the provisions of KCC Chapter 3.04. Failure to comply with any requirement of KCC Chapter 3.04 shall be a material breach of this Contract, and may result in termination of this Contract pursuant to Section II and subject the Contractor to the remedies stated therein, or otherwise available to the County at law or in equity.
- B. The Contractor agrees, pursuant to KCC 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing

of value or gift, whether in the form of services, loan, thing or promise, in any form to any county official or employee. The Contractor acknowledges that if it is found to have violated the prohibition found in this paragraph, its current contracts with the county will be cancelled and it shall not be able to bid on any county contract for a period of two years.

- C. The Contractor acknowledges that for one year after leaving County employment, a former county employee may not have a financial or beneficial interest in a contract or grant that was planned, authorized, or funded by a county action in which the former county employee participated during county employment. Contractor shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Contract. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Contract. After Contract award, the Contractor is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Contract any time during the term of the Contract.

#### **XVII. Equipment Purchase, Maintenance, and Ownership**

- A. The Contractor agrees that any equipment purchased, in whole or in part, with Contract funds at a cost of \$5,000 per item or more, when the purchase of such equipment is reimbursable as a Contract budget item, is upon its purchase or receipt the property of the County and/or federal/state government.
- B. The Contractor shall be responsible for all such property, including the proper care and maintenance of the equipment.
- C. The Contractor shall ensure that all such equipment will be returned to the County or federal/state government upon termination of this Contract unless otherwise agreed upon by the parties.
- D. The County will provide property tags so Contractor can mark property. The Contractor shall admit County staff to the Contractor's premises for the purpose of confirming property has been marked with County property tags. The Contractor shall establish and maintain inventory records and transaction documents (purchase requisitions, packing slips, invoices, receipts) of equipment purchased with Contract funds.

#### **XVIII. Proprietary Rights**

The parties to this Contract hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the party that produces such material or article. If any patentable or copyrightable material or article should result from the work described herein and is jointly produced by both parties, all rights accruing from such material or article shall be owned in accordance with US Patent Law. Each party agrees to and does hereby grant to the other party, irrevocable, nonexclusive, and royalty-free license to use, according to law, any material or article and use any method that may be developed as part of the work under this Contract.

The foregoing products license shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Contractor which are modified for use in the performance of this Contract.

The foregoing provisions of this section shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Contractor that are not modified for use in the performance of this Contract.

#### **XIX. Political Activity Prohibited**

None of the funds, materials, property, or services provided directly or indirectly under this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

#### **XX. King County Recycled Product Procurement Policy**

In accordance with King County Code 10.16, the Contractor shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Contract. In addition, the Contractor shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical in the fulfillment of this Contract.

**XXI. Future Support**

The County makes no commitment to support the services contracted for herein and assumes no obligation for future support of the activity contracted herein except as expressly set forth in this Contract.

**XXII. Entire Contract/Waiver of Default**

The parties agree that this Contract is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Contract. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to be such through written approval by the County, which shall be attached to the original Contract.

**XXIII. Contract Amendments**

Either party may request changes to this Contract. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Contract.

**XXIV. Notices**

Whenever this Contract provides for notice to be provided by one party to another, such notice shall be in writing and directed to the chief executive office of the Contractor and the project representative of the County department specified on page one of this Contract. Any time within which a party must take some action shall be computed from the date that the notice is received by said party.

**XXV. Services Provided in Accordance with Law and Rule and Regulation**

The Contractor and any subcontractor agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Contract, all of which are incorporated herein by reference.

In the event that there is a conflict between any of the language contained in any exhibit or attachment to this Contract, the language in the Contract shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

**XXVI. Applicable Law**

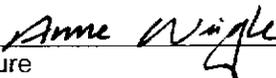
This contract shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

IN WITNESS HEREOF, the parties hereby agree to the terms and conditions of this Contract:

KING COUNTY

City of Bellevue

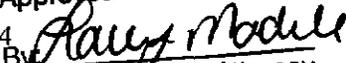
  
\_\_\_\_\_  
King County Executive

  
\_\_\_\_\_  
Signature

2/27/11  
\_\_\_\_\_  
Date

Anne Weigle  
\_\_\_\_\_  
NAME (Please type or print)

15 Feb 2011  
\_\_\_\_\_  
Date

Agency Services -EHS1814  
Approved as to form:  
By   
Assistant City Attorney

## EXHIBIT A

### MEMORANDUM OF UNDERSTANDING ON THE LOCAL HAZARDOUS WASTE MANAGEMENT PROGRAM FOR 2011 ACTIVITIES

The Local Hazardous Waste Management Plan (hereafter referred to as the "Plan") as updated in 1997, was adopted by the partner agencies (King County Solid Waste Division, Seattle Public Utilities, King County Water and Land Resources Division and the Seattle-King County Department of Public Health) and cities located in King County. The Washington State Department of Ecology in accordance with RCW 70.105.220 subsequently approved the Plan. The City is an active and valued partner in the regional Local Hazardous Waste Management Program (hereafter referred to as the "Program").

The purpose of this Exhibit is to define the terms and conditions associated with the Program's funding of City activities performed under the auspices of the Plan and as approved by the Program's Management Coordination Committee (hereinafter referred to as the "MCC"). This Agreement further defines the responsibilities of the City and Seattle-King County Department of Public Health with respect to the transfer of Program monies.

#### Scope of Work

The City of Bellevue will act in cooperation with the nearby cities and towns of Beaux Arts Village, Clyde Hill, Hunts Point, Medina and Yarrow Point.

**Project A** – The City of Bellevue will provide community pollution prevention outreach and technical assistance by displays, materials, and workshops and events, to seek out appropriate alternatives to, and/or properly handle and dispose of household or small quantity generator hazardous waste. The City will also conduct market research to benchmark homeowners' awareness of, use of and barriers to natural yard care practices, and use this market research for program development.

**Project B** – The City of Bellevue will provide oil and household hazardous waste research, outreach and technical assistance by hiring a consultant to continue the oil recycling program at Schucks/O'Reilly stores and to develop ideas to increase motor oil collection. The City will continue developing programs on recycling and disposal options for compact fluorescent lights, tube fluorescent lights, cell phones, computer monitors and peripherals, household batteries and also for unused medicines.

#### Responsibilities of the Parties

The responsibilities of the parties to this Contract shall be as follows:

##### A. The City

1. The City shall develop and submit project proposals and budget requests to the Program's Contract Administrator. Funds provided to the City by the Local Hazardous Waste Management Program pursuant to this Contract shall be used to implement hazardous waste programs and/or services as approved by the MCC.

2. For reimbursement the City shall submit the following to the Contract Administrator:
  - a) An invoice (see Exhibit B). Invoices should be sent to the Contract Administrator for approval and payment.
  - b) A brief description of activity accomplished and funds expended in accordance with the scope of work.
  - c) Copies of invoices for expenditures or a financial statement prepared by the City's finance department. The financial statements should include vendor names, a description of services provided, date paid and a check or warrant number.
3. The City shall notify the Contract Administrator no later than December 15<sup>th</sup> regarding the amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.
4. It is the responsibility of the City to comply with all applicable county, state and/or federal reporting requirements with respect to the collection and transfer of moderate risk wastes. The City shall report to the Contract Administrator the quantity, by type, of moderate risk waste collected using Program funds. The City shall also provide the Contract Administrator with copies of EPA's Non-Hazardous Waste Manifest or similar form, associated with the transport of moderate risk waste collected through Program-funded events.
5. The City is solely responsible for any and all spills, leaks or other emergencies arising at the facilities associated with the City's events or in any other way associated with activities conducted within the scope of this Contract. In the event of a spill or other emergency, the City is responsible for complying with all applicable laws and regulations.
6. The City agrees to appropriately acknowledge the Program in all media produced – in part or in whole – with Program funds. The intent of this provision is to further strengthen this regional partnership in the public's mind.
7. The City agrees to provide the Program with copies of all media material produced for local hazardous waste management events or activities that have been funded by the Program. The City also agrees to allow the Program to reproduce media materials created with Program money provided that the Program credits the City as the originator of that material.
8. This project shall be administered by Thomas C. Spille at the City of Bellevue, P.O. Box 90012, Bellevue, at (425) 452-6964, (tspille@bellevuewa.gov) or his designee.
9. Questions or concerns regarding any issue associated with this Exhibit that cannot be handled by the Contract Administrator should be referred to the LHWMP Program Administrator for resolution.

**B. Seattle-King County Department of Public Health**

1. Seattle-King County Department of Public Health shall administer, via the attached Contract, the transfer of Program funds to the City for hazardous waste management events and activities.
2. Within ten (10) working days of receiving a request for reimbursement from the City, the Contract Administrator shall either notify the City of any exceptions to the request

which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The Contract Administrator will not authorize payment for activities and/or expenditures that are not included in the scope of work, unless the scope has been amended. The Contract Administrator retains the right to withhold all or partial payment if the City's invoices are incomplete (e.g. they do not include proper documentation of expenditures for which reimbursement is being requested) or are not consistent with the submitted scope of work.

C. Program Contacts

Jay Watson  
LHWMP Program Administrator  
150 Nickerson Street, Suite 100  
Seattle, WA 98109  
206-352-8163  
[jay.watson@kingcounty.gov](mailto:jay.watson@kingcounty.gov)

Paul Shallow  
LHWMP Contract Administrator  
401 Fifth Avenue, Suite 1100  
Seattle, WA 98104  
206-263-8487  
[paul.shallow@kingcounty.gov](mailto:paul.shallow@kingcounty.gov)

**EXHIBIT B**  
**Budget/Invoice**  
**LOCAL HAZARDOUS WASTE MANAGEMENT PROGRAM**

**From:** The City of Bellevue  
P.O. Box 90012  
Bellevue, WA 98009-9012

**To:** Paul Shallow, LHWMP Contract Administrator  
Seattle-King County Department of Public Health  
401 Fifth Avenue, Suite 1100  
Seattle, WA 98104

Contract #D40608D

Period of time: \_\_\_\_\_, 2011 to \_\_\_\_\_, 2011.

In performance of a signed Contract between King County and the City of Bellevue, I hereby certify that the following expenses were incurred during the above-mentioned period of time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Component Description	Budget	Current Expenses	Previous Charges	Balance
Pollution Prevention Outreach & Technical Assistance	\$45,588.96			
Oil & HHW Research Outreach & Technical Assistance	\$12,500.00			
<b>TOTAL</b>	\$58,088.96			

\_\_\_\_\_  
For Health Department Use Only

Local Hazardous Waste Management Program Approval:

\_\_\_\_\_  
Paul Shallow

\_\_\_\_\_  
Date

City of  
Bellevue



Post Office Box 90012 • Bellevue, Washington • 98009 9012

February 10, 2011

Jay Watson  
LHWMP Program Administrator  
150 Nickerson Street, suite 100  
Seattle, WA 98109

And

Paul Shallow  
LHWMP Contract Administrator  
401 Fifth Avenue, Suite 1100  
Seattle, WA 98104

RE: Local Hazardous Waste Management Program Plan Grant  
Written Acknowledgement of Self-Insurance - City of Bellevue

Dear Messrs. Watson and Shallow:

In compliance with the terms and conditions of the above-named grant agreement, please be advised that the City of Bellevue is a municipal corporation that fully self-insures its general, auto and professional liability loss exposures under the provisions of Chapter 48.62 Revised Code of Washington (RCW). The City of Bellevue is also self-insured employer for workers' compensation claims.

Questions regarding the City's insurance program can be referred to the Risk Management Office at (425) 452-2746.

Sincerely,

A handwritten signature in cursive script that reads "Joanne Nicolai". The signature is written in black ink and is positioned above the printed name and title.

Joanne Nicolai  
Risk Manager

King County Dept. of Health.

**Kelly, Christine**

**From:** Kelly, Christine  
**Sent:** Thursday, February 03, 2011 12:24 PM  
**To:** Nicolai, Joanne  
**Subject:** RE: King County Dept. of Public Health

Tom Spille.

Based on the Grant document itself, it lists the following individuals as "Program Contacts" for Seattle-King County Dept. of Public Health Local Hazardous Waste Management Plan:

1. Jay Watson  
LHWMP Program Administrator  
150 Nickerson St, Suite 100  
Seattle WA 98109  
206-352-8163  
[Jay.watson@kingcounty.gov](mailto:Jay.watson@kingcounty.gov)
2. Paul Shallow  
LHWMP Contract Administrator  
401 - Fifth Ave., Suite 1100  
Seattle WA 98104  
206-263-8487  
[Paul.shallow@kingcounty.gov](mailto:Paul.shallow@kingcounty.gov)

*Hopefully this is enough information for your letter.*

Thank you Joanne, I can pick it up, or if you have it put in our "Pick-up" box I can get it from there.

Chris Kelly  
Contracting Services  
Ext. 4103

---

**From:** Nicolai, Joanne  
**Sent:** Thursday, February 03, 2011 6:42 AM  
**To:** Kelly, Christine  
**Subject:** RE: King County Dept. of Public Health

Chris --

We do not have a generic letter on file with the Health Department. Each letter that is issued is for a specific grant or activity. So, if the grant requires a letter, I can easily produce one. I need to know the name, title, and address of the person who needs the letter; the number and title of the grant/contract, and, if not self-evident from the title, what the agreement is for. Thanks!

---

**From:** Kelly, Christine  
**Sent:** Wednesday, February 02, 2011 4:26 PM  
**To:** Nicolai, Joanne  
**Subject:** King County Dept. of Public Health

**Kelly, Christine**

---

**From:** Kelly, Christine  
**Sent:** Wednesday, February 02, 2011 4:26 PM  
**To:** Nicolai, Joanne  
**Subject:** King County Dept. of Public Health

Joanne, I am reviewing a Grant Reimbursement Agreement with DOH, do we need to send them a letter re: self insured?  
Or do you know if they have us 'on file'?

Please advise, thanks!  
Chris Kelly

**Kelly, Christine**

---

**From:** Spille, Tom  
**Sent:** Thursday, February 03, 2011 11:25 AM  
**To:** Kelly, Christine  
**Subject:** RE: King County Dept. of Health Grant Agreement

The correct one is 757640008.337090.0902

Sorry about that. Really wish these things didn't change from year to year....

---

**From:** Kelly, Christine  
**Sent:** Wednesday, February 02, 2011 4:51 PM  
**To:** Spille, Tom  
**Subject:** King County Dept. of Health Grant Agreement

Tom, the account number you used on this Grant is invalid. This is what you gave me:

**757640008 . 334030 . 0100**

Will you please check and get back to me with a valid number asap? Thank you.

Also, if you can make sure it is valid, as I have to enter everything into JDE and if it is not valid, I have to delete it all and start over – it's a pain, and very time consuming. Thanks much.

Chris Kelly  
Contracting Services  
Ext. 4103

**Kelly, Christine**

---

**From:** Kelly, Christine  
**Sent:** Wednesday, February 02, 2011 4:51 PM  
**To:** Spille, Tom  
**Subject:** King County Dept. of Health Grant Agreement

Tom, the account number you used on this Grant is invalid. This is what you gave me:

337090.0902.  
757640008.334030.0100

Will you please check and get back to me with a valid number asap? Thank you.

Also, if you can make sure it is valid, as I have to enter everything into JDE and if it is not valid, I have to delete it all and start over – it's a pain, and very time consuming. Thanks much.

Chris Kelly  
Contracting Services  
Ext. 4103

## Kelly, Christine

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**From:** Kelly, Christine  
**Sent:** Tuesday, February 15, 2011 8:44 AM  
**To:** Liu, Lucy  
**Subject:** RE: R. Lee Springer contract renewal for tax audit services

The application materials are not proof of insurance coverage. His commercial general liability expires today (02/15/11). Typically, when there is renewal of coverage, the carrier sends out a renewed certificate with current coverage dates.

The umbrella coverage is for auto only, so it would not cover the commercial general liability.

---

**From:** Liu, Lucy  
**Sent:** Tuesday, February 15, 2011 8:31 AM  
**To:** Kelly, Christine  
**Cc:** Springer, Lee  
**Subject:** RE: R. Lee Springer contract renewal for tax audit services

His current insurance expires at the end of this month. I believe he has provided his current certificate for commercial general liability that is good until the end of the month. He is in the process of applying for renewal of this coverage. Do you want the application materials? I'm not sure if he will receive the new insurance certificate in time for the contract amendment if we want to process it by the end of this month.

Lucy Liu | Tax Division Manager | City of Bellevue  
Phone: (425) 452-4445 | Fax: (425) 452-6198 | Email: [lliu@bellevuewa.gov](mailto:lliu@bellevuewa.gov)

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**From:** Kelly, Christine  
**Sent:** Tuesday, February 15, 2011 7:36 AM  
**To:** Liu, Lucy; Lee Springer  
**Subject:** RE: R. Lee Springer contract renewal for tax audit services

The only insurance I need to proceed is: COMMERCIAL GENERAL LIABILITY coverage. I'm not sure what you are referring to with 'renewal application'? The Commercial General Liability needs to be an actual certificate with the City of Bellevue listed as 'additional insured', primary per the modified Attachment B from the original agreement.

Thank you.  
Christine Kelly  
City of Bellevue  
Contracting Services

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**From:** Liu, Lucy  
**Sent:** Monday, February 14, 2011 11:33 AM  
**To:** Lee Springer; Kelly, Christine  
**Subject:** R. Lee Springer contract renewal for tax audit services

Lee,

The application for the commercial liability renewal would be great if that's the only one expiring. I'll let you know if we don't have what we need on the auto and professional liability. Chris Kelly in Contracting has the paperwork now and I am copying her to confirm this is all we need to proceed.

Chris – Please confirm the only thing you are missing for insurance is the commercial liability renewal application.

Lucy Liu | Tax Division Manager | City of Bellevue  
Phone: (425) 452-4445 | Fax: (425) 452-6198 | Email: [lliu@bellevuewa.gov](mailto:lliu@bellevuewa.gov)

---

**From:** Microsoft Exchange **On Behalf Of** Lee Springer  
**Sent:** Monday, February 14, 2011 11:19 AM  
**To:** Liu, Lucy  
**Subject:** Voice Mail from Lee Springer(Work) (1 minute and 17 seconds)

**You received a voice mail from Lee Springer at 4258689681**

<b>Caller-Id:</b>	<u>4258689681</u>
<b>Company:</b>	Lee Springer Consulting
<b>Work:</b>	<u>(425) 868-9681</u>
<b>Mobile:</b>	<u>+1 425/281-1485</u>
<b>Home:</b>	<u>+1 425/868-7879</u>
<b>E-mail:</b>	<u>r.leespring@verizon.net</u>

---

Sent by Microsoft Exchange Server 2007

**Kelly, Christine**

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**From:** Nicolai, Joanne  
**Sent:** Thursday, February 03, 2011 6:42 AM  
**To:** Kelly, Christine  
**Subject:** RE: King County Dept. of Public Health

Chris –

We do not have a generic letter on file with the Health Department. Each letter that is issued is for a specific grant or activity. So, if the grant requires a letter, I can easily produce one. I need to know the name, title, and address of the person who needs the letter; the number and title of the grant/contract, and, if not self-evident from the title, what the agreement is for. Thanks!

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**Sent:** Wednesday, February 02, 2011 4:26 PM  
**To:** Nicolai, Joanne  
**Subject:** King County Dept. of Public Health

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Please advise, thanks!  
Chris Kelly

**Contract, Procurement and Real Estate Services (CPRES)**

401 Fifth Avenue, Suite 1300  
Seattle, WA 98104-1818

**206-263-8747** Fax 206-296-0629  
TTY Relay: 711

[www.kingcounty.gov/health](http://www.kingcounty.gov/health)

**Public Health**   
Seattle & King County

February 24, 2011

Dear Contractor:

Enclosed is a fully signed copy of your accounts payable contract. We have retained a copy for our records. Please contact Leah Newman at (206) 263-8749 if you have questions.

3/3/11 - Tom Spille

**Kelly, Christine**

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**From:** Kelly, Christine  
**Sent:** Thursday, March 03, 2011 11:22 AM  
**To:** Spille, Tom  
**Subject:** Pollution Prevention Grant from King County

Tom, I need the original routing form, etc. for this Grant #1110069-000. I've received the signed one from King County. I have a copy I can give you.

Thanks,  
Chris Kelly

**Kelly, Christine**

---

**From:** Kelly, Christine  
**Sent:** Tuesday, February 15, 2011 12:33 PM  
**To:** Spille, Tom  
**Subject:** Local Hazardous Waste Management Program GRANT # 1110069-000

Tom, this Grant agreement is ready for you to pick up. It needs to be returned to King County for final signatures. One original is stamped "RECORDING COPY" which must be returned to us to finalize. Please ask them to get signatures and return the stamped "recording copy" to me in Contracting Services. (They can return to you, but we need it to finalize and send to the Clerk) Please **Don't have them return directly to the Clerk - WE NEED IT FIRST.**

Any questions, please let me know - thanks.

Chris Kelly  
Contracting Services  
Ext. 4103

ORIGINAL

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5988

AN ORDINANCE authorizing execution of an Interlocal Agreement with the Seattle-King County Department of Public Health (DOH) to accept \$58,088.96 in grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan (LHWMP); establishing a project within the Operating Grants and Donations Fund; amending the budgets for Operating Grants and Donations Fund; appropriate unanticipated and future revenues to that fund; and authorizing expenditures of said funds.

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

Section 1. The City Manager or his designee is authorized and directed to execute an Interlocal Agreement with Seattle-King County Department of Public Health entitled Memorandum of Understanding on the Local Hazardous Waste Management Program for 2010 Activities to accept \$58,088.96 in grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan, a copy of which Interlocal Agreement has been given Clerk's Receiving No. 47254.

Section 2. The appropriate administrative officials of the City are authorized to receive monies and to expend the same as authorized in said interlocal agreement.

Section 3. At the time of execution of said Agreement and acceptance of said funds, a project shall be established within the Operating Grants and Donations Fund into which all said monies shall be deposited.

Section 4. The City Manager or his designated representative shall have responsibility for the administration of said grant monies and shall have all authority necessary to enter into agreements regarding the use thereof.

Section 5. The approximate amount and source of revenue for the grant proposal and acceptance are:

Seattle-King County Department of Public Health	\$58,088.96
--	-------------

Section 6. Upon execution of said interlocal agreement the budget for the Operating Grants and Donations Fund shall be amended by appropriating revenues in the amount of the grant proposal and acceptance herein authorized.

<u>Description</u>	Amount Appropriated
Operating Grants and Donations Fund	\$58,088.96

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

Section 7. This ordinance shall take effect and be in force five (5) days after passage and legal publication.

Passed by the City Council this 18<sup>th</sup> day of January, 2011 and signed in authentication of its passage this 18<sup>th</sup> day of January, 2011.

(SEAL)

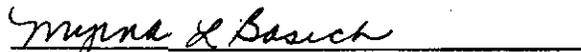
  
Don Davidson, DDS  
Mayor

Approved as to form:

Lori M. Riordan, City Attorney

  
Lacey L. Madche, Assistant City Attorney

Attest:

  
Myrria L. Basich, City Clerk

Published January 21, 2011

## CITY COUNCIL AGENDA MEMORANDUM

### **SUBJECT**

Ordinance No. 5998 authorizing execution of an Interlocal Agreement with Seattle-King County Department of Public Health (DOH) to accept grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan (LHWMP); establish a project within the Operating Grants, Donations, and Special Reserves Fund; appropriate unanticipated and future revenues to that fund; and authorizing expenditures of said grant funds.

### **FISCAL IMPACT**

The Agreement will provide continued funding of \$58,088.96 from the DOH to implement two hazardous waste education and collection projects in 2011. This grant does not require matching funding. However, it is used to provide the required matching funds for the Coordinated Prevention Grant. Attachment 1 provides more specific information regarding allocation of project funds between projects and grants. No new City funding is required for acceptance of this grant. Sufficient budget exists in the 2011 Solid Waste Fund to implement these projects, but an amendment is needed for the Operating Grants, Donations, and Special Reserves Fund.

The City has participated in this grant program since 1991. This grant is provided on a reimbursement basis and is retroactive to January 1, 2011.

### **STAFF CONTACT**

Nav Ota, Deputy Director 452-2041  
Anne Weigle, Assistant Director 452-4634  
Tom Spille, Solid Waste Program Administrator 452-6964  
Utilities Department

### **POLICY CONSIDERATION**

It has been determined that moderate risk waste, which is sometimes disposed of with solid waste, can potentially cause public health and environmental problems. To reduce and divert hazardous waste from the solid waste stream, and in compliance with RCW 70.105.220(1), the City, along with Seattle, King County, the DOH and other suburban cities, has prepared a LHWMP to fund and implement specific hazardous waste programs. The City adopted the LHWMP on May 14, 1991 (Resolution No. 5266).

Acceptance of grant funds for hazardous waste projects will enable the City to continue providing these popular services to businesses and residents. These projects have continually grown in popularity since their inception.

## **BACKGROUND**

The DOH has made reimbursement funding available to suburban cities to implement hazardous waste education and collection programs every year since 1991.

The LHWMP funding is made available on a "base plus per capita" basis. Each city receives \$5,000, plus a per capita share. The City of Bellevue's share for 2011 is \$32,119.22. The cumulative share of Beaux Arts, Clyde Hill, Hunts Point, Medina and Yarrow Point (the "Points Cities") is \$25,969.74. In the interest of regional cooperation and to maximize this grant funding, the City and the Points Cities have participated together in funding projects since 1992. The Points Cities have agreed to provide their share of reimbursement funding to Bellevue for these purposes. As a result of this combined effort, the total reimbursement funding available to Bellevue for 2011 is \$58,088.96.

Projects proposed under this 2011 Interlocal Agreement include the following (Attachment 1 provides more detailed descriptions):

### **Pollution Prevention Outreach and Technical Assistance**

Recent studies documenting pesticides and other hazardous wastes in local streams and their impact on salmon, point to the need to increase awareness and reduce the use of these chemicals. This project will use a variety of outreach and technical assistance methods to encourage Bellevue area residents and businesses to seek appropriate alternatives to, and/or properly handle and dispose of hazardous waste.

### **Used Motor Oil and Household Hazardous Waste Research, Outreach and Technical Assistance**

Bellevue has promoted an on-site used motor oil and oil filter recycling collection program since 1993. Thirty-seven private Bellevue businesses are associated with the program and offer services to residents. Used motor oil generation is tracked, and do-it-yourself motor oil changers are educated about options for recycling used motor oil. Sites for recycling used motor oil and used oil filters are actively recruited. This project also includes determining the recycling and proper disposal options available to local residents for household hazardous waste, educating residents about these options and working to expand these options.

## **EFFECTIVE DATE**

If adopted by Council, this Ordinance becomes effective on January 26, 2011.

## **OPTIONS**

1. Adopt Ordinance No. 5998 authorizing execution of an Interlocal Agreement with Seattle-King County Department of Public Health (DOH) to accept grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan (LHWMP); establish a project within the Operating Grants, Donations, and Special Reserves Fund; appropriate unanticipated and future revenues to that fund; and authorizing expenditures of said grant funds.

2. Do not adopt Ordinance No. 5988. Provide alternate direction to staff regarding funding of these hazardous waste collection and education projects. Failure to adopt the Interlocal Agreement would result in the loss of \$58,088.96 from DOH to provide hazardous waste collection and education services.

### **RECOMMENDATION**

Option No. 1 – Adopt Ordinance No. 5988 authorizing execution of an Interlocal Agreement with Seattle-King County Department of Public Health (DOH) to accept grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan (LHWMP); establish a project within the Operating Grants, Donations, and Special Reserves Fund; appropriate unanticipated and future revenues to that fund; and authorizing expenditures of said grant funds.

### **MOTION**

Move to adopt Ordinance No. 5988 authorizing execution of an Interlocal Agreement with Seattle-King County Department of Public Health (DOH) to accept grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan (LHWMP); establish a project within the Operating Grants, Donations, and Special Reserves Fund; appropriate unanticipated and future revenues to that fund; and authorizing expenditures of said grant funds.

### **ATTACHMENTS**

1. Project Descriptions
2. Proposed Ordinance No. 5988

### **COUNCIL OFFICE**

2011 Local Hazardous Waste Management Program Grant Interlocal Agreement

## Attachment 1

### PROJECT DESCRIPTIONS

#### **A. POLLUTION PREVENTION OUTREACH AND TECHNICAL ASSISTANCE**

**Total Project Cost:** \$74,658.96  
**LHWMP Grant Amount:** \$45,588.96  
**Other Project Funding:** \$27,427.50 (Coordinated Prevention Grant)  
\$ 1,642.50 (City of Bellevue Solid Waste Fund)  
**Schedule:** January 1, 2011 to December 31, 2011

#### **Goal:**

The goal of this project is to protect public health and the environment by encouraging Bellevue customers to seek alternatives and prevention strategies for household hazardous wastes (HHW) and business Small Quantity Generator (SQG) hazardous wastes, and to properly handle and dispose of hazardous waste.

#### **History:**

In past years, the City has made efforts to encourage residents to adopt a more "natural" approach to developing and caring for landscapes by promoting natural lawn and garden care. The City has also promoted the safe use and proper disposal of HHW through a variety of displays, web resources, outreach materials, technical assistance, classes and events.

#### **Project Description:**

This project will augment any LHWMP technical assistance visits, provide additional follow-up to businesses, provide education materials, assist with proper storage and disposal of hazardous waste, and help businesses implement surface water pollution prevention measures.

To accomplish the goals of this project, the City will use the following approaches:

- Displays. Create displays that promote alternatives to products that generate moderate risk waste (MRW), proper use and storage of MRW, how to properly dispose of or recycle unused MRW, and educate about the impact of improper MRW use on environment and public health
- Outreach Materials and Technical Assistance. Develop and distribute a variety of outreach materials and provide technical assistance to customers where a significant impact may be made and/or that will serve as role models.
- Workshops and Events. Develop workshops that can be offered at community and neighborhood events or as stand-alone events that will teach customers about prevention strategies to use of HHW, alternatives to using pesticides or other HHW, how to properly use and store HHW, and/or how to properly dispose of or recycle HHW.
- Research and Program Development. Conduct market research to benchmark homeowners' awareness and use of natural yard care practices and then use the data to refine program content and target audiences.

**Expected Outcomes/Impacts:**

The City expects the following outcomes/impacts:

- 50% of workshop attendees will modify their behaviors and yard maintenance practices.
- Increase number of storm drainage marking kits so that volunteer requests can be met 100% of the time.
- 25 tons of material collected at hazardous waste collection events.
- 50% of businesses receiving follow-up visits will modify their behaviors and best management practices.

**B. USED MOTOR OIL AND HOUSEHOLD HAZARDOUS WASTE OUTREACH AND TECHNICAL ASSISTANCE**

**Total Project Cost:** \$40,000.00  
**LHWMP Grant Amount:** \$12,500.00  
**Other Project Funding:** \$26,250.00 (Coordinated Prevention Grant)  
\$ 1,250.00 (City of Bellevue Solid Waste Fund)  
**Schedule:** January 1, 2011 to December 31, 2011

**Goals:**

The goals of this project are to maintain a used motor oil recycling rate above 80% among Bellevue residents who change their own motor oil, and to raise awareness about proper handling, recycling and/or disposal of a variety of household hazardous wastes.

**History:**

Bellevue has promoted a used motor oil recycling collection program since 1993, which has achieved national recognition. Currently, 37 Bellevue businesses participate in the program and 15 businesses accept used motor from their customers for recycling. Used motor oil generation in the City is tracked, and do-it-yourself motor oil changers are educated about recycling options. Continuing education and program promotion is required to maintain the high recycling rate and prevent pollution caused by illegal dumping.

Household hazardous waste outreach and education continues to be an important program. Recent surveys indicate that more than thirty percent of residents polled do not know how to properly dispose of compact fluorescent lights (CFL), and many residents continue to throw them in the trash. Thirty-one percent of respondents have between one and five computers in storage that they no longer use. Both CFLs and computers are banned from the garbage in King County, so there is a high need for continuing education.

**Project Description:**

To accomplish project goals, a consultant will be hired to perform the following activities:

- **O'Reilly Promotional Activities.** Work with O'Reilly Auto Parts to develop ideas that should result in increased used motor oil collection.
- **Household Hazardous Waste Generation Survey.** Conduct a survey to determine the frequency and amount of do-it-yourself oil changes, and the use and disposal of compact and tube fluorescent lights, and various types of batteries used in consumer products to estimate generation of these items in Bellevue for use as a basis for future projects.

- **Consumer Education Campaign.** Continue to distribute materials developed in previous years and revise them if necessary. Develop materials targeting the proper disposal of unused medicines.
- **Motor Oil Volume Tracking and Project Effectiveness.** Track motor oil sales, used motor oil and used oil filter volumes recycled, number of sites recycling used motor oil and/or used oil filters, and the number of fleets using re-refined oil during the project.
- **Recruit Motor Oil and Filter Collection Participant Businesses.** Continue to identify and contact (in person) potential businesses to encourage and offer technical assistance in siting used motor oil collection tanks for use by the public.
- **Fleet Conversion to Re-refined Oil.** Contact businesses with fleets to offer technical assistance regarding conversion to re-refined oil.
- **Background Information Development.** Continue collecting information on proper recycling and disposal options for lighting and electronics products for use in developing programs targeting these products and materials.

**Expected Outcomes/Impacts:**

It is expected that the number of collection sites and the volume of used motor oil and used oil filters that are recycled will be maintained or expanded. Staff also expects to increase awareness and proper recycling/disposal for targeted household hazardous waste generated in the City.

CITY OF BELLEVUE, WASHINGTON

ORDINANCE NO. 5998

**AN ORDINANCE** authorizing execution of an Interlocal Agreement with the Seattle-King County Department of Public Health (DOH) to accept \$58,088.96 in grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan (LHWMP); establishing a project within the Operating Grants and Donations Fund; amending the budgets for Operating Grants and Donations Fund; appropriate unanticipated and future revenues to that fund; and authorizing expenditures of said funds.

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

**Section 1.** The City Manager or his designee is authorized and directed to execute an Interlocal Agreement with Seattle-King County Department of Public Health entitled Memorandum of Understanding on the Local Hazardous Waste Management Program for 2010 Activities to accept \$58,088.96 in grant reimbursement funds to implement hazardous waste prevention and education programs in accordance with the Local Hazardous Waste Management Plan, a copy of which Interlocal Agreement has been given Clerk's Receiving No. \_\_\_\_\_.

**Section 2.** The appropriate administrative officials of the City are authorized to receive monies and to expend the same as authorized in said interlocal agreement.

**Section 3.** At the time of execution of said Agreement and acceptance of said funds, a project shall be established within the Operating Grants and Donations Fund into which all said monies shall be deposited.

**Section 4.** The City Manager or his designated representative shall have responsibility for the administration of said grant monies and shall have all authority necessary to enter into agreements regarding the use thereof.

**Section 5.** The approximate amount and source of revenue for the grant proposal and acceptance are:

Seattle-King County Department  
of Public Health

\$58,088.96

**Section 6.** Upon execution of said interlocal agreement the budget for the Operating Grants and Donations Fund shall be amended by appropriating revenues in the amount of the grant proposal and acceptance herein authorized.

1206-ORD  
01/11/11

<u>Description</u>	<u>Amount Appropriated</u>
Operating Grants and Donations Fund	\$58,088.96

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

Section 7. This ordinance shall take effect and be in force five (5) days after passage and legal publication.

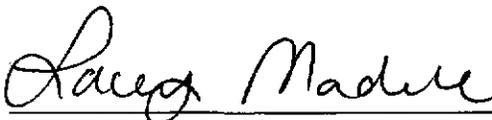
Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2011  
and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_,  
2011.

(SEAL)

\_\_\_\_\_  
Don Davidson, DDS  
Mayor

Approved as to form:

Lori M. Riordan, City Attorney

  
\_\_\_\_\_  
Lacey L. Madche, Assistant City Attorney

Attest:

\_\_\_\_\_  
Myrna L. Basich, City Clerk

Published \_\_\_\_\_



City of Bellevue  
Finance - Contracting Services  
425-452-7876

CR #: 47254 Date: 3-10-11  
*Ord 5988*

Loc: INTRLOC-GR #: 1110069-000  
*800*

### Grant Agreement Routing Form

#### Current Agreement Information

**Agreement Title:**  
Local Hazardous Waste Management Program Grant  
2011

**Agreement Description:**  
Interlocal agreement to accept reimbursement funding  
for household hazardous waste prevention and  
recycling projects

**Agreement Form:**  
Vendor Agreement Document

**Agreement Type:** Grant  
**Document Type:** Funding Agreement  
**Agreement Manager:** Tom Spille  
**Agreement Amount:** \$58,088.96  
**Total Aggregate Value:** NaN

*Reimbursement Grant*

#### Project Information:

**Project Name:** Pollution Prevention and Used Oil  
**Department:** Utilities

**Project Manager:** Elaine Borjeson and Patricia...  
**Are matching funds required on this project?** No

#### Granting Organization Information:

**Funding Agency:** Seattle-King County Department of Public Health  
**Administrative Agency:** Local Hazardous Waste Management Program in King County  
**Administrative Agency JDE Vendor #:** 35342  
**Funding Program Name:** Local Hazardous Waste Management Program

#### Agreement Terms:

**Original Effective Date:** 01/01/2011 (actual date)      **End Date:** 12/31/2011 (actual date)

#### Related Agreement Information:

Is this a renewal/amendment? No

Recording Copy  
Return to Bellevue  
City Clerk's Office

#### Council Approval:

**Council Award Date:** 1/18/2011      **Ordinance #:** 5988      **Resolution #:**

#### Route:

	<u>In</u>	<u>Out</u>
Contracting Services: <i>Chris Kelly</i>		02-11-11
Accounting: <i>V. Doherty</i>	2/15/11	2/15/11
Information Technology: Not Required		
Legal: <i>Sherry Medler</i>	2-11-11	2-14-11
Insurance Reviewed By: <i>self-insur. letter to King City</i>		02/10/11
Department Director: <i>Anne Wingle</i>	15 Feb 11	15 Feb 11
* Contracting Services: <i>Chris Kelly</i>	Received	3/9/11
Return To: Tom Spille	MAR - 8 REC'D	
City Clerk's Office: <i>M. Torrance</i>	<i>3-10-11</i> Contracting Services	3-10-11

(\* see next page)

GR # 1110069-000

**Document Management Information:**

CIP Plan #:

JDE Project Number: 223230999 and 239...

Budget Fund: 757640008.334030.0...

Explanation:

Funding Source: Local/Other

**Budget Information:**

There is no budget requirement for this agreement.

Year	Description	JDE Account Number	Amount
	Local Hazardous Waste Managem...	757640008.334030.0100	\$58,088.96

337090.0902

**Additional Comments:**

**Received**  
FEB 15 REC'D  
**Contracting Services**

} Returned all paperwork  
to Tom Spille for signatures  
from King County.  
Tom- please have them  
return all documents to you -  
then we need all paperwork  
(Contract Sves)  
to finalize + get to Clerk  
for permanent records -

Okelly 2/15/11